

At its meetings on 7 September 2010, 13 November 2012, 11 June 2013, 11 March 2014, 6 May 2014, 14 April 2015, 8 September 2015, 12 January 2016, 6 June 2017 and 13 March 2018, and on the basis of Article 162 of the Statutes of the University of Ljubljana (Official Gazette of the Republic of Slovenia nos. 8/05, 118/05, 72/06, 76/06, 59/07, 81/07, 82/07, 5/08, 42/08, 62/08, 3/09, 14/09, 38/09, 48/09 and 55/09), hereinafter: the University Statutes) and bullet 1 paragraph 2 Article 54 of the Statutes of the Faculty of Computer and Information Science of the University of Ljubljana (officially consolidated text – 17 February 2009; hereinafter: the Faculty Statutes) the Senate of the Faculty of Computer and Information Science of the University of Ljubljana adopts the following:

## **RULES ON GRADUATE THESES IN THE FIRST CYCLE STUDY PROGRAMMES AT THE FACULTY OF COMPUTER AND INFORMATION SCIENCE OF THE UNIVERSITY OF LJUBLJANA**

### **1 GENERAL**

#### **Article 1**

These Rules lay down in detail the procedure for the application, production, defence and assessment of the graduate thesis in the first cycle study programmes at the Faculty of Computer and Information Science of the University of Ljubljana (hereinafter: Faculty study programmes), as well as the application forms which are considered an integral component of these Rules.

#### **Article 2**

**Graduation examination** is the final form of assessment of first cycle study programme students at the Faculty. It consists of the graduate thesis and the defence thereof.

#### **Article 3**

**Graduate thesis** is a result of candidate's independent work. It is a consistent work demonstrating that the students acquired required knowledge in the field of computer and information science during their studies, their ability to address theoretical and experimental problem in their relevant field of study in a methodologically correct manner, and their mastery of basic methods of research and development, as to cater for their independent use of literature, while further demonstrating their written and spoken ability to address a specific professional problem.

#### **Article 4**

The graduate theses are written in Slovenian. On the basis of a well-founded request the Committee for Study Affairs (hereinafter: the Study Committee) allows the candidates to write their thesis in one of the world languages (e.g. English). In this case students must enclose to their thesis an extended abstract in Slovenian, comprising 3 to 5 pages.

#### **Article 5**

The results of the graduate thesis are as a rule the intellectual property of the student – the author and UL FRI, but on the basis of a reasoned proposal by the student and the mentor, the Study Committee can also approve a different arrangement. The responsibility of the student is to duly protect any business secrets or confidential information which occurred in

the creation of the final thesis in cooperation with a company or an institution. Publication and exploitation of graduate thesis results therefore require the written consent from the Faculty and the mentor.

UL FRI supports public access to scientific and development results. UL FRI Graduate theses and any associated software code are to be published under one of the open source licenses.

### **Article 6**

The Faculty will publish a digital copy of the graduate thesis in the “Works of the Faculty” collection, accessible at the digital library of the University of Ljubljana.

One bound copy of the thesis is also available at the Faculty library. Students with justified reasons preventing them from publication of the graduate thesis online must submit a reasoned request upon application of the thesis topic.

## **2 PROCEDURE FOR THE APPLICATION OF THE GRADUATE THESIS**

### **Article 7**

Students select the field of their graduate thesis on their own. Thereby they can use a list of diploma theses topics for the corresponding study programme published by mentors, members of Faculty teaching staff with adequate habilitation: Assistant Professor, Associate Professor or Full Professor (in the academic study programme); and Senior Lecturer, Assistant Professor, Associate Professor or Full Professor (in the professional study programmes).

Students can also agree with their mentors to select a topic of the graduate thesis which is not included in the list of offered topics.

If reasonable, students can also select a co-mentor in agreement with their mentor. The co-mentor is a higher education teacher, scientific worker, higher education staff member or expert in the field of the topic of the final dissertation with at least the same level of education as the person graduating in the study programme. In the case of external co-mentors that do not hold appropriate habilitation at the University of Ljubljana, the proposed co-mentorship shall be confirmed by the Vice Dean for Education. A co-mentor can also be appointed by the Study Committee.

### **Article 8**

The student applies to submit the graduate thesis in the student information system by entering the name of his mentor and an indicative address.

The deadline for submission of the form is 15 April. Under exceptional circumstances, students can also submit the request upon the expiration of this deadline provided that they completed all other study requirements. Students who have completed all obligations can change their mentor or thesis title on the basis of a reasoned request to the Study Committee.

### **Article 9**

Upon the student's application, the mentor enters the graduate thesis topic in the form of a short summary of the argument and a description of the whole thesis paper into the information system.

The issued topic must be defined in such a way, as to:

- Correspond to 6 credits according to the ECTS in the event of Computer and information study programme (4 credits in the event of interdisciplinary study programme of Computer Science and Mathematics); and
- Be completed by an average student within six weeks (or within four weeks in the case of interdisciplinary study programme of Computer Science and Mathematics)

When the mentor is satisfied with the graduate thesis, he allows the thesis to be submitted via the system. The student adds the topic text into the abstract of the thesis.

