

Faculty of information studies in Novo mesto	RULES ON	Number: SA-1008
THIS PRINTOUT IS AN UNMANAGED DOCUMENT - SEE THE VALID DOCUMENT ON THE FIŠ INTRANET	BACHELOR'S AND MASTER'S THESIS	Page: 1/17

Based on the Act on Higher Education (Official gazette of the Republic of Slovenia, No. 32/12-UPB7, 40/12-ZUJF, 57/12-ZPCP-2D, 109/12, 85/14, 75/16, 61/17 - ZUPŠ in 65/17) and the Statute of the Faculty of Information studies (Official gazette of the Republic of Slovenia, No. 117/08, 56/12, 75/213, 25/14, 72/14, 28/15, 17/16, 46/17 in 51/21) the Senate of the Faculty of Information studies in Novo mesto adopted on 21 January 2009, and amended on 18 February 2010, 27 May 2010, 26 January 2011, 08 June 2011, 14 September 2011, 28 May 2013, 26 June 2013, 19 September 2013, 23 April 2014, 28 February 2018, 28 May 2020 29 June 2021 and 23 May the following

RULES ON BACHELOR'S AND MASTER'S THESIS

Article 1

(1) These rules define the procedure and the method of preparation of bachelor's and master's thesis topics, selection, application and preparation of a bachelor's and master's thesis, as well as the procedure related to its defence. The procedure is the same for the preparation of a bachelor's thesis in the framework of the first cycle of a higher professional study program (VS), the first cycle of a university study program (UN), and for the preparation of a master's thesis in the framework of the second cycle of a study programme (a post-graduate programme- MAG).

(2) The terms used in these Rules, written in a masculine grammatical form, are used as gender neutral and apply equally to both sexes.

Article 2

In order to obtain a graduation certificate on the completion of studies in the study programmes of the first and second cycle of the faculty, the student must, in addition to passing the prescribed exams, also produce and successfully defend a bachelor's or master's thesis (hereinafter: thesis).

Article 3

(1) The bachelor's thesis is the result of an independent work of a student in which he professionally elaborates a specified information, organizational or social science problem from the point of view of a content or analytical-methodological consideration with the help of a mentor.

(2) The master's thesis is the result of a more demanding independent work of a student in which he elaborates by means of research methods a specified information, organizational or social science problem from the point of view of a content or analytical-methodological consideration with the help of a mentor.

(3) As a rule, the thesis is written in Slovene. In the case when a mentor or a co-mentor is a visiting professor, or, if a student is a foreign citizen, the thesis can be written in English with an attached abstract of the content of the work in Slovene in approximately ten pages. It is also permitted for the thesis to be written in English if a student has either 1) completed a part of his studies in English at a foreign university within the framework of an international students' exchange, and achieved at least an average grade of 8.0 in subjects completed at a foreign university, or 2) holds a certificate of active knowledge of English, obtained by domestic or foreign institutions competent for issuing such certificates, if the selected mentor of the thesis agrees with this.

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Article 4

By preparing and successfully defending the thesis, the student demonstrates that he is able to handle a professional problem in writing and orally on the basis of the processed knowledge which the student acquired according to the study program of the faculty.

Article 5

The thesis topics may be proposed by:

- higher education teachers who are members of the academic council of the faculty,
- visiting higher education teachers,
- companies, organizations and other institutions that cooperate with the faculty and whose topics are related to their specific problems or the problems of the economic sector or social services,
- students themselves.

Article 6

(1) Proposals for theses topics are considered each year by the Commission for Study and Student Affairs (hereinafter: CSSA).

(2) The list of proposed topics is a part of the Annual work plan of the faculty and is published together with the proposers (potential mentors) in the online Student office of the Faculty.

Article 7

(1) Subsequent proposals for topics that are not included in the faculty's annual work plan are approved at the proposal of a mentor by the CSSA.

(2) If, during the preparation of an already approved topic the need arises to change the title of the thesis, but the main content of the topic remains unchanged, a mentor confirms this on the form OBR-FIŠ-007 (review and submission of the bachelor's and master's theses).

Article 8

(1) The application for a bachelor's thesis can be submitted by a student who has passed all the exams of the first four semesters. The application for a master's thesis can be submitted after a student's enrolment in the third semester of a study.

(2) The student registers the topic in the Student's Affairs Office by submitting a correctly completed form OBR-FIŠ-006.

Article 9

(1) The topic is accepted when one of higher education teachers agrees to be a mentor in the elaboration of the thesis, confirming it with a signature and a date on the OBR-FIŠ-006 form, and when the CSSA approves the topic on the OBR-FIŠ-006 form.

