



## **Instructions on the Preparation and Submission of the Electronic Form of Final Theses and Conditions for Temporary Inaccessibility of the Final Thesis Contents**

Instructions on the Preparation and Submission of the Electronic Form of Final Theses and Conditions for Temporary Inaccessibility of the Final Thesis contents is an executional document of the regulations on the procedure of preparation and defense of the University of Maribor bachelor's and master's degree study programs final thesis of 1 October 2021 (Pravilnik o postopku priprave in zagovora zaključnega dela na študijskih programih prve in druge stopnje Univerze v Mariboru z dne 1. 10. 2021) and the regulations on the University of Maribor doctoral degree studies of 1 October 2021 (Pravilnik o doktorskem študiju na Univerzi v Mariboru z dne 1. 10. 2021).

### **I. Preparation of the Electronic Form of Final Theses**

In compliance with the study program and the regulations on the procedure of preparation and defense of the University of Maribor bachelor's and master's degree study programs final thesis (Pravilnik o postopku priprave in zagovora zaključnega dela na študijskih programih prve in druge stopnje Univerze v Mariboru) and the regulations on the University of Maribor doctoral degree studies (Pravilnik o doktorskem študiju na Univerzi v Mariboru), the student submits their final thesis into the DLUM.

Once the final thesis is prepared in an acceptable electronic form, the student submits it into the Digital Library of the University of Maribor (hereafter DLUM). There, the similarity of the final thesis to other documents is also checked. Only the final theses registered and recorded in the AIPS system can be submitted into the DLUM.

One must submit into the DLUM:

- one file in the PDF/A format, submission of the final thesis in this form is mandatory, the contents must be identical to the printed version of the thesis, and the file must not be protected with a password;
- optionally, one file in the original format, e. g. DOC, DOCX, ODT (format in which the final thesis must be created), the contents must be identical to the printed version of the final thesis;
- optionally, one file in the ZIP format, including all annexes that are not included in the printed version, e. g. original image, diagram, or model files, program code, or other documents pertaining to the final thesis.

Assistance:

- DLUM - Digital Library of the University of Maribor (<https://libguides.ukm.um.si/dkum>);
- Instructions on file conversion from WORD format to PDF/A (<http://libguides.ukm.um.si/c.php?g=601055&p=4465350>);
- Instructions on file conversion from OpenOffice format to PDF/A (<http://libguides.ukm.um.si/c.php?g=601055&p=4465450>);
- Instructions on file conversion from LibreOffice format to PDF/A (<http://libguides.ukm.um.si/c.php?g=601055&p=4465397>).

## II. Final Theses Submission

Within the process of final thesis creation, the DLUM enables final theses submission into the DLUM for the purpose of the contents' similarity to other documents detection. With that, one must regard that the mentor and eventual co-mentor are also informed on each final thesis contents similarity detection.

Submission is conducted following the below-stated procedure that needs not be carried out entirely at once. Specific steps will require the implementation of previous steps.

1. On the <https://dk.um.si/> website, the student selects "Login" in the main menu, then clicks the "Login" button (additional instructions for login are given above the button on the website). The Arnes AAI website opens, where the student selects the "University of Maribor" identity provider.



Figure 1: Identity provider selection

2. For login, the student uses the UM uniform digital identity data (as for AIPS login).

The image shows a login form with two input fields: "Uporabniško ime" (Username) and "Geslo" (Password). Below the fields is a button labeled "Prijava »". To the right of the fields is the logo of the University of Maribor. At the bottom of the form, there is a list of supported languages: English | Bokmål | Nynorsk | Sámegeella | Dansk | Deutsch | Svenska | Suomeksi | Español | Français | Italiano | Nederlands | Luxembourgish | Czech | Slovenščina | Hrvatski | Magyar | Język polski | Português | Português brasileiro | Türkçe | Euskara.

Figure 2: Login form

- After login, the student selects "Students' theses upload". Basic data on the final thesis submission can be reached in the main menu under "Upload document" (accessible even without login). The concrete instructions are accessible on the submission sites and within the incorporated assistance, accessible on each site via an icon. (?)

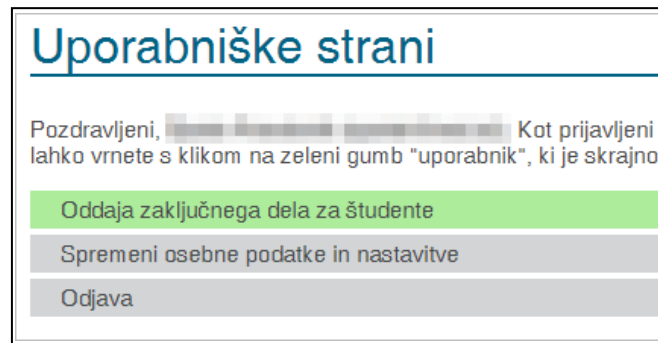


Figure 3: Successful student login

- For the new final thesis submission, the student selects the "Novo e-gradivo" button.



