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This is an unofficial translation of the Rules on the Procedure for the Preparation and Defence of Theses in First- and Second-Cycle Study Programmes at the University of Maribor (Official Consolidated Text – UPB 1) and represents merely an informative tool, regarding which the University of Maribor is not liable for damages or otherwise.

RULES ON THE PROCEDURE FOR THE PREPARATION AND DEFENCE OF THESES IN FIRST- AND SECOND-CYCLE STUDY PROGRAMMES AT THE UNIVERSITY OF MARIBOR (OFFICIAL CONSOLIDATED TEXT – UPB 1)

Pursuant to Article 253 of the Statute of the University of Maribor (Official Gazette of the Republic of Slovenia, No. 41/2021 – official consolidated text 13), the Senate of the University of Maribor, at its 23rd regular session of 28 September 2021, approved the official consolidated text of the Rules on the Procedure for the Preparation and Defence of Theses in First- and Second-Cycle Study Programmes at the University of Maribor, which comprises:

- Rules on the Procedure for the Preparation and Defence of Theses in First- and Second-Cycle Study Programmes at the University of Maribor (UM Announcements, No. XXXIV-9-2016),
- Amendments to the Rules on the Procedure for the Preparation and Defence of Theses in First- and Second-Cycle Study Programmes at the University of Maribor (UM Announcements, No. XXXVII-4-2019),
- Amendments to the Rules on the Procedure for the Preparation and Defence of Theses in First- and Second-Cycle Study Programmes at the University of Maribor (UM Announcements, No. XXXIX-9-2021).

1. GENERAL PROVISIONS

Article 1

- (1) These Rules govern the procedure for the selection and application of topics for bachelor's and master's theses (hereinafter referred to as "theses") for students enrolled in first- and second-cycle study programmes. They also specify the general content and formal preparation of theses, the procedure for their defence and publication, and the awarding of diplomas.
- (2) The provisions of these Rules apply equally to theses in first-cycle (bachelor's) study programmes, integrated master's study programmes of the second cycle, and second-cycle (master's) study programmes.
- (3) These Rules also regulate the completion of studies in first- and second-cycle study programmes that do not require the preparation and defence of a thesis.
- (4) These Rules further govern the preparation and defence of theses in foreign languages for first- and second-cycle study programmes as well as the preparation and defence of theses for international

students completing their obligations at the University of Maribor under student exchange programmes or joint study programmes.

- (5) A member of the University of Maribor may, in accordance with these Rules, further define the specifics of thesis preparation, theses in a foreign language, theses in the fields of fine arts and music pedagogy, and the procedure for completion of studies in cases of double-major study programmes or in cases involving study options within teacher-training study programmes.

Article 2

- (1) The terms used in these Rules, referring to persons and written in the masculine grammatical form, are intended as gender-neutral and apply equally to both male and female genders.
- (2) The procedures and deadlines specified in these Rules do not apply during the senate's recess unless otherwise stipulated by the instructions of the university's members.

2. APPLICATION OF THE THESIS

2.1 Selection of the Topic

Article 3

- (1) A student enrolled in a first- or second-cycle study programme shall begin the process of applying the topic of their thesis during the period designated for this purpose by the accredited study programme, but no later than the first half of the final semester of the last year of study, or when they have completed the prescribed number of obligations as determined by the rules of the respective member. If the student fails to apply the topic within the prescribed deadline, the relevant student affairs office shall issue a notification requiring the student to do so within 15 days of receiving the notice. If the student does not defend their thesis within two years of completing the final year of study, additional obligations may be assigned, in the event of changes to the study programme, which must be fulfilled before completing the studies.

Article 4

- (1) The student selects the topic for their thesis based on the announced topics or independently, in agreement with the proposed supervisor. In any case, prior to applying the selected topic, the student shall obtain the consent of the proposed supervisor to the topic and their agreement to supervise the thesis, as well as the consent of a potential co-supervisor.
- (2) The topic of the thesis shall be substantively related to the study programme in which the student is completing their studies or to the content of other related study programmes, including those from abroad. If the study programme includes study options, the content of the thesis shall generally align with the field of the option chosen by the student.
- (3) With the approval of the relevant committee, a thesis may be jointly prepared by two or more students, provided that both the topic application for each student and the thesis itself clearly reflect the collaborative nature of the work, as well as the contributions and scope of work of each individual group member.

Article 5

- (1) A supervisor for the preparation of a thesis under a first-cycle study programme shall be a higher education teacher holding an academic title that qualifies them to teach in the study programme

in which the student is completing the thesis. The supervisor shall also be appointed in a field that corresponds to the predominant content of the thesis.