(2) When confirming the topic of the thesis the mentor of which is a visiting higher education teacher, the CSSA is also obliged to appoint co-mentor, a university teacher of the faculty. A visiting higher education teacher is a higher education teacher who is not a member of the academic council of the faculty.

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(3) If there are any valid reasons to suggest that the thesis should not be publicly available, the student must mark this on the form OBR-FIŠ-006 and attach a statement of the organization on the prohibition of public publication of the thesis or other appropriate statement or justification. The ban on making the thesis publicly available is approved by the CSSA upon approval of the topic or, exceptionally, at the time of submission of the thesis for defence, if the need for this is subsequently expressed... In this case too, a statement of the organisation prohibiting public publication of the thesis or another appropriate statement or justification must be submitted.

Article 10

- (1) Each student has a right to a mentor, and a potential co-mentor from among the faculty's higher education teachers.
- (2) Mentors and co-mentors can also be experts with practical experience from the industry sector or other organizations who have five years of work experience in the field of the thesis topic. Mentors must have an appropriate habilitation, and must, in accordance with the Article 5 of this regulations, propose the topic of the thesis.
- (3) If a student has not been able to get a mentor assigned, the student is obliged to draw up a draft application for the topic and submit it to the CSSA which will appoint him a suitable mentor within thirty days.
- (4) As a rule, the potential mentor is not allowed to decline the mentorship unless he has already accepted at least ten students for the bachelor's thesis or five students for the master's thesis, or, a valid reason for refusing the mentorship is presented (e.g. the topic does not correspond to the professional field of the mentor, excess of pedagogical obligations of the mentor).

Article 11

- (1) A mentor and a student work together on the preparation of the topic application.
- (2) In agreement with the mentor, the student can change the title of the thesis during its preparation.

Article 12

- (1) If there is a disagreement between the mentor and the student during the writing of the thesis, so that creative cooperation is no longer possible, the student has the right to change the mentor. For a new mentor to be assigned, the student must address a request to the CSSA, and re-apply for the topic of the thesis. Before deciding the commission gets a written statement from the previous mentor.
- (2) The student can exercise the right to change the mentor only once. The mentor has the same right if he assesses that he can no longer advise the student creatively.

Article 13

- (1) When the student submits the text of the thesis to the mentor (and co-mentor, if any), the latter must return it to the student with guidelines for additions and corrections preferably within fourteen days, or at the latest within one month.
- (2) Before the student submits the thesis to the Student's Affairs Office, the mentor is obliged to review the corrected thesis again and confirm on the form OBR-FIŠ-007 (review and

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submission of the bachelor's/ master's thesis) that the content of the thesis is suitable to be defended.

Article 14

(1) The mentor is also obliged to draw the student's attention to technical and linguistic requirements for the preparation of the thesis in accordance with the guidelines for the writing of professional and scientific works at FIŠ, which the student is obligated to follow.

(2) The stylistic and grammatical correctness of the thesis is the responsibility of the student who must give the thesis for review and confirmation to the proofreader. The proofreader confirms the proofreading of the thesis on OBR-007 (review and submission of the bachelor's or master's thesis), to which he also encloses the proof of a relevant education degree in the field of Slovenian language studies.

(3) If the student does not submit the form OBR-007 (Review and submission of the Bachelor's or Master's thesis) in addition to the form OBR-007-A (Certificate of proofreading of the Bachelor's/Master's thesis), the Student's Affairs Office will not accept the thesis for the defence.

Article 15

(1) The student may submit his thesis for defence only after completing all the previous study obligations prescribed by the study programme.

(2) If the student does not submit the completed thesis within six months after the confirmation of the topic, he must ask for an prolongation of the deadline for the preparation of the thesis(OBR-FIŠ-009), which is decided by the CSSA. The deadline for submitting the thesis can be extended by a maximum of six months on the basis of the request. If the candidate does not complete the thesis in spite of the extension of the deadline, he must file a request for a new topic (repeat the procedure with OBR-FIŠ-006).

(3) For legitimate reasons, such as maternity leave, paternity leave, prolonged illness, exceptional family and social circumstances, participation in top professional, cultural and sporting events (special status in accordance with the statute) and emergency situations or force majeure, the student can submit a request for another extension of the deadline for submitting the assignment which is defined in paragraph 2 of this article. The CSSA decides on the request. The submission deadline may be extended by a maximum of twelve months.

Article 16

(1) The bachelor's thesis generally consists of 40 to 60 pages, excluding attachments (programme Computer Science and Web Technologies 40 to 50 pages, programme Informatics in Contemporary Society 50 to 60 pages), and the master's thesis generally consists of 60 to 80 pages, excluding attachments (font Times New Roman, font size in text 12, row spacing 1,5). The deviations in terms of size must be justified in written by the mentor on the form OBR-FIŠ-007.

(2) The thesis that the mentor deems suitable for application to the call for awards for the best thesis can also be more extensive.

