

Based on Article 71 of the Statute of the University of Primorska (Official Gazette of Republic of Slovenia, No. 51/15 – uradno prečiščeno besedilo, 88/15, 63/16, 2/17, 31/17, 31/17, 77/18, 75/19, 28/21, 115/21 in 122/22) and 39. Article of the Rules of UP Faculty of Management approved at the 31st meeting on 4. 2. do 9. 2. 2021, the Senate of the UP Faculty of Management, at the 3rd meeting, held on 24. 2. 2023, passed

GRADUATION REGULATIONS: MASTER'S IN SECOND CYCLE STUDY PROGRAMMES

1. General Provisions

Article 1

(Second cycle study programmes)

UP Faculty of Management (hereinafter, UP FM), provides education for obtaining the professional title of Master in second cycle study programmes.

Article 2

(Master's thesis)

To obtain the master degree title, a candidate must complete all obligations determined by the study programme and successfully defend the Master's thesis (hereinafter, thesis).

A thesis is the student's individual intellectual creation expressed in writing. A thesis must be the result of the student's independent professional work.

A thesis is an independently authored academic-research written product, with which a candidate shows in-depth knowledge in broader professional or scientific fields, ability to find new sources of knowledge in a particular professional or scientific area, ability to use scientific research methods in a wider spectrum of problems and to new or changed circumstances, and the ability to develop critical reflection.

The thesis may be partially or fully based on a group research project in which several students participate. In this case, each participating student prepares an independent thesis, and their contribution to the group research project must be clearly evident from the application for the topic and the thesis.

The student can substitute the thesis with other products (publications, patents ect.) specified in the study programme.

The student violates the content requirements in the preparation of the thesis 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).

Article 3

(Content of Regulations)

These regulations further define the conditions and procedures for:

- selecting and applying for the thesis topic,
- preparation and submission of the thesis,
- procedure of thesis defence and awarding the diploma certificate.

Article 4

(Neutral grammatical form)

Phrases found in the original Slovene version of the regulations, the third person plural grammatical form is used as neutral for men and women.

2. Thesis application

Article 5

(Conditions for thesis application and choice of topic)

The candidate submits a thesis topic application (Annex 1 form), when they have enrolled in the second year of study.

The candidate selects a thesis topic from the topics which potential mentors publish on the UP FM Intranet by the end of October for the current academic year or propose the topic themselves. The thesis topic must be from the field of the study programme.

Article 6

(Conditions for mentorship)

A student generally obtains a mentor themselves (Annex 1 form).

A candidate's mentor is a higher education teacher with a valid title of full professor, associate professor or assistant professor and is employed at UP in addition to having an appointment for teaching or is actively researching in the professional and/or scientific field, in which the thesis is based.

The mentor can also be a higher education teacher who meets the criteria from the second paragraph of this article and is not employed at the UP, if there is a joint master study programme with another university or in the case of inter-institutional agreements on (co)mentoring. In this case, the co-mentor must be from UP FM or UP.

The mentor may mentor a maximum of twenty candidates in a given academic year. A list of submitted thesis topics applications is managed by the Student Affairs Office (hereinafter, Office)

Article 7

(Conditions for appointing a co-mentor)

If the topic is highly interdisciplinary or is closely connected with co-operation with another organisation (for example, a company, institution, etc.), a mentor can propose a co-mentor or a co-mentor from practice (business or tertiary sector).

A co-mentor can be a person who fulfils one of the following conditions:

- holds an appropriate appointment for teaching in higher education (full professor, associate professor, assistant professor) and is teaching or conducts research in the professional or scientific field, of the chosen topic of the candidate's thesis;
- is a higher education teacher (with the title full professor, assoc. professor, assist. professor) from a foreign university and is teaching as a visiting professor or professor in the candidate's study programme;
- is a higher education teacher at a university (with the title of full professor, associate professor, assistant professor, lecturer) at which the candidate has completed part of their studies;
- is a senior lecturer and/or a lecturer with a master's of science degree or doctorate in science and is teaching or conducts research in the professional or scientific field of the candidates chosen thesis topic;

- has been a teaching assistant with teaching appointment for a minimum of two years in the professional or scientific field, of the candidate's chosen thesis topic.