- (2) A supervisor for the preparation of a thesis under a second-cycle study programme shall be a higher education teacher holding the title of full professor, associate professor, or assistant professor who is scientifically active in the field of the scientific discipline on which the thesis is based.
- (3) A co-supervisor for the preparation of a thesis at both the first and second cycles shall meet one of the following requirements:
 - be appointed to the title of a higher education teacher which qualifies them to teach in the study programme in which the student is completing the thesis, and be appointed in a field corresponding to the content or part of the content of the thesis,
 - be appointed to the title of a higher education teacher from abroad, who is typically involved in the implementation of the study programme in which the student is enrolled, or a visiting professor or professor at a foreign university where the student has completed part of their academic obligations,
 - hold a degree corresponding to at least level 7 according to the Klasius classification system and be employed at the University of Maribor in a research position, or
 - be a senior lecturer or assistant in the field related to the content or part of the content of the thesis, provided their contribution significantly enhances the quality of the thesis.
- (4) If the thesis is interdisciplinary, the appointment of a co-supervisor is mandatory. If necessary, multiple co-supervisors are appointed.
- (5) If the thesis is prepared in collaboration with a professional working environment, the appointment of an external working co-supervisor is recommended. An external working co-supervisor shall hold a degree corresponding to at least level 6/2 according to the Klasius classification system for first-cycle study programmes or level 7 for second-cycle study programmes. They shall also be employed in the private sector, public administration, social services, or other professional institutions engaged in areas related to the content of the thesis.

2.2 Application of the Topic

Article 6

- (1) The student applies the thesis topic using a specific form (Annex 1), which is an integral part of these Rules.
- (2) The student submits the topic application form, along with the consent of the supervisor and potential co-supervisor, and the necessary supporting documents, to the relevant student affairs office.
- (3) The topic application form shall include a “disposition of the thesis,” which typically contains:
 1. the title,
 2. the definition or description of the problem and research questions addressed in the thesis,
 3. objectives and theses,
 4. assumptions and limitations,
 5. proposed methods,
 6. a proposed chapter structure (table of contents), and

7. a list of proposed literature and sources.

2.3 Approval of the Thesis Topic

Article 7

- (1) Upon receiving the application form for the topic of the thesis, the relevant student affairs office shall verify whether the student meets the requirements for topic application. If the student meets the requirements, the student affairs office shall forward the complete application, including all appendices, to the head of the relevant chair, department, or institute, or to the head of the study programme, within five (5) working days of receiving the complete application.
- (2) The head of the chair, department, or institute, or the head of the study programme, shall provide written consent to the topic, supervisor, and potential co-supervisor within five (5) working days, or propose changes to the topic or content of the thesis, or suggest a different supervisor or co-supervisor. In the latter case, the head of the chair, department, or institute, or the head of the study programme shall notify the proposed supervisor and the student thereof and request the necessary amendment of the application, specifying the deadline for its completion. If the head of the chair, department, or institute, or the head of the study programme, also serves as the supervisor or co-supervisor, the application shall be reviewed by another authorised person in accordance with this paragraph.
- (3) The proposed topic of the thesis, along with the approved supervisor and co-supervisor, shall be reviewed by the dean or the relevant vice-dean, who may return the topic application to the supervisor or student for amendments within five (5) working days, specifying a deadline for its completion. If there are no objections, a decision on the thesis (Annex 2) shall be issued within five (5) working days. If the supervisor or co-supervisor is the member's dean, the topic shall be reviewed by the relevant vice-dean. The relevant student affairs office shall send the original of the decision on the thesis to the student, provide a copy of the decision to the supervisor and potential co-supervisor, and archive one copy while maintaining a record of issued decisions on theses.
- (4) The deadline for the preparation and submission of the thesis in first- and second-cycle study programmes shall be one year from the date the decision on the thesis is issued. The deadline shall be specified in the decision on the thesis.
- (5) The student may submit a request for an extension of the topic's validity to the relevant student affairs office before the original deadline, as stated in the decision on the thesis, expires. The dean or the relevant vice-dean, in accordance with paragraph 3 of Article 7 of these Rules, may extend the topic's validity by up to one year based on justified reasons provided by the student and an assessment of the topic's relevance. The extended deadline shall be specified in the decision on the extension of the topic's validity.
- (6) If the student fails to submit the thesis by the deadline and does not request an extension of the topic's validity before the deadline, the relevant student affairs office shall issue 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.
- (7) The student, supervisor, or co-supervisor 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 change

in title shall be approved by the head of the chair, department, or institute, or the head of the study programme, and the relevant vice-dean. The student is also required to notify the relevant student affairs office using the form Application for a Change of the Thesis Topic – Change of Title (Annex 1A), which maintains a record of approved thesis topics.

