

ADJUSTMENTS TO IMPLEMENTATION OF THE RULES ON UNIVERSITY THESIS – ONLINE COMPLETION OF UNIVERSITY STUDIES

The procedure for registering, preparing and submitting a university thesis for University Degree programme in Business and Economics as well as the procedure for its defence and assessment are stipulated in the ***RULES on university thesis of University Degree Programme in Business and Economics***, 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. REGISTRATION OF THE TOPIC

Adjustment to implementation of Article 9 of the Rules

The deadline for registration of the topic 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 work, 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 students that due to the current situation the deadline for the registration of the topic is extended until 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 13 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 15 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 (**university thesis in PDF format**, along with other forms that are available at *Student net* under the section *Final thesis – rules and instructions*).

7. DEFENCE

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 final works*). 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 UNIVERSITY 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 undergraduate 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 university thesis is received, the student is sent the Certificate of graduation by e-mail.

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