A co-mentor from the practice can be a person who holds a master's degree or equivalent and has expertise and work experience in the professional or scientific field of the candidate's chosen thesis topic.

Article 8

(Conditions for appointing a mentor from another higher education institution)

Exceptionally, a mentor can also be a higher education teacher from another higher education institution if there are no suitable mentors at UP FM or UP or in the case of transnational higher education (Annex 1b form). In this case a co-mentor must be from UP FM or UP.

The Dean decides upon this matter at the request of the candidate before a thesis topic application is submitted.

The consent from the mentor must be attached to the request. (Annex 1 form).

Article 9

(Tasks and responsibilities of the mentor/co-mentor)

The mentor is responsible for, in regular contact with the candidate, assuring the appropriate academic level of the thesis, to guide and advise the candidate in their work and advise them on the selection of sources, warn them of possible shortcomings and inadequate standards of their work and to decide when the thesis is suitable for defence.

The mentor must monitor the candidate's work and be available for consultation and co-operate with the candidate in exchanging information and opinions related to the thesis topic.

The mentor can occasionally request from the candidate an oral or written report on the progress and results of work concerning the thesis. The candidate must consult with the mentor on the content, method, and standards of the work.

The mentor is responsible for reporting on the process of work on the thesis with the CSPDW, if such a request is made.

The provisions of this article also apply to the co-mentor.

Article 10

(Language in procedures and thesis preparation)

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

If the programme is delivered in English language the procedures, documents and thesis preparation can be in English language.

In the programme delivered Slovene language, the student prepares the thesis in Slovene language, an abstract must be prepared in Slovene language and English language and in another foreign languages if the student wishes so.

If the programme is delivered in a foreign language, the thesis is prepared in that language, an abstract must be prepared in Slovene language and in a second foreign language if chosen by the student.

A request (Annex 2 form) for the written thesis and defence to be in a foreign language, other than the language of programme delivered, is a component of the thesis topic application. The Dean decides upon the matter.

The language of thesis defence is in Slovene language in the programmes that are delivered in Slovene language except when a request is granted to defend the thesis in a foreign language.

As a rule, the language of the defence is held in the language of programme delivery except when a request is granted to hold the defence in Slovene language or other foreign language.

Article 11

(Application submission of thesis proposal)

A thesis application (Annex 1 form) is submitted to the Office by the candidate in one copy (a printed version and electronic version).

The thesis application contains the following information on:

- the candidate,
- the thesis,
- the mentor/co-mentor, with a signed consent from the mentor/co-mentor confirming that the thesis proposal is in accordance with these regulations.

The thesis application also includes a thesis proposal (research plan) in the form which is outlined in Article 12 of these regulations.

Article 12

(Content of the proposal)

A thesis proposal contains approximately 1,500 words (this does not include the list of important literature and sources) on A4 format (double-sided) and contains:

- a title which can have a maximum of 125 characters.
- outline or description of the problem to be addressed and theoretical platforms,
- purpose and goals of the thesis,
- hypotheses and/or research questions,
- predicted research methods to achieve the goals of the thesis,
- assumptions and limitations of the research,
- structure of content – table of contents,
- a list of references and sources.

If the mentor estimates that it is necessary to assess the ethical appropriateness of the research topic of the thesis, the candidate must obtain a consent of the UP FM Senate on the ethical appropriateness of the research work before carrying out the research.

Article 13

(Commission for students professional-development work (hereinafter, CSPDW))

The CSPDW consists of six higher education teachers, who fulfil the same criteria as for thesis mentors. The members of the CSPDW are appointed by the UP FM Senate. Due to their position, the Vice Dean, competent for the research work of students, is a member and president of the CSPDW by position.

The responsibility of the CSPDW is to lead procedures, which at UP FM are connected with Master's theses in the second cycle study programmes and other tasks defined by the UP FM Senate.

Article 14

(Consideration of thesis topic)

Within seven (7) days of receiving the thesis topic application the Office forwards the to the CSPDW, which within thirty (30) days assesses the suitability of the thesis proposal and thesis topic in addition to suitability of the mentor/co-mentor (Annex 3 form).