- (8) If a justified reason arises during the thesis preparation process indicating that collaboration between the supervisor (or co-supervisor) and the student is no longer possible, or if the supervisor or co-supervisor ceases to collaborate with the faculty, the student and the supervisor (or co-supervisor) have the right to request a change. They shall notify the relevant student affairs office and the head of the chair, department, or institute, or the head of the study programme in writing. The head of the chair, department, or institute, or the head of the study programme may, in agreement with the relevant vice-dean, approve the change of supervisor or co-supervisor using the form Application for a Change of the Thesis Topic – Change of Supervisor and/or Co-Supervisor (Annex 1B). If the student unilaterally withdraws from the approved topic and/or the approved supervisor, they shall notify the supervisor and the relevant student affairs office in writing.

3. PREPARATION OF THE THESIS

3.1 Content and Form of the Thesis

Article 8

- (1) After receiving the decision on the thesis, the student prepares the content of the thesis under the guidance of the supervisor and potential co-supervisor. During this process, the disposition may be partially amended if required by the nature of the problem, provided that both the supervisor and potential co-supervisor give their consent.
- (2) If the student withdraws from the topic or fails to submit the thesis by the deadline specified in the decision on the thesis, the same topic may be assigned to another student, or the same student may reapply for it.

Article 9

- (1) Members shall use the Joint Guidelines for the Preparation of Final Theses issued by the University Library Maribor as well as their own detailed instructions on thesis preparation. If a member already has such instructions, any provisions that are not in line with these Rules or the Joint Guidelines for the Preparation of Final Theses shall be harmonised accordingly.
- (2) The student shall prepare the thesis in compliance with these Rules, the Joint Guidelines for the Preparation of Final Theses, and the detailed instructions of the member.
- (3) The thesis must meet appropriate linguistic standards.

3.2 Language of the Preparation and Defence of the Thesis

Article 10

- (1) The student shall prepare the thesis in the Slovene language, including a summary in a foreign language. The language of the defence of the thesis shall be Slovene.
- (2) Theses written in a foreign language shall adhere to the standards of the field and the provisions of these Rules.

- (3) A thesis written in a foreign language shall 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).
- (4) The student has the right to write and defend the thesis in a foreign language if they study in a study programme in the field of foreign languages or if the thesis is prepared as part of a study programme conducted entirely or partially in a foreign language.
- (5) The student may also write and defend the thesis in a foreign language in the following cases, subject to the approval of the relevant committee of the member, based on the student's written and substantiated request with the consent of the supervisor and potential co-supervisor:
- if the student has participated in a study exchange abroad under international agreements of the University of Maribor for at least three (3) months,
 - if the supervisor or co-supervisor is a foreign national or if Slovene is not their native language,
 - if the student is a foreign national studying at the University of Maribor, or
 - in other justified cases as determined by the relevant committee of the member.
- (6) The relevant committee may approve the preparation of the thesis or its defence in a foreign language independently.
- (7) Foreign languages in which a student of the University of Maribor may prepare a thesis include all official languages of the European Union. A member may restrict the range of foreign languages for individual study programmes or for a group of study programmes.
- (8) Notwithstanding the previous paragraph, theses in study programmes in the field of foreign languages may also be prepared in foreign languages that are not official languages of the European Union, in accordance with the study programme.
- (9) If the defence of the thesis is conducted in a foreign language, this fact shall be taken into account when appointing the members of the committee for the defence of the thesis. The language in which the defence will be conducted shall also be specified in the decision on the appointment of the committee for the defence of the thesis and in the record of the defence proceedings.
- (10) Before defending a thesis in a foreign language, the student shall prepare a Slovene translation of the presentation used during the defence, unless the thesis is completed by a student enrolled in a study programme in the field of foreign languages, a study programme conducted in a foreign language, if the student is a foreign national studying at the University of Maribor, or if otherwise agreed in advance with the chair of the defence committee. The student shall, as a rule, submit the Slovene translation of the presentation together with the bound copies of the thesis to the relevant student affairs office.

3.3 Checking for Similarities between the Content of the Thesis and Other Works

Article 11

- (1) Prior to the defence, every thesis at the University of Maribor shall be checked for similarities with other works using software designed to detect content similarities. This software check is an integral part of the process of submitting electronic forms of theses to the Digital Library of the University of Maribor (hereinafter referred to as "DLUM").

- (2) The student shall submit the thesis electronically, along with all required appendices, to the DLUM system. Following the submission, the system shall generate a report on content similarity with other works.
- (3) If the supervisor (and/or potential co-supervisor) requires the student to make revisions to the thesis, the student shall resubmit the revised version to the DLUM system. The similarity check shall be performed again, and a new report shall be generated based on the revised content.
- (4) Once the supervisor (and/or potential co-supervisor) has reviewed the final version of the thesis for similarities with other works and is satisfied with the content and form of the thesis, they shall notify the student, who may then print the statement on the eligibility of the thesis, which shall be signed by the supervisor (and potential co-supervisor).