(3) Each thesis must have an introduction, indicating the subject of the thesis, the purpose, the procedure, the main thesis and a summary of chapter contents. In the end, each thesis must have a conclusion in which the student must not include additional reviews, tables, comparisons or even new thoughts. The conclusion should be based on and result from the very content of the thesis. (4) At the end, the student must list the referenced literature (books, journals, articles...) and sources, (laws, statistical publications, dictionaries, Internet

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addresses that do not include author's publications published on the Internet, data obtained from organizations etc.) in alphabetic order. The bachelor's thesis must contain at least 25 items of literature and sources, of which at least 3 items are in a foreign language, and the master's thesis must contain at least 40 items, of which at least 8 items are in a foreign language.

(5) In the thesis written in English, an abstract of the content of the work in Slovenian language is added after the conclusion.

Article 17

(1) The assignment must be bound in black cloth. On the outside title page (the covers), the following is printed in silver letters:

(top centre) FACULTY OF INFORMATION STUDIES
IN NOVO MESTO

(middle) BACHELOR'S alt. MASTER'S T H E S I S

THE FIRST-CYCLE PROFESSIONAL HIGHER EDUCATION PROGRAMME alt.
THE FIRST-CYCLE UNIVERSITY STUDY PROGRAMME alt.
THE SECOND-CYCLE STUDY PROGRAMME

(lower left corner) Student's FIRST NAME and LAST NAME

(2) The first inner white sheet is left empty.

(3) The first subsequent page, i.e., the inner title page, has the same text and layout as stated for the outer title page, with the title of the thesis added below the text BACHELOR'S THESIS alt. MASTER'S THESIS. The first and last name of the mentor is written under the title of the thesis. In lower left corner there must be place, month, and year of submitting the thesis written. Acknowledgements are not to be listed on title pages.

(4) On the back of the internal title page, a statement of authorship must be signed and any reservations about the public availability of the assignment (e.g. confidentiality of company's information, confidentiality of information according to the law...) must be indicated.

(5) On the back of the cover, the first and last name of the author and the type of the thesis (bachelor's thesis or master's thesis) are written from bottom to top.

Article 18

(1) More detailed design and technical aspects of the preparation of the thesis are determined by special guidelines (SA-FIŠ-1010: Guidelines for writing professional and scientific works).

(2) Before binding, the student must submit the completed thesis for review in terms of compliance with the Guidelines for Writing Professional and Scientific Works and is obliged to consider design and technical deficiencies identified during the review.

(3) The technical review is carried out by the competent technical service and its findings are recorded on the form OBR-FIŠ-007 (Review and submission of bachelor's/ master's thesis).

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Article 19

- (1) The student submits the thesis to the Student's Affairs Office in an electronic format that allows entering comments (e.g., DOC or DOCX format) by email.
- (2) Along with the thesis, a student also submits filled form OBR-FIŠ-007 signed by the mentor, potential co-mentor, author and librarian along with the form OBR-FIŠ-007-A signed by the proofreader.

Article 20

- (1) Once the thesis has been received, the Students' Affairs Office will forward it for technical examination. It shall be checked for any formal, technical or other deficiencies and for the correctness of the use and citation of the sources. The student is informed of any inaccuracies and observations, and is obliged to take these into consideration, to make the appropriate corrections and submit the corrected thesis. The library uses specialised software to check the use and citation of sources. The findings shall be documented in the OBR-FIŠ-007 form.
- (2) At the same time, the Students' Affairs Office verifies that the student has completed all the study obligations in accordance with the study programme and that the grades are identical in the online index and in the archive. The review is documented in the OBR-FIŠ-007 form. The form OBR-FIŠ-008 (Evaluation of the Bachelor's/Master's Thesis) is forwarded to the mentor to record his/her opinion on the submitted thesis.

Article 21

- (1) The CSSA appoints the defence committee, the corresponding decision is issued by the responsible vice-dean.
- (2) The committee for the defence of the bachelor's thesis consists of the president and the mentor, while the committee for the defence of the master's thesis consists of the president, the mentor and a member of the committee, appointed from among the members of the academic council of the faculty.
- (3) If a co-mentor participated in the preparation of the thesis, the co-mentor is also a member of the committee for the defence of the thesis.
- (4) If any of the members of the committee, when reading the assignment, finds that he could not be a member of the committee, he may apply for his replacement.
- (5) The deadline for the defence is 45 days after the submission of the thesis.