The CSPDW assesses:

- whether the thesis proposal is formed in accordance with Article 12 of these regulations;
- whether the proposed title is suitable for the intended content of the thesis;
- whether the proposed research methods meet the criteria of professional and development work and whether they enable the achievement of the purpose and goals of the research;
- whether the proposed mentor/co-mentor meets the conditions for mentorship.

Article 15

(Consideration of thesis topic relevance)

The CSPDW assesses the suitability of the thesis proposal and thesis topic as appropriate, appropriate with supplements or inappropriate (Annex 3 form).

If the thesis topic and proposal is assessed as appropriate, it is approved.

If the thesis proposal and thesis topic are assessed as appropriate with supplements, they are approved and sends the candidate and the mentor/co-mentor a list of supplements to be considered when preparing the thesis.

If the thesis proposal and thesis topic are assessed for the first time as inappropriate, comments and recommendations for improvement are indicated. The candidate and mentor/co-mentor are invited to supplement the thesis proposal within three (3) months. If the candidate does not submit a corrected thesis proposal within this time, it is assumed that they have resigned from their thesis topic application.

The candidate, on submission of the amended thesis proposal, sends the CSPDW a report indicating which inadequacies were corrected. If the CSPDW finds the amended thesis proposal and thesis topic to be appropriate, it is approved.

If the CSPDW at the second reading finds that the thesis proposal and thesis topic, despite the amendments, are not suitable for approval, they notify the candidate and the mentor/co-mentor that the thesis proposal must be supplemented within three (3) months. The mentor/co-mentor is invited to the CSPDW meeting. If at the third reading, the discrepancies are clarified the CSPDW can decide to approve the topic and the thesis proposal.

If the CSPDW does not approve the topic and thesis proposal at the third reading, the candidate and mentor/co-mentor are notified that the thesis proposal be once again supplemented within three (3) months. The candidate, on submission of the amended thesis proposal, sends the CSPDW a report indicating which inadequacies were corrected. The newly amended thesis proposal is only addressed by the CSPDW once more.

If a candidate does not submit a corrected thesis proposal within this time, it is assumed that they have resigned from their thesis topic application. If the CSPDW finds the newly amended thesis proposal and the thesis topic is appropriate, it is approved. If the CSPDW in the fourth reading finds that the thesis proposal and thesis topic, despite the amendments, is not appropriate for approval, the topic application and thesis proposal are conclusively rejected.

Article 16

(Consideration of mentor suitability)

The CSPDW assesses whether the proposed mentor/co-mentor meets the conditions for mentorship (Annex 3 form).

If it finds that the mentor/co-mentor meets the conditions for mentorship, they confirm the mentor/co-mentor.

If it finds that a mentor meets the conditions and the co-mentor does not, they propose to the mentor to find another co-mentor.

If it finds that the mentor is unsuitable, the candidate and mentor/co-mentor are informed. At this time, they also suggest to the candidate a suitable mentor. The candidate submits a complemented thesis application, in which the new mentor is also stated. In this case, the thesis application is considered to be submitted for the first time.

Article 17

(Confirmation of thesis topic and mentor)

The CSPDW can:

- approve a thesis proposal and thesis topic in addition to the mentor/co-mentor;
- reject a thesis proposal and thesis topic in addition to the mentor/co-mentor.

The Office informs the candidate and mentor/co-mentor of the decision.

If the CSPDW rejects the thesis application, the Office notifies the candidate and mentor/co-mentor. The CSPDW gives justification for rejecting the thesis proposal and/or rejecting the mentor/co-mentor. In this case, the candidate must submit a new thesis application.

3. Preparation and submission of the thesis

Article 18

(Submission of the thesis)

The candidate submits the thesis to the Office when they have completed all study obligations of the study programme. The Office checks if the student meets the conditions for graduation.

The deadline for submitting the thesis for a technical evaluation is a maximum of one (1) year of the CSPDW approval the thesis proposal and thesis topic. Within this period, the candidate must prepare the thesis and submit it to the Office for further processing.

The candidate, who for justified reasons cannot submit their thesis within the predicted deadline, can request an extension, stating justifiable reasons thereof. The CSPDW decides upon the extension. The deadline for submitting the thesis may be extended for the duration of maximum one (1) year.