3.4 Submission and Recording of the Submitted Thesis

Article 12

- (1) Upon the student's request or as determined by the member, the student shall submit the required number of copies of the thesis (in the number of copies and format specified by the member's rules) along with the similarity report and the signed statement on the eligibility of the thesis (Annex 3) to the relevant student affairs office. Submission is conditional upon the student having completed all other obligations prescribed by the study programme, except for the defence of the thesis, before submitting the thesis.
- (2) The relevant student affairs office shall record the submission of the thesis and verify whether the requirements for its defence have been met. Within five (5) working days of receiving the thesis, the student affairs office shall notify the member's dean and simultaneously request the head of the chair, department, or institute, or the head of the study programme to submit a proposal to the dean for the appointment of the members of the thesis defence committee within three (3) working days of receiving the request.
- (3) Once the committee for the defence of the thesis has been appointed, the student affairs office shall forward the thesis to the appointed committee members.

3.5 Appointment of the Thesis Defence Committee

Article 13

- (1) The member's dean shall issue a decision on the appointment of the committee for the defence of the thesis (annex 4) no later than three (3) working days after receiving the proposal for the appointment of committee members.
- (2) The thesis defence committee shall consist of a chair and at least two members. The supervisor and co-supervisor shall be, as a rule, members of the committee, but they shall not be appointed as the chair. The committee shall include at least two higher education teachers with academic titles in the field to which the thesis pertains. The chair of the committee shall hold an academic title of a higher education teacher.
- (3) For first-cycle study programmes, the dean may appoint a two-member defence committee. The two-member committee shall include two higher education teachers with academic titles in the

field to which the thesis pertains. It is not permissible for a two-member committee to consist solely of the supervisor and co-supervisor.

- (4) The decision on the appointment of the committee for the defence of the thesis shall specify the date, location, and language of the defence. The committee members and the student shall receive this decision at least five (5) working days prior to the scheduled defence date. The decision shall also be publicly announced prior to the defence in accordance with the internal instructions of the member.

4. DEFENCE OF THE THESIS

4.1 Defence Procedure

Article 14

- (1) The defence of the thesis shall be public and shall be conducted as follows:
 1. The chair of the thesis defence committee shall first introduce the student, confirm that the requirements for the defence have been met, and explain the defence procedure to the student.
 2. The student shall present their thesis, focusing on the purpose or objectives pursued during its preparation, the methods employed, significant findings, and the applicability of the results.
 3. The presentation of the thesis is limited to a maximum of 20 minutes, but may be shorter in accordance with the rules of the respective member.
 4. The supervisor shall be the first to pose questions to the student. Other committee members, and with the permission of the chair, other attendees, may also pose questions.
 5. The student shall answer the questions posed.
 6. The committee, in the absence of the student and other attendees, shall deliberate on the success of the defence and provide an overall grade. The overall grade shall take into account the quality of the thesis, its presentation, and the student's answers to the questions posed, in accordance with the provisions of the study programme.
 7. The total duration of the thesis defence shall, as a rule, not exceed 45 minutes.
 8. The chair of the thesis defence committee shall notify the student, in the presence of those attending, of the overall grade awarded to the thesis and, if the defence is successful, of the professional title awarded.
 9. A record of the defence of the thesis (Annex 5) shall be maintained. The chair of the committee shall enter the overall grade in the record of the defence of the thesis. The record shall be signed by all members of the committee and, as a rule, submitted along with all related documentation to the relevant student affairs office on the same day, where it shall be filed in the student's personal file.
- (2) The thesis defence procedure may also be conducted remotely via video conference, provided that the committee members and the student are duly notified.
- (3) If the scheduled defence of the thesis cannot be conducted via video conference due to the unforeseen absence of a committee member, or if it is otherwise more appropriate, a new committee member shall be appointed. If, due to the short notice before the scheduled defence, it is not feasible to appoint a new committee member, the defence may, by mutual agreement with the student, exceptionally proceed on the condition that the absent member prepares questions

in advance and sends them to the chair of the committee, who shall present these questions during the defence. The questions shall be attached to the record of the defence of the thesis. If the defence cannot be conducted even in this manner, or if the student does not consent to the proposed alternative, the defence of the thesis shall be rescheduled.

- (4) If the defence committee evaluates the student's presentation of the thesis, responses to the questions posed, and, consequently, the defence of the thesis as unsuccessful, the student shall receive a copy of the signed record of the defence of the thesis. On this basis, the student may submit a request for a repeat defence to the member within fourteen (14) days. The request shall be decided upon by the dean of the member, who shall issue a decision on the repeat defence within five (5) working days of receiving the request. The decision shall specify the date of the repeat defence, which shall be conducted before a committee of the same composition. The student shall be permitted to repeat the defence no later than three (3) months from the date of the decision on the repeat defence.
- (5) A single repeat of the thesis defence is permitted. In the event that the defence is unsuccessful on the second attempt, the student shall, in accordance with the provisions of these Rules, commence the procedure for submitting an application for a new thesis topic.
- (6) The record of the defence of the thesis shall constitute a document which, in cases where the study programme is completed with a thesis, serves as the basis for the awarding of the professional title and the issuance of the diploma.

