

Pursuant to Article 162 of the Statute of the University of Ljubljana (Official Gazette of the Republic of Slovenia, No. 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, 3/10, 47/10, 18/11, 26/11, 89/11, 26/12, 38/12, 56/12 and 50/12, hereinafter: the Statutes) and pursuant to point 1 of Paragraph 2 of Article 54 of the Rules on the organisation and work of the Faculty of Computer and Information Science, University of Ljubljana (UPB-17 February 2009, hereinafter: the Rules) in meetings held on 9/10/2012, 13/11/2012, 11/6/2013, 11/03/2014, 06/05/2014, 09/09/2014, 14/04/2015, 10/11/2015, 12/01/2016, 16/01/2016, 06/06/2017, 13/03/2018, 15/01/2019 and 02/06/2019 the Senate of the Faculty of Computer and Information Science, University of Ljubljana, has adopted the following

## **RULES ON THE MASTER'S THESIS IN THE SECOND CYCLE STUDY PROGRAMMES AT THE FACULTY OF COMPUTER AND INFORMATION SCIENCE OF THE UNIVERSITY OF LJUBLJANA**

### **1. GENERAL**

#### **Article 1**

These Rules define in detail the procedure for the registration, production, defence and assessment of the Master's thesis for 2nd cycle post-reform study programmes (hereinafter: study programmes) at the Faculty of Computer and Information Science, University of Ljubljana (hereinafter: UL FRI).

#### **Article 2**

**The Master's exam** is the final assessment of competence of a 2nd cycle student of the UL FRI study programme. It consists of the Master's thesis and its defence.

#### **Article 3**

**The Master's thesis** is the result of the candidates' independent work. It focuses on a rounded topic, while demonstrating that:

- during studies, the student obtained the necessary knowledge and an overview of a specific area of study;
- the student has an overview of general knowledge in the professional field of study program;
- the student can apply the correct methodology to theoretical and experimental problems in a particular area of study while mastering basic research and development methods;
- the student has knowledge of relevant literature; and
- the student is capable of discussing the specialised research issue in writing and orally.

#### **Article 4**

As a rule the Master's thesis is written in Slovenian. On the basis of a well-founded request, the Committee for Study Affairs may allow a candidate to write their Master's thesis in English. In such case, the Master's thesis must include a thorough summary in Slovenian, which must be at least 10 percent of the length of the English core of the Master's thesis.

#### **Article 5**

The results of the Master's thesis are legally the intellectual property of the student author and UL FRI, while the Committee for Study Affairs may, based on the student and mentor's reasoned request, confirm an alternative arrangement. It is the student's responsibility to ensure that in the final project created in cooperation with an enterprise or an institution, any business secrets are duly protected. For publishing or exploitation of the results, written consent is required from the author, UL FRI and the mentor.

UL FRI supports public access to scientific and R&D results. Master's theses and any associated software code are normally published under one of the open source licences.

### **Article 6**

UL FRI arranges for the online publication of the electronic copy of the Master's thesis in the university's online archive. A bound copy of the thesis is available in the Faculty library.

## **2. MASTER'S THESIS PREPARATION PROCESS**

### **Article 7**

The preparation of the Master's thesis is an integral part of Year 2 of Master's studies and is spread across the entire academic year.

A mandatory integral part of producing the Master's thesis is participation at the Master's seminar, which is led by the coordinator of the study programme. The aim of the seminar is to present potential research topics to students in detail, as well as the process of producing the Master's thesis, and also to follow the students' work progress throughout the year.

### **Article 8**

Students choose a mentor and a subject area for their Master's thesis. The mentor must be a higher education teacher with the habilitation of an assistant professor, associate professor or full professor (hereinafter: higher education teacher) at the Faculty which is coordinating the study program. Students can consult a published list of Master's thesis topics suggested by mentors. Students can also agree with the mentor on a topic which is not on the list of offered topics. Exceptionally, the mentor can be a higher education teacher from a different member institution of UL, but in this case the co-mentor must be from FRI.

Students can, in agreement with the mentor, choose a co-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, subject to prior approval by the Committee for Study Affairs. The co-mentor can be appointed by the Committee for Study Affairs during the process of approving the Master's thesis topic.

### **Article 9**

The deadline for choosing a mentor and a prospective research topic is 5 November, by which date students must enter the mentor and the prospective thesis title in the study information system to register their Master's thesis topic. The registration of the topic includes the name of the mentor and co-mentor, and the prospective title.

In collaboration with the chosen mentor and in the space of one month, students prepare their Master's thesis topic on a designated application form and submit it to the study information system+ by no later than 5 December. The Committee for Study Affairs, on the proposal of the study programme coordinator (for the parent programme of Computer and Information Science) or on the proposal of the study programme board (for students of interdisciplinary programmes coordinated by FRI), approves the submitted topics by the end of December and appoints a three-member committee for each student (a chairman and two members) to assess the Master's thesis defence (hereinafter: the committee). The mentor and co-mentor are not members of this committee. Student Affairs enters the selected committee members into the information system, notifies them of their selection and sends them the approved Master's thesis topics.

#### **Article 10**

A student whose Master's thesis topic has been approved has until the end of the current academic year (i.e. until 30 October) to complete and submit their Master's thesis. They must give at least one presentation on the progress and results of their work at a Master's seminar, usually during the summer semester.

#### **Article 11**

Students may extend the validity of their master's thesis topic prior of the topic's expiration. Vice-Dean for Education can grant candidates a deadline extension for the submission of the Master's thesis on the basis of a reasoned request for the extension, but by no more than 12 months. If, during this time, the student fails to submit the Master's thesis, his/her research topic becomes invalid.