#### **Article 10**

In the event of a disagreement between the candidate, mentor or co-mentor during the preparation of the graduate thesis, which would prevent fruitful cooperation, candidates are entitled to request a new mentor and co-mentor on the basis of a request and decision of the Study Committee. The candidate can request to change the mentor only once.

Due to the same reasons and according to the same procedure the mentor or co-mentor can also decide to terminate their (co-)mentorship. In this case a written request must be submitted to the Study Committee, which approves the change and selects a new mentor or co-mentor on the basis of a decision.

### **3 SUBMISSION OF THE GRADUATE THESIS**

#### **Article 11**

Student can submit their graduate thesis upon the completion of all other study requirements of their respective study programme and upon their mentor's approval for submission.

#### **Article 12**

The deadline for the submission of the graduate thesis is ten months after applying for submission of the thesis in the student information system.

The Vice Dean for Education can also extend the deadline for submission of the graduate thesis on the basis of a reasoned request; however, the extension cannot exceed one month.

#### **Article 13**

The diploma thesis must be written in accordance with the Guidelines for Students before Graduation in the First Cycle Study Programmes.

If the mentor or co-mentor are not satisfied with the candidate's achievements upon expiration of the deadline for production of the graduate thesis, the candidate must request for an extension of the deadline and supplement the thesis in accordance with the mentor's and co-mentor's guidelines.

Candidates may also apply for an extension of the deadline if they failed to complete all other requirements of the study programme upon expiration of the deadline.

#### **Article 14**

If the candidate fails to submit the diploma thesis and complete all other study requirements by expiration of the extended deadline, the topic expires.

The candidate whose topic has expired has to reapply to submit the graduate thesis.

## **Article 15**

Students who have completed all requirements and have their mentor's consent to submit their graduate thesis, and on the basis of their mentor's approval registered in the information system, can submit their graduate thesis written in accordance with the Instructions, in electronic form and in the prescribed format. The topic text, which was entered in the student information system, is included in the introductory part.

After submission, the graduate thesis is checked for plagiarism. A report of the results of the adequacy verification of the graduate thesis is sent to the mentor via email.

In the event that the graduate thesis is adequate, the student submits a bound copy to the Student Affairs, along with a written statement confirming that the finished thesis is the result of his independent work, that the printed copy is identical to the electronic one and that he transfers the rights, free of charge, non-exclusively, spatially and temporally unlimited, to archive the copyright work in electronic form, the right to reproduce it, and the right to enable public access to it on the Internet via the university's online archive.

In the event that the plagiarism report shows an excessively similarity to published documents, the mentor is obliged to act in accordance with the procedures defined in the Regulations on Disciplinary Responsibility of Students of the University of Ljubljana.

## **4 GRADUATE THESIS DEFENCE**

### **Article 16**

The defence of the graduate thesis also represents the completion of studies.

The candidate can complete the defence upon successful submission of the graduate thesis.

The Student Affairs organises the graduate exam after a minimum of five working days upon the successful submission of the graduate thesis and notifies the candidate, mentor and committee members via the student information system.

### **Article 17**

The candidate defends his thesis at the graduate exam before a committee comprised of his mentor and at least two higher education teachers. The defence of the thesis is public. The defence is chaired by the president of the Committee for the Evaluation and Defence of the Graduate Thesis. If the thesis is written in English, and the mentor agrees, the defence can be held in English as well.

The graduate thesis and its defence is evaluated by the Committee for Evaluation and Defence of the Graduate Thesis, who completes a record with the final grade of studies. In the event of a positive grade, it publicly declares the student's final grade of studies, the title obtained and the related rights.

If the grade of the defence is negative, the Committee gives the student a new deadline for the defence. In the event of a negative grade of the thesis, the thesis topic expires.

If the candidate does not agree with one of the grades (thesis paper or defence), he can file a written appeal or an oral appeal on record to the Dean of the Faculty. The deadline for filing an appeal is the following working day after the graduate thesis defence and must be submitted to the Dean's Office.

After a successfully completed defence, one copy of the graduate thesis is validated by a stamp. The inside of the back cover is also stamped with the date of the defence and with the Dean's stamp and signature. A signed copy is kept in the library.

Upon the request of the candidate, two additional printed copies can also be stamped and signed.

## **5 GRADUATE THESIS AND FORMS**

### **Article 18**

The Guidelines for Students before Graduation in the First Cycle Study Programmes at the Faculty and forms published on the Faculty website constitute an integral component of these Rules. They are prepared and amended by the Study Committee. Candidates must submit applications and requests in writing to the Student Affairs, or in digital form, whenever possible.

## **6 FINAL AND TRANSITIONAL PROVISIONS**

### **Article 19**

These Regulations apply to all post-reform first cycle study programmes, and enters into use after 8 days following their publication on the Internet.

An exception to the above is the Article 19, which begins to apply on the date of preparation of forms pursuant to Article 22 of these Rules.

### **Article 20**

These Rules are published on the Faculty website and intranet site.

**Dean:**

**Prof. Gašper Fljavž, PhD**

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Disclaimer

All effort has been made to ensure the accuracy of this translation, which is based on the Slovenian original. Translations of this kind may nevertheless be subject to a certain degree of linguistic discord; in case of doubt or misunderstanding, the Slovenian text, being the official version, shall thus prevail.