4.2 Procedure for Submitting the Thesis in Electronic, or Electronic and Printed Form

Article 15

- (1) The student is required to submit the final version of the thesis in electronic form for publication in the DLUM system within a maximum of fourteen (14) days after the defence of the thesis. The details are regulated by the Instructions on the Preparation and Submission of the Electronic Form of Final Theses and Conditions for Temporary Inaccessibility of the Final Thesis Contents as well as by the *Navodila o preverjanju podobnosti vsebine elektronske oblike zaključnega dela z drugimi deli* (Instructions on Checking Content Similarity of Final Works). A printed copy of the thesis is only required if determined by the member or upon the student's request.
- (2) The student shall also submit the Statement of Authorship of the Thesis (Annex 6) and the Statement on the Publication of Personal Data (Annex 7), confirming that the thesis is the result of their independent work and that they grant the University of Maribor a gratuitous, non-exclusive, and worldwide right of unlimited duration to store the copyrighted work, reproduce it, and give public access to it on the World Wide Web through the DLUM. The student shall print and sign both statements. The Statement of Authorship of the Thesis (Annex 6) shall be included in the electronic form of the thesis, while the Statement on the Publication of Personal Data is archived in the student's/graduate's personal file. If the student also submits the thesis in printed form, a Statement of Identity Between Printed and Electronic Form of the Thesis (Annex 6a) shall also be bound into both the printed and electronic form.
- (3) When submitting the printed form of the thesis, the relevant student affairs office shall verify that the Statement of Authorship of the Thesis and the Statement of Identity Between Printed and Electronic Form of the Thesis are bound within the thesis and that the electronic form has been

properly submitted to the DLUM. After the student submits the final version of the thesis, the student affairs office shall disable any further uploading of new versions of the thesis to the DLUM. Upon completion of studies, the student affairs office shall enable the student to complete the Survey on Study Satisfaction. Completion of the survey shall be a prerequisite for issuing the certificate of graduation.

- (4) The University of Maribor shall reserve the right to make the thesis publicly available and to permit its general use under the conditions of the Creative Commons Attribution-NonCommercial-NoDerivatives (CC BY-NC-ND¹) licence. The author of the thesis may opt for a more permissive licence, which they may specify when signing Annex 6.
- (5) Upon successful defence and completion of the requirements outlined in the preceding paragraphs, the member shall issue the graduate with the appropriate certificate of graduation (Annexes 10 and 11).

Article 15a

- (1) 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.
- (2) The supervisor and the student shall submit a written request for temporary inaccessibility of the thesis prior to submitting the thesis (in electronic form, or in both electronic and printed forms). The request shall be addressed to the member's dean and 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.
- (3) The member's dean may approve the request and issue a decision on the temporary inaccessibility of the thesis content, specifying the duration of the restriction. The inaccessibility shall take effect on the date of the defence and shall not exceed three (3) years from the date of the defence. If the dean denies the request, a decision on the refusal of the temporary inaccessibility of the thesis content shall be issued. The dean's decision shall be final. The decision granting or refusing the request shall be delivered to the student, the supervisor, and the relevant student affairs office, and appended to the electronic or the electronic and printed form of the thesis.
- (4) During the period of temporary inaccessibility, only bibliographic data about the thesis shall be visible to the public in the DLUM, while the thesis itself shall be marked as a "private source" in the similarity checking software.
- (5) Once the member's library and the University Library Maribor (which receives mandatory copies of publications) have received the thesis (in electronic form, or in electronic and printed forms), they shall ensure its temporary inaccessibility. The temporary inaccessibility of the electronic form of

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the thesis shall be ensured within the DLUM system. The thesis shall remain inaccessible until the date specified in the dean's decision.

