

ADJUSTMENTS TO IMPLEMENTATION OF THE RULES ON MASTER'S THESES – ONLINE COMPLETION OF MASTER'S STUDIES

The procedure for registering, preparing and submitting a master's thesis for full-time and part-time Bologna master's study programmes to acquire the professional title of "master of economic sciences" or "master of business sciences" as well as the procedure for its defence and assessment are stipulated in the *RULES on master's theses in full-time and part-time Bologna master's study programmes to acquire the professional title of master of economic sciences or master of business sciences*. However, due to the current situation the way the **Rules are to be applied has been adjusted to online implementation**.

Preparation of a thesis should follow this sequence:

1. SELECTION OF THE TOPIC AND THE MENTOR

Communicate with your mentor only by e-mail since there are no consultation hours.

2. PREPARATION OF THE MASTER'S THESIS PROPOSAL AND REGISTRATION OF THE TOPIC

Adjustment to implementation under paragraph one of Article 9 of the Rules

Submit your Master's thesis proposal and application for approval of the topic by e-mail to tina.malinic@ef.uni-lj.si.

Adjustment to implementation of Article 10 of the Rules

The deadline for submitting a Master's thesis proposal for those students who were supposed to register their topic by the end of March, so as to avoid paying for the thesis defence, is **EXTENDED**:

"Those students who had completed all of their study obligations, except for the final thesis, before they lost their status and who had, no later than within 6 months of losing their status (by 31 March 2020), the topic of their final thesis confirmed (officially registered), will be able to complete their studies without additional payment provided they complete them within 2 years of losing their status. We inform all of these students that, due to the current circumstances, we have extended the deadline for Master's thesis proposal submission to 18 June 2020. The topic is considered to be confirmed if it has been discussed and approved at the Committee for the co-ordination of topics scheduled for 23 June 2020 (submission deadline: 18 June 2020)."

3. CONDUCTING OF RESEARCH

Independent work of the student, in cooperation with their mentor.

4. WRITING AND PREPARATION OF THE THESIS

Independent work of the student, in cooperation with their mentor.

5. TECHNICAL REVIEW OF THE THESIS

Adjustment to implementation of Article 14 of the Rules

For any questions related to the Instructions for preparing written materials of the School of Economics and Business, send an e-mail to zakljucne.naloge@ef.uni-lj.si.

After obtaining their mentor's approval, a student submits their thesis for technical review by uploading it to *Student net* and sending it exclusively to the e-mail zakljucne.naloge@ef.uni-lj.si, including all information so far required.

6. SUBMITTING THE THESIS FOR ASSESSMENT

Adjustment to implementation of Article 16 of the Rules

To apply for a defence, students must submit all the required documentation by e-mail to tina.malinic@ef.uni-lj.si (**master's thesis in PDF format**, along with other forms that are available at *Student net* under the section *Final thesis – rules and instructions*).

7. DEFENCE

Adjustment to implementation of Article 17 of the Rules

In agreement with the candidate and the committee members, a public defence will be implemented online, using the ZOOM platform. When the date of the defence is scheduled, the committee members and the student will be notified of a date in the calendar, including a link to ZOOM.

The ZOOM link for a public defence is also published on the SEB LU's website (*Public defences of master's theses*). Any guests at the defence must identify themselves by name and surname upon registration, otherwise the 'host' does not allow them to proceed from the waiting room into the conference room. Guests will have possibility to ask questions in writing during the defence (via the "chat" option).

All participants in the defence must establish a connection with ZOOM at least 5–10 minutes before the scheduled time of the defence. The defence will be implemented according to the same timeline as applies to standard defences.

After a successful defence, the student receives Confirmation of the Defence in electronic form.

8. SUBMITTING PRINTED AND ELECTRONIC VERSIONS OF THE FINAL THESIS TO THE REPOSITORY

Adjustment to implementation of Article 25 of the Rules

After a successful defence, the student must send the final version of their master's thesis (if any corrections are required, as established during the defence procedure, they must be made) in PDF format to the e-mail address: tina.malinic@ef.uni-lj.si.

After the final version of the master's thesis is received, the student is sent the Certificate of Master's Degree by e-mail.

The student must send their master's thesis bound in black linen to the SEB LU within the shortest possible time by ordinary post. Until the SEB LU receives copies of the master's theses bound in black linen, the master's degree-awarding procedure is not completed and the student cannot be given the diploma document.