Figure 4: Introductory site for final thesis submission

- The list of students' registered topics for final theses from AIPS is displayed, where they select the relevant topic. After the topic selection, a new entry is inserted into the DLUM. The student completes it in the following steps. If the list is empty, the final thesis submission is not possible. In that case, the student turns to the student affairs office at their faculty.

The screenshot shows the website interface for the Digital Library of the University of Maribor. The header includes the university logo and name, the text 'Digitalna Knjižnica Univerze v Mariboru', and language options 'SLO | ENG'. A search bar contains 'ISKANJE PO KATALOGU' and 'DKUM'. A navigation menu at the top has links for 'PRVA STRAN', 'PRVA ŠTUDENTSKA STRAN', 'ODDAJA DELA', 'PRIJAVA NAPAKE', and 'UPORABNIK'. The main content area is titled 'PRVA ŠTUDENTSKA STRAN > PODATKI IZ AIPS' and 'Podatki iz AIPS'. A text block explains that users can submit final works in the AIPS system. Below this, a section titled 'Prijavljene teme zaključnih del iz AIPS:' displays the following information: 'Naslov: Prihodnost investicijskega zlata in srebra', 'Mentorji: Strašek Sebastjan', 'Vrsta študija: VS', 'Študijski program: EPF - Poslovna ekonomija', and 'Status: Zaključno delo je že shranjeno v DKUM. Uredi podatke...'. A 'Nazaj' button is located below the information box. The footer contains the website name and email 'dkum@um.si' on the left, and 'Odjava' on the right.

Figure 5: Data from AIPS

6. The following five steps of the final thesis submission procedure appear on the website:

- basic data entry
- the student fills out a statement (a statement of authorship and, in case they will submit a printed and electronic version of their final thesis, a statement on printed and electronic final thesis form identity)
- transmission of e-materials in electronic form
- student claims a detector of similar contents report
- final thesis (e-materials) publication.

## Postopek oddaje



### Testno zaključno delo

(FERI, MAG, Medijske komunikacije)

Spodaj so navedeni koraki oddaje e-gradiva. Korake lahko izpolnujete postopoma, torej lahko podatke izpolnite deloma in jih ob naslednji prijavi dopolnite ali popravite. Če preneseno datoteko lahko kasneje zamenjate.

#### 1. Vpis osnovnih podatkov

Vpišite nekatere osnovne podatke o vašem e-gradivu.

[Vpis...](#)

#### 2. Izpolnite izjave

Natisnite in podpišite eno ali več izjav, ki jih je potrebno vključiti v oddano zaključno delo.

[Izjave...](#)

#### 3. Prenos e-gradiva v elektronski obliki

Prenesite datoteke e-gradiva na strežnik digitalne knjižnice. Prenesti je potrebno vsaj predstavitevno datoteko (PDF).

[Prenos...](#)

#### 4. Zahtevajte poročilo detektorja podobnih vsebin

Vaše zaključno delo bo primerjano z obsežno bazo različnih del, rezultate boste vi, vaš mentor in komentor prejeli po elektronski pošti.

[Poročilo detektorja podobnih vsebin...](#)

#### 5. Objava e-gradiva

E-gradivo bo objavljeno v elektronski obliki, ko bodo knjižničarji ugotovili skladnost oddanega gradiva s pravili za objavo. Po objavi e-gradiva sprememba podatkov ne bo več mogoča.

[Nazaj](#)

Figure 6: Final thesis submission procedure and access to individual steps overview

- The student selects or enters basic data on their final thesis into the DLUM:
  - final thesis language (document language and abstract language),
  - final thesis title (in two selected languages),
  - final thesis abstract (in two selected languages),
  - keywords, separated by comma (in two selected languages),
  - mentors and co-mentors without their professional or scientific titles,
  - place and year of publication.

PRVA STUDENTSKA STRAN > VNOS PODATKOV O GRADIVU

## Vnos podatkov o gradivu ?

**PRIHODNOST INVESTICIJSKEGA ZLATA IN SREBRA**  
(EPF, VS, Poslovna ekonomija)

Vnesite ali popravite podatke o e-gradivu. Vpisane podatke bodo uporabili knjižničarji pri vnosu v bibliografski sistem COBISS. Ključne besede ločite z vejico, upoštevajte omejitve povzetka!

— PODATKI V JEZIKU E-GRADIVA —

Vpišite vsebine v jeziku, v katerem je napisana glavna gradiva.