If the candidate does not submit the thesis on time and within the deadline did not request an extension, it is considered that they have resigned from the approved thesis topic and the procedure is stopped. The CSPDW adopts a decision to discontinue the procedure.

Based on the approved topic, the candidate prepares the thesis according to the mentor's/co-mentors' instructions and in accordance with these regulations and other internal acts of the UP FM. During the preparation of the thesis, a partial deviation from the approved thesis proposal is possible if the nature of the research requires it and if the mentor/co-mentor give their consent.

Article 19

(Resigning from the approved topic)

If the candidate, during the preparation of a thesis, finds that they cannot complete it, they may, together with their mentor/co-mentor, request to resign from the approved topic. A reasoned request

is addressed to the CSPDW, which considers the request in their next regular meeting. If the CSPDW grants the request, the candidate may apply for a new thesis topic.

The candidate can request to resign from an approved thesis topic only once.

Only in exceptional circumstances can a mentor be replaced once a thesis topic has been approved. The replacement is decided by the CSPDW.

If the candidate or mentor/co-mentor determines, during the preparation of the thesis, that their mutual co-operation is no longer possible, then the candidate and/or mentor/co-mentor submit a written request to the CSPDW which contains grounds for replacement of the mentor/co-mentor. The CSPDW will address the request in their next meeting.

The request includes a proposal and consent of a new mentor/co-mentor.

If the CSPDW grants the request to replace the mentor/co-mentor, they name a new mentor/co-mentor and the procedure continues.

If the CSPDW does not grant the request to replace the mentor/co-mentor, the candidate continues with the preparation of the thesis with the approved mentor or can ask for a resignation from the approved thesis topic.

Article 20 (Form of thesis)

The thesis is written in accordance with instructions in Annex 4 and prepared in accordance with the Guidelines for structuring written assignments at UP FM (hereinafter referred to as Guidelines).

As a rule, a thesis may not exceed a maximum of 50 to 70 pages excluding annexes.

The thesis written in a foreign language must contain an extended abstract in Slovene language, which accounts for at least 10% of the overall text length.

The candidate is responsible for the technical, formal, linguistic, and grammatical accuracy of the thesis.

The thesis is on A4 portrait format, content and form of title page is defined in Annex 2 of the Guidelines.

Article 21 (Violations and sanctions)

The candidate is responsible for violations during the thesis preparation procedure.

The candidate violates the thesis preparation procedure, if they copy text by other authors in whole or in part without the author's approval and uses them as their own, or if they do not cite the author (plagiarism).

In preparation of the thesis the candidate must follow the Guidelines.

UP FM uses programs for detection of similar content (TURNITIN program) solely for the purpose of preventing plagiarism. The mentor submits the thesis to the TURNITIN database.

For assessment and sanctioning of violations of the second paragraph of this Article the provisions of the rules on disciplinary responsibility of students at UP apply mutatis mutandis.

Article 22 (Submission of thesis)

A candidate, along with the Annex 5 form, submits to the Office:

- an electronic version of the thesis on a suitable electronic medium in PDF format and

- a confirmation of proofreading of the thesis in addition to proof of appropriate professional qualifications of the person who proofread the thesis.

At the same time, the candidate submits a statement of authorship and a statement of consent to the publication of the thesis in the UP Repository.

The electronic version of the thesis in PDF format is sent to the mentor by the Office. The mentor submits a report of the detection of similar content (Turnitin), which is a condition for starting the technical evaluation of the thesis.

If the mentor determines there is a suspicion of plagiarism, procedures are carried out in accordance with the rules on the disciplinary responsibility of UP students.

Article 23

(Evaluation of technical suitability of thesis)

The Office evaluates the technical suitability of the thesis. If a thesis is not technically suitable, the candidate is invited to correct the inadequacies within fifteen (15) days and submit the thesis once again for review. The candidate is responsible for correcting any inadequacies which the Office finds. If on second submission of the thesis it is still not technically suitable, the mentor is also notified. If, within thirty (30) days of the second rejection, the student does not submit a corrected version, it is considered that they have resigned from their thesis submission.

Once a thesis is technically suitable, the library determines the UDC. The Office, within seven (7) days, sends the student a completed Annex 5b form and the thesis.

