

## Procedure for the preparation and defence of a thesis in first and second-cycle study programmes

Contact for inquiries: valerija.kotnik@um.si

### 1. Application of the Thesis Topic

In accordance with the Rules on the procedure for the preparation and defence of thesis in first -and second-cycle study programmes at the University of Maribor, a student selects the topic for the thesis in agreement with the proposed supervisor/co-supervisor.

The student applies the thesis topic using specific form ([Annex 1](#)), together with the disposition of the thesis, prepared according to the [Template proposal for thesis](#). The disposition typically contains:

- the title,
- the definition or description of the problem and research questions addressed in the thesis,
- objectives and theses,
- assumptions and limitations,
- proposed methods,
- a proposed chapter structure (table of contents), and
- a list of proposed literature and sources.

The student delivers the application form, along with the disposition, to the student affairs office during office hours or sends it by regular mail.

The disposition does not need to be stapled or bound.

The application form must normally be signed by the supervisor and, if applicable, the co-supervisor prior to submission. If personal contact with the supervisor is not possible, the form may be signed electronically, or the signature may be obtained at the faculty.

After the topic is approved, the student receives an official Decision on the thesis by post or to the student's email address. The deadline for preparing and submitting the thesis in first- and second-cycle study programmes shall be one year from the date the decision on the thesis is issued.

### Extension of the topic's validity

Before the original deadline, as stated in the Decision on the thesis, the student may request an extension of the topic's validity. The topic may be extended by up to one year, based on justified reasons provided by the student and an assessment of the topic's relevance. If the student does not submit the thesis or the request for an extension of the topic's validity before the deadline, the student affairs office issues a decision on the termination of the procedure. The student is required to initiate a new topic application procedure and the new topic may

be identical to the previously approved one, provided it has not been assigned to another student.

### **Change of the approved topic title**

A student may propose a change to the approved topic title during the preparation of the thesis if the majority of the topic's content remains unchanged. The supervisor must approve the title change before submitting the request for a title change. The student shall use the form Application for a change of the thesis topic - Change of title ([Annex 1A](#)).

### **Change of Supervisor/Co-supervisor**

If cooperation between the supervisor/co-supervisor and the student becomes impossible, or if the supervisor/co-supervisor ceases cooperation with the faculty, either party may request a change of supervisor/co-supervisor by submitting the form Application for a change of the thesis topic – Change of supervisor and or co/supervisor ([Annex 1B](#)).

If a student unilaterally withdraws from the approved topic and/or the approved supervisor, they shall notify the supervisor and the student affairs office in writing.

## **2. Preparation of the thesis**

After receiving the Decision on the thesis, the student begins actively preparing the thesis according to the [Template final thesis](#). The following documents must be observed:

- [Rules on the procedure for the preparation and defence of theses in first- and second-cycle study programmes at the University of Maribor](#),
- [Joint guidelines for the preparation of final theses](#),
- [Instructions for the preparation of written assignments at the Faculty of Logistics of the University of Maribor](#),
- [Referencing style guide](#).

### **2.1 Theses in a foreign language**

The thesis may be prepared in all official languages of the EU. The thesis must include:

- the title of the thesis in both Slovene and the foreign language,
- an extended summary in Slovene, comprising at least 5% of the total work (covering the content from the first to the last chapter, excluding the bibliography and appendices),
- proofreading by a qualified English language proofreader.

## **3. Procedure Before Submitting the Final Thesis**

After the supervisor or co-supervisor (if appointed) approves the thesis, the student must have the thesis proofread and then submit it for a technical review to the Faculty of Logistics

Library. Upon receiving the thesis through the '[Technical Review](#)' form, a 10-day review period begins.

After successfully completing the technical review, the student's thesis must be checked for similarities with other works. The student shall submit the thesis electronically to the Digital Library of the University of Maribor (all instructions are available at <https://dk.um.si/info/index.php/slo/oddaja-dela>) and obtain a similarity report. Both the student and the supervisor receive the report by email. Once the supervisor (or potential co-supervisor) has reviewed the report and is satisfied with the content and form of the thesis, he signs the Supervisor's/co-supervisor's statement on the eligibility of the thesis ([Appendix 3](#)).

### **3.1 Required Documentation for the Defence**

The prerequisite for submitting the final thesis for defence is the completion of all other study obligations prescribed by the study programme, except for the defence of the thesis.

The electronic version of the final thesis (.pdf) must be submitted to [valerija.kotnik@um.si](mailto:valerija.kotnik@um.si) only when both the supervisor and co-supervisor (if applicable) agree and when the Supervisors's/co-supervisor's statement on the eligibility of the thesis (Appendix 3) has been signed.

For the defence, the following documents must also be submitted:

- certificate confirming that the student has successfully passed the technical review of the thesis and has no borrowed materials from the library, issued by librarian Sanja Sagadin,
- Statement on the publication of Personal Data ([Appendix 7](#)),
- the first page of the similarity report showing the similarity percentage.

### **3.2 Request for temporary inaccessibility of the thesis**

The content of the thesis may be temporarily made inaccessible only in exceptional circumstances for the following reasons:

- protection of trade secrets,
- protection of results to enforce intellectual property rights,
- ensuring the safety of people and nature, or
- protection of classified information.

Prior to submitting the thesis in electronic form, the supervisor and student shall submit a written request for temporary inaccessibility to the Dean of the Faculty. The request shall include a justification for the temporary inaccessibility of the content of the thesis, as well as a proposed duration for the restriction. Relevant supporting evidence shall also be appended to the request.

The Dean may approve the request and issue a Decision on the temporary inaccessibility of the thesis content, specifying the duration of the restriction (not exceeding three years after the defence). If the request is denied, a decision on the refusal of the temporary inaccessibility of the thesis content shall be issued. The decision is final and is delivered to the student, the supervisor, and the student affairs office. The decision is appended to the electronic form of the thesis.

During the period of temporary inaccessibility, only bibliographic data about the thesis shall be visible in DLUM, while the thesis itself shall be marked as a “private source” in the similarity checking software. The faculty library and the University Library Maribor ensure the temporary inaccessibility of the electronic form of the thesis until the date specified in the dean’s decision.

#### **4. Defence of the Final Thesis**

Once the student affairs office receives the complete documentation for the defence, a defence date is scheduled — no earlier than five working days prior to the scheduled defence date. The Decision on the appointment of the committee for the defence specifies the date, location, and language of the defence. The decision is sent to the student’s home or student email address and to the committee members’ official email addresses. The decision is also publicly announced on the Faculty’s website. All defences are public and take place at the Faculty.

To obtain the graduation certificate, student must complete the Survey on study satisfaction which is sent to student email address before the defence.

The electronic version of the thesis must be submitted by the 5<sup>th</sup> of the month for the defence to take place within the same month; otherwise, it is scheduled for the following month. No defences are held in July or August.

After successfully completing the defence, the student receives the Certificate of graduation.

#### **5. Additional Information**

All communication with students takes place through their official student email, which must be used until the defence.

Submission of a hard-bound copy of the thesis after the defence is no longer required.