Jezik:  
Slovenski jezik

Naslov (če je izpisan samo z velikimi črkami, ga popravite):  
PRIHODNOST INVESTICIJSKEGA ZLATA IN SREBRA

Povzetek (največ 4000 znakov, brez "Povzetek:" ali podobno na začetku):  
test

Ključne besede (največ 1000 znakov, ključne besede ločene z vejico, brez "Ključne besede:" ali podobno na začetku):  
test, test2, test3

— PODATKI V DRUGEM JEZIKU —

Vpišite vsebine v jeziku, v katerem so bili napisani naslov, ključne besede in povzetek v drugem jeziku (običajno tuj jezik).

Jezik:  
Angleški jezik

Naslov (če je izpisan samo z velikimi črkami, ga popravite):  
THE FUTURE OF INVESTING IN GOLD AND SILVER

Povzetek (največ 4000 znakov, brez "Povzetek:" ali podobno na začetku):  
test

Ključne besede (največ 1000 znakov, ključne besede ločene z vejico, brez "Ključne besede:" ali podobno na začetku):  
test, test2, test3

— OSTALI PODATKI —

Dodajte osebe, če je potrebno. Osebe pišite brez znanstvenih ali strokovnih nazivov! Oseb iz AIPS ni mogoče spreminjati.

Vloga	Ime	Primek
Mentor(ica)	Sebastjan	Štrašek
Komentor(ica)	ime	primek <a href="#">Briši</a>

[Dodaj osebo](#)

Kraj in leto izdaje:  
Maribor 2018

[Shrani](#) [Nazaj](#)

Figure 7: Final thesis data entry

- The student submits into the DLUM an electronic form of their final thesis in the PDF/A format that must be identical to the printed copy of the final thesis. Optionally, they can submit one file in the original format (e. g., DOC) and one file in the ZIP format, including all annexes not included in the printed version, e. g. original image, diagram, or model files, program code, or other documents pertaining to the final thesis.



Univerza v Mariboru

Digitalna  
Knjižnica  
Univerze v  
Mariboru

SLO | ENG

ISKANJE PO KATALOGU

DKUM

[Večja pisava](#) | [Manjša pisava](#)

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PRVA STRAN
PRVA ŠTUDENTSKA STRAN
ODDAJA DELA
PRIJAVA NAPAKE
UPORABNIK

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PRVA ŠTUDENTSKA STRAN > PRENOS DATOTEKE

## Prenos datoteke ?

### PRIHODNOST INVESTICIJSKEGA ZLATA IN SREBRA

(EPF, VS, Poslovna ekonomija)

Na strežnik digitalne knjižnice obvezno prenesite:

- eno predstavitevno datoteko:** vaše delo v formatu PDF/A. Za pretvorbo vašega zaključnega dela v PDF/A lahko uporabite poljubno orodje. Večina urejevalnikov izvoz v PDF/A že omogoča (navodila za [MS Office Word](#), [LibreOffice](#), [OpenOffice](#)), uporabite lahko tudi prosto dostopni pretvornik [CutePDF](#).

Po želji lahko na strežnik prenesete še:

- eno izvorno datoteko:** vaše delo, npr. v formatu DOC. Če imate več DOC datotek, jih najprej združite v eno.
- eno prilogo:** vse druge datoteke, ki so nastale med izdelavo dela, npr. programska koda, slike in drugo. Priloge pred prenosom kompresirajte (stisnite), za kompresijo obvezno uporabite format ZIP. [Kako izdelati ZIP?](#)

Tip datoteke se samodejno določi glede na končno datoteko. Za vsak tip lahko prenesete samo eno datoteko. Vsak nov prenos brez opozorila zbršiše obstoječo datoteko istega tipa. [Več o prenosu datotek...](#)

S pomočjo spodaj navedenega gumba izberite datoteko, po izbiri pa se bo nalaganje začelo samodejno. Pod imenom datoteke bo prikaz napredka nalaganja. Prenos lahko traja nekaj časa, odvisno od velikosti datoteke in hitrosti prenosa. Ime datoteke ni pomembno, saj se po prenosu preimenuje po internih pravilih.

**Datoteke ne smejo biti zaščitene z geslom!**

Izben datoteko

Seznam vaših datotek v DKUM:

Tip	Ime datoteke	Datum	Velikost (B)	Akcija
Seznam je prazen!				

Nazaj

Figure 8: File transmission

9. The student initiates the detector of similar contents. Final theses content similarity detection follows the instructions on contents similarity detection of the final thesis electronic form to other documents (Navodila o preverjanju podobnosti vsebine elektronske oblike zaključnega dela z drugimi deli).
10. When the mentor (and/or the eventual co-mentor) confirms the contents and form of the final thesis and agrees with the contents similarity detection of the final thesis to other documents report, you have submitted the final version of the electronic form of the final thesis. The mentor informs the student they can print out the statement of final thesis compliance (annex 3 to the regulations on the procedure of preparation and defense of the University of Maribor bachelor's and master's degree study programs final thesis (Pravilnik o postopku priprave in zagovora zaključnega dela na študijskih programih prve in druge stopnje Univerze v Mariboru) or annex 6 of the regulations on the University of Maribor doctoral degree studies (Pravilnik o doktorskem študiju na Univerzi v Mariboru)), the mentor (and eventual co-mentor) signs.