The candidate submits a final electronic version of the thesis in PDF format to the Office.

The Office forwards the final version of the thesis to the CSPDW for appointment of a commission for thesis defence.

Article 24

(Appointment of a commission for thesis defence)

The CSPDW appoints a commission for defence (hereinafter commission).

As a rule, the commission has three members. The members of the commission are the mentor and a possible co-mentor, as well as two other higher education teachers who meet the conditions from Article 6 of these regulations. CSPDW also appoints a chairperson from among the members of the commission, who may not be the mentor or co-mentor.

On the mentor's or co-mentor's position an alternate member may be appointed to the commission in the case of a longer, justifiable absence of the mentor or co-mentor. At the submission of the thesis, the alternate member is proposed by the mentor or co-mentor together with an explanation of the prolonged absence.

The members of the commission must be from the professional field of the thesis topic. If the thesis topic is interdisciplinary, the commission should be composed in such a way as to ensure an interdisciplinary approach to evaluation.

The Office informs the candidate, mentor/co-mentor and members of the commission about the appointment of the commission and sends them an e-copy of the thesis.

Each member of the commission evaluates the thesis in accordance with the elements defined in the evaluation sheet for master's theses (form Annex 7). The thesis may be assessed by a member of the commission as suitable for defence or suitable for defence with amendments, if deficiencies are identified. Each member shall also provide a list of amendments or deficiencies together with an explanation.

The members of the commission send their assessment of the thesis to the Office within fifteen (15) days, which forwards it to the chairperson of the commission. The chairperson formulates, within ten (10) days, a joint decision of the commission (form Annex 8) on the evaluation of the thesis. The decision is sent to the Office, which informs the candidate and the mentor and co-mentor about the content. The decision of the commission may be: the thesis is suitable for defence or the thesis is suitable for defence with amendments.

If the thesis is suitable for defence, a defence is called.

If the thesis is suitable for defence with amendments, these must be completed before the defence of the thesis is called. The candidate is given a period of up to three (3) months to complete the amendments. If the candidate does not submit the amended thesis within the specified deadline and does not ask the commission to extend the deadline, it is considered that they have withdrawn their thesis submission. The candidate can request an extension of the deadline to correct the thesis only once. The candidate sends the amended thesis to the Office, which immediately forwards it to the commission for evaluation which must be made within fifteen (15) days. This procedure can only be performed once. If the commission finds that the amendments were appropriate, a defence is called. If the amendments have not been made properly, the chairperson shall issue a decision that the thesis is not suitable for defence and the procedure shall be stopped. A thesis that has been assessed as unsuitable for defence cannot be resubmitted and the candidate must submit a new thesis topic application.

If the commission finds that there is a suspicion of plagiarism, procedures are carried out in accordance with the rules on the disciplinary responsibility of UP students.

Article 25

(Deciding date of defence)

Based on the decision of the commission, the Office invites the members of the commission to coordinate the date of defence. The chairperson coordinates the date of the defence with the members and communicates it to the Office. The relevant documentation and the proposed date for the defence is sent to the Dean.

The Dean issues a decision on the defence of the thesis (date, time and place of the defence) within fifteen (15) days based on the statement on the adequacy of the thesis, the decision of the commission and the proposed date for the defence. The Office informs the candidate, the mentor/co-mentor and the members of the commission and publishes the defence.

4. Thesis defence

Article 26

(Defence publicity)

The defence is public. The date of the defence is published at least seven (7) days before the defence on the UP FM website.

Article 27

(Defences)

Defence of master's theses usually takes place, as a rule, from 1st October to 30th September, except during academic summer holidays according to the published academic calendar and according to the academic schedule for defences of theses published on the UP FM website. The defence is organized at UP FM. The Dean may also approve the defence using audio-visual technology.

Article 28
(Defence procedure)

The defence is led by the chairperson of the commission.

Defence of a thesis is implemented as follows:

- the chairperson introduces the candidate and explains the defence procedure;
- the mentor presents a report on the thesis;
- the candidate presents the thesis (15 to 20 minutes);
- members of the commission ask the candidate questions, and with the permission of the chairperson, so do others present at the defence;
- the candidate answers the questions;
- the commission, in the absence of the candidate and others present, decides on the assessment of the thesis. The chairperson enters the grade in the minutes of the defence of the thesis (form Annex 6);
- the chairperson informs the candidate of the evaluation of the thesis and the acquired professional title;
- as a rule, the total time of the thesis defence does not exceed 60 minutes.