5. COMPLETION OF STUDIES WHEN THE STUDY PROGRAMME DOES NOT REQUIRE A THESIS

Article 16

- (1) When it is determined, based on accessible data from the AIPS electronic record of completed obligations, that a student has fulfilled all obligations under the accredited study programme, the relevant student affairs office receives an automatic notification from the electronic record of completed obligations.
- (2) If the student does not receive a decision on the successful completion of studies within thirty (30) days of completing their final obligation, they shall promptly, and no later than the end of the current academic year in which the final obligation was completed, submit an application for the confirmation of study completion to the relevant student affairs office (Annex 8).
- (3) Upon receiving either the notification from the electronic record of all completed student obligations as mentioned in paragraph 1, or the student's application as described in paragraph 2, the student affairs office shall, within three (3) working days, verify in the official records of the University of Maribor whether the student has indeed fulfilled all obligations prescribed by the study programme. If the student affairs office finds, based on the official records, that the student has not yet completed all prescribed obligations, the student shall be notified in writing. If the verification is positive, the student affairs office shall request the student to complete the survey on study satisfaction within two (2) working days and to submit any documentation for inclusion of activities in the diploma supplement. Once the survey has been completed, the student affairs office shall notify the member's dean that the student has fulfilled all obligations prescribed by the study programme. Within five (5) working days of receiving the notification, the dean shall issue a decision on the successful completion of studies (Annex 9).
- (4) Based on the decision on the successful completion of studies, the member shall issue the student a certificate of graduation, stating the date of the decision on the successful completion of studies instead of the date of graduation.
- (5) A student who completes their studies without the preparation and defence of a thesis (by fulfilling the obligations of the final course) shall complete the study programme when they have successfully fulfilled all obligations prescribed by the study programme and have been served the decision on the successful completion of studies. The decision on the successful completion of studies shall serve as the document that enables the graduate to be awarded the professional title and receive the diploma.

6. GRADUATE RECORDS

Article 17

- (1) The member of the University of Maribor shall maintain a database of its graduates as a record of issued diplomas.
- (2) The graduate database shall be an integral part of the university's information system.
- (3) The database shall include the following information:

- graduate's first name and surname,
 - graduate's date of birth,
 - title of the thesis,
 - date of the thesis defence,
 - grade awarded for the thesis and the average grade of completed obligations,
 - completed study programme (and option, if applicable),
 - awarded professional title, and
 - ID number.
- (4) For candidates who have successfully completed study programmes without the preparation and defence of a thesis, the information on the thesis shall be replaced with the date and reference number of the decision on the successful completion of studies.
- (5) The record of the thesis defence or the decision on the successful completion of studies, together with all other documents from the student's/graduate's personal file, shall be removed from the student records and transferred to a separate graduate records, where it shall be permanently stored.
- (6) The university shall organise an electronic database of graduates in compliance with the law governing personal data protection (students shall sign a statement granting permission to publish personal data related to their completion of studies). The purpose of the database shall be to promote graduates and provide information to the public about graduates who have successfully completed their studies and graduated in specific years at the University of Maribor.

7. AWARDING OF DIPLOMAS

7.1 Dates for Diploma Awarding Ceremonies

Article 18

- (1) The Senate of the University of Maribor shall determine three (3) time frames per academic year in the academic calendar for diploma awarding ceremonies.

Article 19

- (1) Diplomas shall be awarded to graduates during the following time frames:
- spring time frame,
 - summer time frame, and
 - autumn time frame.

Article 20

- (1) A member may exceptionally schedule additional dates if necessary due to a large number of graduates. In the case of a smaller number of graduates, the member may select those dates defined in the academic calendar that best suit its needs or determine additional dates for early diploma awarding ceremonies as needed.
- (2) A member may also, exceptionally, allow an early awarding of a diploma to an individual graduate or a group of graduates based on a written and substantiated request supported by evidence. The relevant vice-dean of the member shall decide on such a request within fourteen (14) days of receiving the complete application.

- (3) The manner and procedure for early diploma awarding are defined by the individual member's rules.

7.2 Notifying Graduates About the Diploma Awarding Ceremony

Article 21

- (1) The relevant student affairs office shall formally notify the graduates of the ceremonial awarding of diplomas by issuing a special invitation, signed by the dean.
- (2) The invitation shall also include an official invitation from the dean to the graduate's immediate family members, the supervisor, potential co-supervisor, and, if necessary, professionals from practice associated with the preparation of the thesis.

Article 22

- (1) The invitation may be accompanied by the protocol for the diploma awarding ceremony.
- (2) Both the invitation and the protocol for the diploma awarding ceremony shall be prepared on high-quality paper, prominently displaying the symbols of the university and the member.
- (3) The invitation, together with the protocol, shall be sent to the graduates at least ten (10) days prior to the diploma awarding ceremony.

7.3 Protocol for the Ceremonial Awarding of Diplomas

Article 23

- (1) The awarding of diplomas is conducted ceremonially according to the following general protocol:
1. Invited attendees (graduates, family members, and other guests) gather in the hall prior to the ceremony.
 2. The diploma awarding ceremony is also attended by supervisors, co-supervisors, and other higher education teachers.
 3. The dean, adorned with the dean's insignia, enters the hall where the ceremony is held as the last person.
 4. The dean addresses the audience with a brief speech.
 5. Following the speech, the dean proceeds with the promotion of graduates to their professional titles and the awarding of diplomas: diplomas are awarded in alphabetical order, with the names of those unable to attend the ceremony also announced.
 6. The dean concludes the ceremony.