Article 22

- (1) The Student's Affairs Office sends the decision on the appointment of the defence committee to the members of the committee and to the student for information. The members of the committee also receive an electronic copy of the thesis and the mentor's signed opinion on the thesis, recorded in point B of form OBR-FIŠ-008.
- (2) Within 14 days of receiving the thesis, the members of the defence committee must determine the suitability of the submitted thesis for defence. In case of any reservations regarding the suitability of the thesis for the defence, they inform the Student's Affairs Office in writing, which makes a note on OBR-FIŠ-007, which is then forwarded to the mentor and the student.
- (3) If, within the determined period, the Student's Affairs Office does not receive a written explanation from the member of the defence committee regarding the suitability of the

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submitted task for defence, it is considered that the members of the committee have no reservations.

(4) If a member of the committee expresses reservations about the suitability of the thesis for defence, they shall be discussed with the mentor, who may request from the candidate to correct the thesis accordingly. In case of a disagreement, the CSSA makes the final decision. In this case, the deadline from paragraph 5 of article 21 does not apply.

(5) After any revision of the thesis, the student must repeat the thesis submission process (OBR-FIŠ-007 and OBR-FIŠ-007-A). There are also some spelling corrections in the same Article.

Article 23

(1) The student must publicly defend the thesis before the members of the defence committee.

(2) After the deadline from indent (2) of the previous article, the student submits one hard-bound copy of the assignment to the Student's Affairs Office.

(3) At the same time, the student submits the final version of the assignment electronically in a PDF format signed with a qualified digital certificate.

(4) The Student's Affairs Office sends a notification to the members of the defence committee and the student at least 7 days prior to the defence. In the notification, the Student's Affairs Office indicates the date, time and place of the public defence. The Student's Affairs Office also attaches the final version of the thesis in electronic format.

(5) The date of the public defence is also published on the bulletin board and on the faculty's website.

(6) In the event of a longer absence of a mentor or co-mentor, the chairperson of the defence committee shall appoint a higher education teacher to replace the mentor or co-mentor, respectively, at the defence. At the defence, the substitute member reads the mentor's or co-mentor's written opinion on the thesis, and his proposal for the assessment of the thesis.

(7) As a rule, the defence of the thesis takes place in Slovene. If the visiting professor is present at the defence as a mentor or co-mentor of the assignment, the chairperson of the defence committee decides whether the defence will be held in Slovene or in English.

Article 24

(1) Before the public defence, the committee receives the student's diploma sheet with his personal data and data on his study results.

(2) The committee assesses whether the thesis submitted corresponds to these rules and the Guidelines for writing professional and scientific works, and if there are no other obstacles to the perform the public defence. They decide on the opening of the public defence, or on the possible postponement due to necessary content changes.

(3) The public defence takes place in such a way that the chairperson first gives a short curriculum vitae of the student with a conclusion that the student has completed all the obligations stipulated in the study programme. The student then presents briefly and freely his thesis.

(4) The student of the first cycle is entitled to a 15-minute presentation of the thesis, the student of the second cycle is entitled to a 30-minute presentation. To present his thesis as efficiently as possible the student may use audio-visual and other technical aids.

(5) The mentor is the first to give an opinion on the thesis and does not pose additional questions. The student then answers the comments and questions of other committee members and the chairperson.

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- (6) The discussion is prevailed by professional issues, as technical issues need to be resolved timely before the defence.
- (7) The defence usually lasts 45 minutes for the first cycle, and 60 minutes for the second cycle students.

Article 25

- (1) If, during the defence, it is established that the student copied entire paragraphs from the literature or from already prepared expertise literally or almost literally without citing the pages of the literature or without citing the work in the list of references, the committee will reject the assignment and give it a negative grade for which they write an explanation.
- (2) Consequently, disciplinary measures are imposed according to the rules on the examination and assessment of knowledge.
- (3) Literal copying without citations can also be determined after the thesis has been defended, for example, after the thesis has been published on the faculty's website. In this case, the faculty initiates disciplinary action and may deprive the student of the awarded title.

Article 26

- (1) After the defence has been completed, the members of the committee discuss the assessment of the work and the success of the defence of the assignment proposing evaluations in the following order: the mentor, a member of the committee, respectively co-mentor and the chairperson of the committee. The chairperson calculates the average grade according to the criterion from paragraph 2 of this article and the committee in the discussion determines the final grade of the student's thesis.
- (2) When determining the final grade of the thesis the commission considers:
- the grade of the bachelor's or master's thesis respectively (the arithmetic mean from the preliminary separate grades of all committee members is used),
 - the grade of the oral defence which is agreed upon by the commission members.
- (3) When evaluating the thesis, the following criteria apply:
- the difficulty of the elaborated topic,
 - the creative contribution of the student,
 - the success in using the knowledge acquired at the faculty while writing the thesis.
- (4) The thesis and the defence are assessed with one of the following grades: excellent (10), very good (9), very good (8), good (7), fair (6), fail (5).
- (5) The entire process of determining the final grade is recorded on a special form OBR-FIŠ-008 (Assessment of the bachelor's/ master's thesis).