Article 29
(Minutes of the defence)

Minutes are taken at the defence (Annex 6 form). The chairperson is responsible for the minutes and forwarding it to the Office.

The minutes include written questions of the commission members as well as any other potential questions, which were posed to the candidate and the commission members evaluation sheets (Annex 7 form) are attached.

The minutes of the defence are signed by all commission members.

Article 30
(Evaluation of the thesis)

The commission members meet separately to decide on the success of a defence, where they form the grade of the thesis.

The grade of the thesis is the overall grade of the written thesis and the defence and can be graded with one of the following grades: (10) excellent, (9) very good, (8) very good, (7) good, (6) satisfactory, (5) unsatisfactory. For a positive overall grade both the thesis and the defence must be graded positive.

When formulating the overall grade, the commission considers:

- the quality of the thesis in accordance with the elements outlined in the evaluation sheet for master's theses (Annex 7),
- the quality of presentation of thesis and
- the quality of answers to questions posed at the defence.

Article 31
(Disagreement over thesis evaluation)

If commission members do not reach a consensus on the grade, each member must justify their grade in the minutes of the defence. The chairperson forwards the minutes to the Dean within three (3) working days.

If the disagreement is related to the level of positive grade, the chairperson informs the candidate that they have successfully passed the defence and that they will be informed of the grade within seven (7) working days after the defence. The Dean, together with the chairperson of the commission decides on the grade within three (3) working days. The chairperson informs the candidate and the other commission members about the decision no later than the next day after the decision has been made.

If the commission members disagree about whether the candidate has successfully completed the defence, the chairperson immediately informs the candidate that they will be notified of the decision within seven (7) working days. The Dean, based on the assessment of the documentation and after conferring with the members of the commission, decides on the evaluation of the thesis within three (3) working days.

Article 32

(Procedure in the case of a negative grade)

If the commission assesses that the candidate has not passed the defence, they inform the candidate and the Dean. In this case the candidate must submit a new thesis topic application.

Article 33

(Objection against the grade)

If the candidate does not agree with the grade of the thesis, they can submit a written objection within eight (8) days of the defence. The written objection with reasons is addressed to the Dean.

Article 34

(Decision on objection)

The Dean shall appoint a three-member commission to consider the objection no later than three (3) working days of receipt of the objection. When appointing the commission, the provisions of Article 24, paragraphs 2 and 4, of these Regulations shall be considered. The mentor/co-mentor and members of the commission for the defence may not be appointed to the commission.

Within fifteen (15) days of its appointment, the commission examines the objection, review the documentation, and formulate a proposal for a solution to the objection and forwards it to the Dean. The commission may propose the confirmation of the grade of the thesis or suggest another grade.

Based on the commission's proposal, the Dean decides on the objection within three (3) working days.

The candidate may appeal against the decision of the Dean within eight (8) days to the UP FM Senate. The decision of the Senate is conclusive.

Article 35

(Final submission of the thesis)

After successfully defending the thesis, the candidate submits a final electronic version of the thesis in PDF format to the Office within five (5) days.

Article 36

(Provisional certificate of completion of studies)

As a rule, UP FM issues the candidate with a confirmation of study completion within five (5) working days of successfully completing all study obligations and submission of the final electronic version of the thesis. The provisional certificate is valid until the issuance of a diploma certificate.

The provisional certificate is signed by the Dean.

Article 37

(Records of procedure)

UP FM keeps records of graduates in accordance with the General Data Protection Regulation (Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016; GDPR), the Personal Data Protection Act and the Higher Education Act.

The Office keeps records of each thesis, containing all relevant forms and annexes specified in these regulations, the decision on appointing the commission and the minutes of the thesis defence.

Minutes of the thesis defence, together with all other documents of the student's personal record, shall be excluded from the students records and shall be transferred and kept in a database of graduates.

Article 38

(Dates for awarding the Diploma certificate)

A Graduation Ceremony, where diplomas – Master's certificates are awarded, is usually held once a year.