8. TRANSITIONAL AND FINAL PROVISIONS

Article 24

- (1) The forms referred to in these Rules are annexes and constitute an integral part of these Rules.

Article 25

- (1) These Rules shall enter into force fifteen (15) days after their publication in the UM Announcements.
- (2) On the date these Rules come into force, the *Pravilnik o postopku priprave in zagovora diplomskega dela na dodiplomskem študiju št. A3/2008 41 AG* and the *Pravilnik o postopku priprave in zagovora magistrskega dela na študijskih programih druge stopnje UM* shall cease to apply.

8.1 FINAL PROVISIONS of the Amendments to the Rules on the Procedure for the Preparation and Defence of Theses in First- and Second-Cycle Study Programmes at the University of Maribor, dated 18 June 2019.

- (1) These Amendments to the Rules on the Procedure for the Preparation and Defence of Theses in First- and Second-Cycle Study Programmes at the University of Maribor shall enter into force on the day following their publication in the UM Announcements.
- (2) These Amendments shall not apply to students who have successfully defended their thesis prior to the effective date of these Amendments.

8.2 FINAL PROVISIONS of the Amendments to the Rules on the Procedure for the Preparation and Defence of Theses in First- and Second-Cycle Study Programmes at the University of Maribor, dated 28 September 2021.

- (1) These Amendments to the Rules on the Procedure for the Preparation and Defence of Theses in First- and Second-Cycle Study Programmes at the University of Maribor shall enter into force on the day following their publication in the UM Announcements.
- (2) These Amendments shall not apply to students who, prior to the date of entry into force of these Amendments, have already commenced the process of submitting a topic for their thesis.
- (3) The amendment to the former seventh paragraph of Article 7 of the Rules, which has now become the sixth paragraph of Article 7, shall take effect once the AIPS system has implemented the necessary information support for automatic notifications.
- (4) Members of the University of Maribor must align their instructions for the preparation of theses with these Amendments to the Rules and with the Joint Guidelines for the Preparation of Final Theses issued by the University Library Maribor, within three (3) months of the entry into force of these Amendments.

**Rector of the University of Maribor
prof. dr. Zdravko Kačič**

ANNEX 1 – THESIS TOPIC APPLICATION

UNIVERSITY OF MARIBOR

(name of the member)

Name and surname: _____

ID number: _____

Address: _____

THESIS TOPIC APPLICATION

I, _____, the undersigned, enrolled in the __ professional first-cycle __ academic first-cycle __ integrated master's second-cycle __ master's second-cycle __ (*circle accordingly*) study programme in _____ (*name of the study programme*), the _____ (*name of the study option, if applicable*) study option, hereby request the approval of the thesis topic under the supervision of _____.

Title of the thesis: _____

Title of the thesis in the English language: _____

The thesis will be written in (*circle accordingly*):

- the Slovene language,
- other: _____ (the student is required to submit a request in accordance with Article 10 of these Rules).

The thesis will be prepared in collaboration with a professional working environment (private or public sector, *circle accordingly*):

- Yes. Name and address of the institution: _____.
- No.

I, the undersigned, hereby declare that I will prepare the thesis independently and acknowledge the potential consequences if I were to use unauthorized means during its preparation.

Date: _____

Candidate's signature:

Appendix:

- Disposition of the thesis.

CONSENT OF THE PROPOSED SUPERVISOR AND POTENTIAL CO-SUPERVISOR OR EXTERNAL WORKING CO-SUPERVISOR OF THE THESIS

I, _____, the undersigned, appointed to the title of _____ in the field of _____, and employed by the _____, hereby consent to:

- the supervision of the thesis,
- the proposed disposition of the thesis.

Proposed topic of the thesis: _____

Proposed topic of the thesis in the English language: _____

Proposed co-supervisor: _____

Statement:

I, the undersigned, hereby declare that:

- the candidate is not my blood relative in a direct line or a collateral line up to the third degree,
- I am not married to the candidate or their relative in law up to the second degree, even if the marriage has ended,
- I do not live or have not lived with the candidate in a non-marital cohabitation, and
- I am not a guardian, an adoptive parent, or a foster parent of the candidate.

Date:

Supervisor's signature:

Co-supervisor's signature:

PROPOSAL FOR THE APPOINTMENT OF AN EXTERNAL WORKING CO-SUPERVISOR

The proposed external working co-supervisor: _____
(*name and surname*).

The highest obtained professional/academic title and the year of attainment:

Employed by:

(*name, address*)

I, the undersigned, hereby consent to the external working co-supervision of the thesis.