Article 27

- (1) Consensus must be reached regarding the assessment.
- (2) If no consensus is reached, a special report is drawn up, where it is necessary to explain the reasons for the disagreement on the assessment. In this case, the committee member has the right to request the annulment of the grade, which is decided by the CSSA.

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Article 28

- (1) The chairperson of the defence committee announces the grade to the student publicly, with an explanation, immediately after the defence has been completed.
- (2) The chairperson of the defence committee enters the grade on form OBR-FIŠ-008 which is signed by all members of the defence committee.

Article 29

If the committee assesses the assignment with a grade fail (5), it is necessary to inform the student whether it is possible to write the assignment in a different version under the same title, or the student must choose a different title (topic).

Article 30

If some minor errors were found in the thesis during the defence, e.g., in spelling, citation of literature, it is possible to evaluate the assignment positively in terms of content and conditionally accept the defence as satisfactory. However, in such a case, the chairperson of the committee must request from the student to correct the thesis and resubmit it to the Student's Affairs Office within 30 days at the latest, otherwise the defence will be repealed. The mentor checks whether the student has corrected the mistakes.

Article 31

- (1) The student has the right to disagree with the grade.
- (2) The student must submit a written appeal to the Student's Affairs Office within 24 hours.
- (3) The appeal is handled by the dean in accordance with the provisions of the faculty's regulations on the examination and evaluation of knowledge.

Article 32

- (1) After successfully completing the defence of the thesis the Student's Affairs Office records the composition of the defence committee, and the date of the defence with a stamp on the first inside page of the hard-bound copy of the thesis.
- (2) The faculty ensures public publication of the authors and titles of successfully completed thesis (their entry into the COBISS system). As a rule, the faculty publishes the thesis on its website, except in case described in indent 6 of article 17 of these regulations.
- (3) The faculty issues a temporary certificate of graduation/master's degree, which is valid until the diploma is awarded. A temporary certificate is sent to the graduate's residence address or given to the student after the successful defence. There are also some spelling corrections in the same Article.
- (4) Normally, the faculty awards graduation certificates in an official ceremony once a year.

Article 33

- (1) The provisions of these rules are interpreted by the faculty senate.
- (2) These rules are adopted and become effective when they are adopted by the majority vote of the faculty senate.
- (3) These rules are published on the higher education information system of the faculty.

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Dean
prof. dr. Matej Makarovič

Implementing documents:

- OBR-FIŠ-006: Application for the topic of the bachelor's/ master's thesis
- OBR-FIŠ-007: Review and submission of bachelor's/ master's thesis
- OBR-FIŠ-008: Assessment of bachelor's/ master's thesis
- OBR-FIŠ-009: Request for the extension of bachelor's/master's thesis topic
- SA-FIŠ-1010: Guidelines for writing professional and scientific works

Edition	Date of publication	Description of changes
01	22 nd January 2009	Initial edition
02	18 th February 2010	<ul style="list-style-type: none"> • Paragraph 3 of article 16 – correction of typos. • Paragraph 2 of article 15 is added: "The deadline for submitting the assignment is extended by six months based on the request. If the candidate does not complete the assignment, despite the extension of the deadline, he must file a new disposition (repeat the procedure with OBR-FIS-006).". • Article 19 - from the existing: "(1) The student submits a hard-bound thesis to the Student's Affairs Office in sufficient copies for all the members of the defence committee (from three to five copies). If the master's thesis student has a co-mentor, he must submit five copies of the thesis. The Student's Affairs Office provides a copy to the library and the mentor. (2) At the same time, the student also submits the final version of the assignment on a floppy disk or CD, in the adequate electronic form in a DOC or HTML format, and PDF format. A floppy disk or CD respectively must be marked with the data listed in indent 3 of article 17 of these rules (the first inner page of the thesis). (3) With the thesis, the duly completed form OBR-FIŠ-007 including the statements of the mentor and the author is to be submitted along with the birth certificate in original. (4) In doing so, he observes the provisions of article 17 of these rules." is changed to: (1) The student submits the thesis to the Student's Affairs Office in an electronic format which allows entering of comments (e.g., a DOC or HTML format).