The date is determined by the UP FM Senate as a part of the academic calendar for each academic year.

The Office informs the candidates about the awarding of the diploma certificates.

5. Revocation of title

Article 39

The professional title may be revoked at any time if it is established that the thesis is not the result of the graduate's own work and achievements.

A proposal for the revocation of a professional title may be submitted by a natural or legal person. The proposal is forwarded in writing to the UP FM Senate, which considers the proposal.

Article 40

(Procedure for revocation of a title)

The UP FM Senate appoints a three-member commission for determining the merits of the proposal for revocation of the professional title (hereinafter: Commission for revocation of the title), at their first regular meeting. The provisions of Article 24, paragraphs 2 and 4 of these Regulations shall apply to the formation of the Commission for revocation of the title. The mentor, the potential co-mentor and other members of the Commission for the defence of the thesis may not be appointed to this commission.

The members of the Commission for revocation of the title shall prepare separate reports within thirty (30) days after their appointment. During the examination of the available documentation, the graduate must be given the opportunity to explain the facts gathered and allow them to view the documentation.

The reports of the members Commission for revocation of the title shall be discussed by the UP FM Senate at its first subsequent (regular or extraordinary) meeting, but no later than within thirty

(30) days of receiving the reports. The Senate invites the graduate to the meeting and, together with the invitation, sends them a copy of the commission's reports. The graduate must be allowed to express their opinion on the collected facts. If the graduate does not attend the meeting, the Senate shall discuss in their absence.

If the UP FM Senate finds that the proposal for revocation of the professional title is unfounded, it shall adopt a decision rejecting the proposal of revocation of the professional title.

If the UP FM Senate finds that the proposal for revocation of the professional title is justified, it shall propose to the UP Senate that the professional title be revoked. The UP Senate shall discuss the proposal at its first subsequent (regular or extraordinary) meeting, but no later than within thirty (30) days of receiving the report. The UP Senate invites the graduate to the meeting and, together with the invitation, sends them the decision of the UP FM Senate. The UP Senate shall give the graduate the opportunity to express their opinion on the collected facts. If the graduate does not attend the meeting, the University Senate debates in their absence.

If the UP Senate revokes the professional title, the Office shall revoke the validity of the diploma certificate issued within three (3) working days at the latest in the Official Gazette of the Republic of Slovenia.

6. Transitional and final provisions

Article 41

(Reasonable use of other provisions)

The provisions of the Copyright and Related Rights Act (Official Gazette of the Republic of Slovenia, No 16/07 - official consolidated text and amendments) shall apply mutatis mutandis to authorship and co-authorship of the thesis and the rights and obligations arising therefrom.

Article 42

(Deadlines)

In the deadlines defined in these regulations, the period from 15 July to 15 August is excluded.

Article 43

(Forms and appendices)

Forms and annexes used in the thesis preparation process are accessible via the UP FM Student Information System.

Article 44

(Interpretation of regulation provisions)

The provisions of these regulations are interpreted by the UP FM Senate. Amendments and supplements to these regulations are passed by the UP FM Senate.

Article 45

(Validity of regulations)

The regulations are valid from 1. March 2023.

On the starting date of validity of these Regulations, the Graduation Regulations: Master's in second cycle study programmes, which were passed on 9th meeting of the UP FM Senate, held on 26. 9. 2019, are terminated.

Article 46
(Publication of regulations)

The regulations are published on the UP FM website.

Assoc. prof. dr. Tatjana Horvat
Dean

Forms and annexes [on SIS]:

Master's thesis title page

Annex 1: Application for a master's thesis and consent of the mentor

Annex 1b: Application for approval of a mentor from another institution

Annex 2: Application for writing the thesis and defence in a foreign language

Annex 3: Appropriateness of the topic and mentor

Annex 4: Form of master's thesis

Annex 5: Submission of a master's thesis

Annex 5a: Thesis review report with a program to detect similar content

Annex 5b: Technical suitability assessment

Annex 5c: Appointment of the defence commission

Annex 6: Defence of the master's thesis

Annex 7: Evaluation sheet for master's theses

Annex 8. Decision of the defence commission on the evaluation of the master's thesis