11. Bachelor's and master's degree students print out, sign and include into the electronic copy of the final thesis a filled-out statement of authorship of the final thesis (izjava o avtorstvu zaključnega dela) that is generated in the DLUM. The student can also fill out the statement on their own. For that purpose, the DLUM website ("students' theses upload" site) contains empty statements. If the student also submits the final thesis in printed form, the printed and electronic copies must include the statement on printed and electronic final thesis form identity (izjava o istovetnosti tiskane in elektronske oblike zaključnega dela).

The screenshot shows the top navigation bar of the DLUM website. On the left is the logo of the University of Maribor and the text 'Digitalna Knjižnica Univerze v Mariboru'. On the right are social media icons, language options (SLO, ENG), and a search bar with 'ISKANJE PO KATALOGU' and 'DKUM' dropdown menus. Below the navigation bar is a menu with links: PRVA STRAN, PRVA ŠTUDENTSKA STRAN, ODDAJA DELA, PRIJAVA NAPAKE, and UPORABNIK. The main content area is titled 'PRVA ŠTUDENTSKA STRAN > IZJAVA'. The 'Izjava' section contains a heading 'Testno zaključno delo (FERI, MAG, Medijske komunikacije)' and two paragraphs of text. The first paragraph explains that before publishing, a completed statement of authorship must be submitted, and provides a link 'tukaj' for downloading a form. The second paragraph explains that if submitting both printed and electronic versions, a statement of identity must also be submitted, and provides another 'tukaj' link. A 'Nazaj' button is located at the bottom left of the content area. The footer contains the text 'Digitalna knjižnica Univerze v Mariboru | dkum@um.si' and 'Odjava'.

Figure 9: Links to the statement of authorship and the statement on printed and electronic final thesis form identity

12. Doctoral degree students print out, sign, and include into the electronic copy of their final thesis a filled-out statement of authorship and printed and electronic final thesis form identity that is generated in the DLUM. The student can also fill out the statement on their own. For that purpose, the DLUM website ("students' theses upload" site) contains empty statements.
13. The student is obliged to submit the final version of their final thesis in the electronic form for publishing in the DLUM at the latest within 14 days since their final thesis defense.
14. After the expiration of a 14-day period following the final thesis defense, the submission of the electronic form of the final thesis is no longer possible. For necessary corrections after the defense, the competent office of student affairs of the university member can enable subsequent submission of the new version of the final thesis into the DLUM.
15. The library of the competent faculty publishes the final thesis into the DLUM.

### III. Temporary Inaccessibility of the Final Thesis

1. The final thesis contents may only exceptionally be temporarily inaccessible for the following reasons:
  - professional secrecy protection,
  - protection of results for intellectual property rights implementation,
  - ensuring the security of people and nature,
  - classified information protection.
2. The mentor and the student address the written request for temporary inaccessibility of the final thesis approval to the dean of the university member prior to submitting the printed and electronic form of the thesis. The request must include an argumentation of the reason for the temporary inaccessibility of the final thesis contents and a proposition for the duration of temporary inaccessibility. Adequate proofs must also be annexed to the request.
3. The dean of the university member may grant the request and issue a resolution of temporary inaccessibility of the final thesis contents with which they determine the duration of temporary inaccessibility that may not be longer than 3 years from the final thesis defense. When the request is not granted, they issue a resolution of refusal. The dean's decision is definitive. The resolution with which the dean of the university member grants or rejects the request is served to the student, mentor, and the competent office for student affairs of the university member and annexed to the electronic and printed copies of the final thesis.
4. During the period within which the final thesis electronic form contents are inaccessible, the DLUM publicly displays only the bibliographic data on the document. Within the program equipment for content similarity detection the document is marked as a "private source" ("zasebni vir").
5. Temporary inaccessibility of the printed and electronic form of the final thesis is ensured by the library of the university member and the UML as a recipient of deposit copies of publications after receiving the printed copy of the final thesis. Temporary inaccessibility of the electronic form of the final thesis is ensured within the DLUM. The final thesis must be inaccessible until the date set in the resolution of the dean of the university member.
6. In compliance with the provisions of the regulations on the procedure of preparation and defense of the University of Maribor bachelor's and master's degree study programs final thesis (Pravilnik o postopku priprave in zagovora zaključnega dela na študijskih programih prve in druge stopnje Univerze v Mariboru) and the regulations on the University of Maribor doctoral degree studies (Pravilnik o doktorskem študiju na Univerzi v Mariboru) a permanent removal of a publication is not possible.