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		<p>(2) With the thesis, the duly completed form OBR-FIŠ-007 including the statements of the mentor and the author is to be submitted along with the birth certificate in original. The mentor's signed opinion on the assignment, written in point B of form OBR-FIŠ-008 must also be attached"</p> <p>Article 32 is deleted, article 33 becomes article 32 and it says: "(1) After successfully completing the defence of the thesis the Student's Affairs Office records the composition of the defence committee, and the date of the defence with a stamp on the first inside page of the hard-bound copy of the thesis.</p> <p>(2) The faculty ensures public publication of the authors and titles of successfully completed thesis (their entry into the COBISS system). As a rule, the faculty publishes the thesis on its website, except in case described in indent 6 of article 17 of these regulations.</p> <p>(3) The faculty issues a temporary certificate of graduation with bachelor's/ master's degree and sends it to the graduate's permanent residence address, which is valid until the bachelor's/ master's degree certificate is awarded.</p> <p>(4) The faculty awards bachelor's and master's certificates in an official ceremony once a year."</p>
03	27 th May 2010	<ul style="list-style-type: none"> • Paragraph 2 of article 19 - the following text is deleted: with the birth certificate in original • Indent of article 23 - the existing text is changed "on a CD, in the adequate electronic form in a DOC or HTML format, and PDF format. A CD must be marked with the data listed in indent 3 of article 17 of these rules (the first inner side of the thesis)." With "the final version of the thesis in a digital form in a DOC or HTML or PDF format, as indicated in the indent 3 of article 17 of these rules (the first inner page of the thesis)". • Indent 7 of article 24 - the expression "at most" is to be changed with the expression "as a rule". • In the article 17 the titles of the study programmes are to be corrected.
04	26 th January 2011	<p>Paragraph 2 of article 23: the submission of a hard-bound theses is to be changed from two to three copies to one copy.</p> <p>Paragraph 3 of article 23: is to be added, for the student to upload the thesis to the FIŠ digital collection (http://eprints.fis.unm.si/). " The Student's Affairs Office provides a hard-bound copy of the thesis to the library, publishes the thesis in the FIŠ digital collection when issuing a graduation certificate."</p> <p>In the form OBR-FIŠ-009, the consent of the mentor and the justification of the reasons for the extension of the deadline by the student are added.</p>
05	8 th June 2011	<p>In paragraph 1 of article 1, the expression "higher education" is deleted before the phrase "the first cycle of the university study programme (UN)".</p> <p>In article 9 the phrase "or employees" is deleted.</p>

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06	14 th September 2011	<p>Paragraph 2 of article 14 is amended to read: The stylistic and grammatical purity of the thesis is the responsibility of the student who must give the thesis for review and confirmation to the proof-reader. The proof-reader confirms the proofreading of the thesis on OBR-007 (review and submission of the bachelor's or master's thesis), to which he also encloses the proof of a relevant education degree. Without the proof-reader confirmation on OBR-007, the Student's Affairs Office will not accept the thesis for the defence.</p> <p>In paragraph 1 of article 17 the word "master's" is deleted before the words study programme of the second cycle.</p> <p>In paragraph 2 of article 18 "and warnings about language deficiencies" is deleted.</p> <p>In paragraph 2 of article 19 a comma is added after the word "author" and "lecturer and library" is added. The phrase "The mentor's signed opinion on the assignment, written in point B of form OBR-FIŠ-008 must also be attached." is deleted.</p> <p>In article 20 the word »and linguistic« is deleted.</p> <p>In paragraph 1 of article 22, instead of »and a scanned form OBR-FIŠ-008 (points A and B) "it is written »a signed opinion of the mentor on the thesis, recorded in point B of the form OBR-FIŠ-008."</p>
07	22 nd May 2013	<p>In paragraph 2 of the article 9 the expression "pedagogical employee" is to be changed with the expression "a higher education teacher".</p> <p>Paragraph 2 of article 10 is amended to read: »Mentors and co-mentors can also be experts with practical experience from the industry sector or other organizations who have five years of work experience in the field of the thesis topic. Mentors must have an appropriate habilitation, and must, in accordance with the article 5 of this rules, propose the topic of the thesis.«</p> <p>In paragraph 1 of article 16 instead of the expression "OBR-FIŠ-007." it is written "OBR-FIŠ-006."</p> <p>In paragraph 2 of article 18 before the word must, the word in parentheses "(printout)" is deleted.</p> <p>In the form no. OBR-FIŠ-007, a new third sentence is added in the section B, which says: "Comment on deviations from the intended scope of the bachelor's/ master's thesis:"</p> <p>In the form no. OBR-FIŠ-006 in the fourth line, instead of the word "Statute", the phrase "Method of study" is to be written in section D, in the sentence "Possible comment (mandatory when choosing a topic that is not advertised), and in case of deviations from the scope of the bachelor's/ master's thesis):" the following text is</p>

