

The Senate of the Faculty of Computer and Information Science, University of Ljubljana, on the basis of Article 162 of the Statute of the University of Ljubljana (Official Gazette of RS, 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 Statute) and on the basis of 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 and 16/01/2016 has adopted the following

## RULES ON THE MASTER'S THESIS OF 2ND CYCLE STUDIES AT THE FACULTY OF COMPUTER AND INFORMATION SCIENCE, UNIVERSITY OF LJUBLJANA

### 1. GENERAL

#### Article 1

These Rules define in more detail the process of acquisition, 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 the competencies 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 computer and information science;
- 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

The Master's thesis is as a rule written in Slovene. On the basis of a well-founded request, the Studies Commission 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 Slovene, 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 – the author and UL FRI, whereas the Committee for Student Affairs can, 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, which was 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 within 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's library.

## **2. THE 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 out throughout the academic year.

The mandatory integral part of the Master's thesis preparation 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 the potential research topics to students in more detail, as well as the process of the Master's thesis production, 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 UL FRI. 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 of UL, but in this case the co-mentor must be from FRI.

Students can, in agreement with the mentor, choose a co-mentor who must be a habilitated higher education teacher or research associate, but can also be a teacher from a foreign institution, subject to prior approval by the Committee for Student Affairs. The co-mentor can be appointed by the Committee for Student Affairs during the process of approving the Master's thesis topic.

The post-reform study programmes allow mentors to have 10 open topics for final projects in the 1st and 2nd cycle of studies, out of which a maximum of three in the 2nd cycle. Co-mentorship is not counted in this quota. Additional mentorships which

would exceed this limit can be approved by the Vice Dean for Education on the mentor's request.

### **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 student 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 the Master's thesis topic on a designated application form and submit it to Student Affairs in written and electronic form, or via the student information system, no later than 5 December. The Committee for Student 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 president 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 September) to complete and submit their Master's thesis. They must give at least one public presentation on the progress and results of their work at a Master's seminar, usually during the summer semester. Their advisor must be present at the presentation, and all of the members of the Students' Commission are also invited to attend.

### **Article 11**

The Vice Dean for Education can accord candidates a deadline extension for the submission of the Master's thesis on the basis of a reasoned request for the extension, but no more than for a period of 4 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, disagreements arise between the candidate and the (co-)mentor, the candidate or the (co-)mentor may withdraw from participation. To that purpose they shall submit an application to the Student Office for the termination of the relationship or replacement of the (co-)mentor, which shall be decided upon by the vice-dean for Education activities.

For the same reasons or following the same process, the mentor or co-mentor can also terminate their collaboration with the student. In this case, the Committee for Student Affairs appoints a new mentor or co-mentor.

### **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 according to 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 received the consent of the mentor and co-mentor to submit the 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. The 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, and spatially and temporally unlimited - the rights to archive the copyrighted work in electronic form, and the right of reproduction and public access to the copyrighted work on the world wide 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 obligated 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 organises the Master's exam after at least five working days following 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 at 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 out 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 at 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 has to reapply for a new topic and attend the Master's seminar.

If the candidate disagrees with the thesis grade or the thesis defence grade, he/she 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, the agreements concluded with these institutions are primarily considered. The Master's thesis is written in English and a co-mentor from the partner university is appointed. These Rules are reasonably followed and in 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 Student 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 are 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 Student 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 come into force with 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 for pre-reform study programmes – for these the previous instructions still apply and are published on UL FRI's website.

### **Article 24**

Paragraph 2 and 4 of Article 16 of these Rules, concerning the procedure for verifying plagiarism, become effective once the adequate technical support has been implemented.

### **Article 25**

These Rules shall be published on the website.

**Dean:**  
**Prof. Nikolaj Zimic, PhD**