#### **Article 12**

If, during the process of writing the Master's thesis, difficulties in collaboration or disagreements arise between the candidate and the mentor or co-mentor, the candidate or the mentor or co-mentor may withdraw from participation. To that end they submit an application to the Student Office for termination of the relationship or replacement of the mentor or co-mentor, which shall be decided upon by the Vice-Dean for Education.

### **3. SUBMITTING THE MASTER'S THESIS**

#### **Article 13**

Students can submit their Master's thesis once they have completed all other study programme obligations.

#### **Article 14**

If the mentor or co-mentor is not satisfied with the candidate's achievements, the candidate must add to the thesis in line with the mentor's and co-mentor's requirements and, if necessary, apply for a deadline extension.

A student who has completed the Master's thesis in accordance with the approved research

topic and the mentor and co-mentor's requirements, but has not completed all of the exams, can ask the Vice-Dean for Education for a postponement of the defence, in accordance with Article 11.

#### **Article 15**

If a candidate fails to submit their Master's thesis within the prescribed time limit and fails to carry out all other obligations of the study programme, their topic shall expire. Candidates whose topics have expired shall be entitled to repeat participation in a Master's seminar and to apply for the reinstatement of the topic.

#### **Article 16**

Students who have completed all requirements, and who have obtained the consent of the mentor and co-mentor to submit their Master's thesis, can submit the thesis on the basis of the mentor's approval, written in accordance with the Rules, electronically and in the prescribed format, via the study information system. The Master's thesis must be written in accordance with the approved research topic, which must also be evident from the thesis summary.

Once submitted, the thesis undergoes the plagiarism check procedure. A report on the results of the adequacy check is sent to the mentor electronically. The adequacy of the thesis on the basis of the plagiarism report is defined in the Rules.

If the Master's thesis is adequate, students submit a bound copy to Student Affairs with a written statement certifying that the final project is the result of their independent work, that the printed copy is identical to the electronic copy and that they are transferring to the university – free of charge, non-exclusively, without limit of space or time – the rights to archive the copyrighted work in electronic form, and the right of reproduction and public access to the copyrighted work on the worldwide web via the university archive.

In the event that the plagiarism report shows a high number of similarities with already published documents, the mentor is bound to act according to the procedure specified in the Rules.

### **4. MASTER'S THESIS DEFENCE**

#### **Article 17**

The Master's thesis defence is also the final step of Master's studies. Candidates can defend their thesis once they have successfully submitted the electronic version on the study information system and a bound copy to Student Affairs.

Student Affairs arranges the Master's exam for at least five working days after the successful submission of the thesis and informs the candidate, the mentor and the committee members via the study information system.

#### **Article 18**

Prior to the thesis defence, the Committee for the Assessment and Defence of the Master's Thesis meets with the mentor and co-mentor (if applicable), who report on the candidate's completed thesis. The candidate then defends the thesis in the Master's exam before the

committee (the mentor is not a member of this committee, but still attends and participates in the defence). The Master's thesis defence is public and chaired by the committee president. If the thesis is written in a foreign language, the defence can also be performed in the same language in agreement with the mentor.

The Master's thesis and its defence are assessed by the Committee for the Assessment and Defence of the Master's Thesis. The committee also fills in a record with the assessment of the completion of studies. The committee must confirm that the written work is in accordance with the pre-approved research topic. In the case of a passing grade, the Committee publically announces the student's grade on the completion of studies, the title acquired and its associated rights.

In the case of a failing grade of the defence, the candidate receives a new date for the defence. In the case of a failing grade of the thesis, the student must reapply for a new topic and attend the Master's seminar.

If the candidate disagrees with the thesis grade or the thesis defence grade, they can, according to the UL Statute, file an appeal in writing or orally with the Dean of the Faculty no later than the next working day after the defence.

## **5. MASTER'S THESES IN JOINT PROGRAMMES WITH FOREIGN UNIVERSITIES AND STUDENT EXCHANGE PROGRAMMES**

### **Article 19**

In the case of completing the Master's thesis for joint programmes with foreign universities and for dual degree programmes, primary consideration is given to the agreements concluded with these institutions. The Master's thesis is written in English and a co-mentor from the partner university is appointed. These Rules are followed as logically applicable and in the case of uncertainties or ambiguities, the Vice-Dean for Education provides a decision.

### **Article 20**

UL FRI encourages international cooperation and student exchanges. In the case that students cannot attend any of the set obligations due to international exchanges, the programme coordinator, the Vice-Dean for Education or the Committee for Study Affairs can approve a different mode of completing these obligations or reasonably extent deadlines.

## **6. MASTER'S THESIS AND THE PERTAINING APPLICATION FORMS**

### **Article 21**

An integral part of these Rules is the Guidelines for the preparation, production and defence of the Master's thesis for 2nd cycle UL FRI study programmes, and the forms which are published on the Faculty's website. They are prepared and amended by the Committee for Study Affairs. All applications must be submitted by the candidate in written form to Student Affairs or electronically where allowed.

## **7. FINAL AND TRANSITIONAL PROVISIONS**

### **Article 22**

These Rules shall enter into force upon their adoption at the session held by the Senate and are valid for post-reform 2nd cycle study programmes. They become effective seven days after their publication on UL FRI's website.

### **Article 23**

These Rules do not apply to old study programmes; for these cases the old Rules published on the UL FRI websites are still used.

### **Article 24**

Paragraphs 2 and 4 of Article 16 of those Rules, which relate to the plagiarism verification process, shall be applied upon the establishment of adequate technical support.

### **Article 25**

These Rules shall be published on the website.

**Dean:**

**Assoc. Prof. dr. Mojca Ciglarič**