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		deleted: "and when deviations of the scope of the bachelor's/ master's thesis)".
08	26 th June 2013	In article 20 after the phrase "other formal deficiencies" the text "and the appropriateness of using and citing sources, and possible irregularities" is added. A new sentence is added, which reads: "The suitability of the reference and citation of sources is checked by the Student's Affairs Office with a specialized software".
09	19 th September 2013	<p>In article 9 a new third paragraph is added, which reads: "(3) If there are any valid reasons to suggest that the thesis should not be publicly available, the student must mark the form OBR-FIŠ-006 accordingly and attach a statement of the organization on the prohibition of public publication of the thesis. The ban on making the thesis publicly available is approved by the CSSA upon approval of the topic."</p> <p>In paragraph 4 of article 16, after the phrase "25 items of literature and sources" there is to be written "of which at least 3 items are in a foreign language," and after the phrase "at least 40 items" there is to be written "of which at least 8 items are in a foreign language."</p> <p>In article 17 paragraph 6 is to be removed.</p> <p>In paragraph 1 of article 19 the word "HTML" is to be changed to the word "DOCX".</p> <p>In paragraph 3 of article 23 the colon and the indent 2 are crossed out. Words "according" and "DOC or HTML or" are crossed out. After the parenthesis the following is added ",signed with a qualified digital certificate". After the phrase "a hard-bound copy of the thesis" it is added "and the thesis in the digital form", and after the comma the word "which" is added, and after the phrase "digital collection" the text "upon issuing of a graduation certificate for bachelor's/ master's degrees" is deleted.</p>
10	23 rd April 2014	<p>The legal bases are updated.</p> <p>Article 20: correction of typos</p> <p>Article 20: an instruction is added to the first paragraph: "The findings are recorded in the form OBR-FIŠ-007."</p> <p>Article 20: the second paragraph is added:</p> <p>"(2) At the same time, the Student's Affairs Office checks whether the student has completed all study obligations in accordance with the study programme and whether the grades in the online index correspond to those in the archive. The review is recorded on the form OBR-FIŠ-007."</p>
11	28 th February 2018	<p>The last sentence in paragraph 3 of article 3 is amended to read: .</p> <p>It is also permitted for the thesis to be written in English if a student has either 1) completed a part of his studies in English at a foreign university within the framework of an international students' exchange, and achieved at least an average grade of 8.0 in</p>

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		<p>subjects completed at a foreign university, or 2) holds a certificate of active knowledge of English, obtained by domestic or foreign institutions competent for issuing such certificates, if the selected mentor of the thesis agrees with this.</p> <p>The first sentence in paragraph 4 of article 24 is amended to read: "The student of the first cycle is entitled to a 15-minute presentation of the thesis, the student of the second cycle is entitled to a 30-minute presentation."</p> <p>The last paragraph of article 24 is amended to read: "The defence usually lasts 45 minutes for the first cycle, and 60 minutes for the second cycle students."</p> <p>The first sentence in paragraph 1 of article 16 is amended to read: "The bachelor's thesis generally consists of 40 to 60 pages, excluding attachments (programme Computer Science and Web Technologies 40 to 50 pages, programme Informatics in Contemporary Society 50 to 60 pages), and the master's thesis generally consists of 60 to 80 pages, excluding attachments (font Times New Roman, font size in text 12, row spacing 1,5)."</p> <p>Fourth paragraph of article 32 is amended to read: "Normally, the faculty awards graduation certificates in an official ceremony once a year."</p>
12	12 th March 2019	In the first paragraph of article 16 is added: "(programme Computer Science and Web Technologies 40 to 50 pages, programme Informatics in Contemporary Society 50 to 60 pages)".
13	28 th May 2020	<p>Article 15 is supplemented, namely, a new paragraph is added, which reads:</p> <p>"(3) For legitimate reasons, such as maternity leave, paternity leave, prolonged illness, exceptional family and social circumstances, participation in top professional, cultural and sporting events (special status in accordance with the statute) and emergency situations or force majeure, the student can submit a request for another extension of the deadline for submitting the assignment which is defined in paragraph 2 of this article. The CSSA decides on the request. The submission deadline may be extended by a maximum of twelve months."</p>
14	29 th June 2021	<p>Second sentence of the third paragraph of article 15 is amended to read: the CSSA decides about the request.</p> <p>The first paragraph of article 21 is amended to read: the CSSA appoints the defence committee, the corresponding decision is issued by the responsible vice-dean.</p>
15	23 rd May 2023	Article 6 is amended as follows: (1) Proposals for theses topics are considered each year by the Commission for Study and Student Affairs (hereinafter: CSSA).

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	<p>(2) The list of proposed topics is a part of the Annual work plan of the faculty and is published together with the proposers (potential mentors) in the online Student office of the Faculty.</p> <p>In the article 7 the numbering in the second paragraph is corrected (5) and changes of the form OBR-FIŠ-006 (application for the topic of a bachelor's/ master's thesis) and the form OBR-FIŠ-007 (review and submission of the bachelor's and master's theses) are listed.</p> <p>To article 9 the third paragraph is added as follows: If there are any valid reasons to suggest that the thesis should not be publicly available, the student must mark this on the form OBR-FIŠ-006 and attach a statement of the organization on the prohibition of public publication of the thesis or other appropriate statement or justification. The ban on making the thesis publicly available is approved by the CSSA upon approval of the topic or, exceptionally, at the time of submission of the thesis for defence, if the need for this is subsequently expressed... In this case too, a statement of the organisation prohibiting public publication of the thesis or another appropriate statement or justification must be submitted.</p> <p>In the article 13 the last sentence of the second paragraph is deleted: At the same time, the mentor submits a signed explanation or comments on the form OBR-FIŠ-008 (assessment of the bachelor's or master's thesis), which he submits to the Student's Affairs Office.</p> <p>Article 14 is restructured as follows: (1) The mentor is also obliged to draw the student's attention to technical and linguistic requirements for the preparation of the thesis in accordance with the guidelines for the writing of professional and scientific works at FIŠ, which the student is obligated to follow. (2)The stylistic and grammatical correctness of the thesis is the responsibility of the student who must give the thesis for review and confirmation to the proofreader. The proofreader confirms the proofreading of the thesis on OBR-007 (review and submission of the bachelor's or master's thesis), to which he also encloses the proof of a relevant education degree in the field of Slovenian language studies. (3) If the student does not submit the form OBR-007 (Review and submission of the Bachelor's or Master's thesis) in addition to the form OBR-007-A (Certificate of proofreading of the Bachelor's/Master's thesis), the Student's Affairs Office will not accept the thesis for the defence.</p> <p>In Article 16, paragraphs 3 and 4 are amended (in compliance with the FIŠ Guidelines for the Writing of Professional and Scientific Works) as follows: (3) Each thesis must have an introduction, indicating the subject of the thesis, the purpose, the procedure, the main thesis and a summary of chapter contents. In the end, each thesis must</p>			
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	<p>have a conclusion in which the student must not include additional reviews, tables, comparisons or even new thoughts. The conclusion should be based on and result from the very content of the thesis.</p> <p>(4) At the end, the student must list the referenced literature (books, journals, articles...) and sources, (laws, statistical publications, dictionaries, Internet addresses that do not include author's publications published on the Internet, data obtained from organizations etc.) in alphabetic order. The bachelor's thesis must contain at least 25 items of literature and sources, of which at least 3 items are in a foreign language, and the master's thesis must contain at least 40 items, of which at least 8 items are in a foreign language.</p> <p>The third paragraph in article 18 is amended as follows: (3): The technical review is carried out by the competent technical service and its findings are recorded on the form OBR-FIŠ-007 (Review and submission of bachelor's/ master's thesis). There are also some spelling corrections in the same article.</p> <p>Article 19 is amended as follows: (1) The student submits the thesis to the Student's Affairs Office in an electronic format that allows entering comments (e.g., DOC or DOCX format)by email.</p> <p>(2) Along with the thesis, a student also submits filled formOBR-FIŠ-007signed by the mentor, potential co-mentor, author and librarian along with theform OBR-FIŠ-007-A signed by the proofreader.</p> <p>Article 20 is amended as follows: (1) Once the thesis has been received, the Students' Affairs Office will forward it for technical examination. It shall be checked for any formal, technical or other deficiencies and for the correctness of the use and citation of the sources. The student is informed of any inaccuracies and observations, and is obliged to take these into consideration, to make the appropriate corrections and submit the corrected thesis. The library uses specialised software to check the use and citation of sources. The findings shall be documented in the OBR- FIŠ-007 form.</p> <p>(2) At the same time, the Students' Affairs Office verifies that the student has completed all the study obligations in accordance with the study programme and that the grades are identical in the online index and in the archive. The review is documented in the OBR-FIS-007 form. The form OBR-FIŠ-008 (Evaluation of the Bachelor's/Master's Thesis) is forwarded to the menthor to record his/her opinion on the submitted thesis.</p> <p>Paragraph 5 in article 22 is amended as follows: (5) After any revision of the thesis, the student must repeat the thesis submission process (OBR-FIŠ-007 and OBR-FIŠ-007-A). There are also some spelling corrections in the same Article.</p>			
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		<p>Paragraph 3 in article 23 is amended as follows: At the same time, the student submits the final version of the assignment electronically in a PDF format signed with a qualified digital certificate. There are also some spelling corrections in the same Article.</p> <p>Paragraph 3 in article 32 is amended as follows: The faculty issues a temporary certificate of graduation/master's degree, which is valid until the diploma is awarded. A temporary certificate is sent to the graduate's residence address or given to the student after the successful defence. There are also some spelling corrections in the same Article.</p>
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Unofficial translation: in case of any inconsistencies with the Slovenian version, the Slovenian original is considered binding.

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