Date:

External working co-supervisor's signature:

CONSENT OF THE HEAD OF THE CHAIR, DEPARTMENT, OR INSTITUTE, OR THE HEAD OF THE STUDY PROGRAMME

I, _____, the undersigned, head of the chair, department, or institute, or head of the study programme for _____, hereby

- a) consent to the proposed topic, disposition, supervisor, and co-supervisor of the thesis by _____ (*name and surname of the candidate*),
- b) propose a change of the thesis topic: _____,
- c) propose a change in the content of the thesis: _____,
- d) propose a change of the supervisor and/or co-supervisor: _____.

Date:

Head's signature:

ANNEX 1A – APPLICATION FOR A CHANGE OF THE THESIS TOPIC – CHANGE OF TITLE

UNIVERSITY OF MARIBOR

(name of the member)

Name and surname: _____

ID number: _____

Address: _____

APPLICATION FOR A CHANGE OF THE THESIS TOPIC – CHANGE OF TITLE

I, _____, the undersigned, enrolled in the __ professional first-cycle __ academic first-cycle __ integrated master's second-cycle __ master's second-cycle __ (circle accordingly) study programme in _____ (name of the study programme), the _____ (name of the study option, if applicable) study option, with a confirmed thesis topic under the supervision of _____, hereby request a change in the title of the thesis from _____ to _____ (new title of the thesis).

The new title of the thesis in the English language: _____.

Date: _____

Candidate's signature:

Appendix:

- Justification for the change of the thesis title.

CONSENT OF THE SUPERVISOR OR POTENTIAL CO-SUPERVISOR

I, _____ (supervisor), the undersigned, and I, _____ (co-supervisor), the undersigned, hereby consent to the change of the thesis title.

Supervisor's signature:

Co-supervisor's signature:

CONSENT OF THE HEAD OF THE CHAIR, DEPARTMENT, OR INSTITUTE, OR THE HEAD OF THE STUDY PROGRAMME TO THE CHANGE OF THE THESIS TOPIC – CHANGE OF TITLE

I, _____, the undersigned, head of the chair, department, or institute, or head of the study programme for _____, hereby

- a) consent to the proposed change of the thesis title, or
- b) do not consent to the proposed change of the thesis title because _____

and propose _____

Date: _____

Head's signature: _____

ANNEX 1B – APPLICATION FOR A CHANGE OF THE THESIS TOPIC – CHANGE OF SUPERVISOR AND/OR CO-SUPERVISOR

UNIVERSITY OF MARIBOR

(name of the member)

Name and surname: _____

ID number: _____

Address: _____

APPLICATION FOR A CHANGE OF THE THESIS TOPIC – CHANGE OF SUPERVISOR AND/OR CO-SUPERVISOR

I, _____, the undersigned, enrolled in the __ professional first-cycle __ academic first-cycle __ integrated master's second-cycle __ master's second-cycle __ (circle accordingly) study programme in _____ (name of the study programme), the _____ (name of the study option, if applicable) study option, with a confirmed thesis topic entitled _____ under the supervision of _____ and co-supervision of _____, hereby request a change of supervisor/co-supervisor (circle accordingly) of the thesis.

The newly proposed supervisor: _____.

The newly proposed co-supervisor: _____.

Date: _____

Candidate's signature: _____

Appendix:

- Justification for the change of the supervisor or/and co-supervisor.

CONSENT OF THE NEWLY PROPOSED SUPERVISOR (AND POTENTIAL CO-SUPERVISOR) OF THE THESIS

I, _____, the undersigned, appointed to the title of _____ in the field of _____, and employed by the _____, hereby consent to the supervision

and/or

I, _____, the undersigned, appointed to the title of _____ in the field of _____, and employed by the _____, hereby consent to the supervision

of the thesis entitled _____ by
_____ (name and surname of the candidate).

Statement:

I, the undersigned, hereby declare that:

- the candidate is not my blood relative in a direct line or a collateral line up to the third degree,
- I am not married to the candidate or their relative in law up to the second degree, even if the marriage has ended,
- I do not live or have not lived with the candidate in a non-marital cohabitation, and
- I am not a guardian, an adoptive parent, or a foster parent of the candidate.

Date:

New supervisor's signature:

New co-supervisor's signature:

CONSENT OF THE EXISTING SUPERVISOR AND/OR CO-SUPERVISOR TO THE CHANGE*

I, _____, the undersigned, appointed to the title of _____ in the field of _____, and approved as a supervisor of the thesis of the candidate _____, hereby consent to the change of the supervision of the thesis.

I, _____, the undersigned, appointed to the title of _____ in the field of _____, and approved as a co-supervisor of the thesis of the candidate _____, hereby consent to the change of the supervision of the thesis.

Signature of the existing supervisor:

Signature of the existing co-supervisor:

* If the approved supervisor or co-supervisor has ceased their collaboration with the faculty, consent is not required.

CONSENT OF THE HEAD OF THE CHAIR, DEPARTMENT, OR INSTITUTE, OR THE HEAD OF THE STUDY PROGRAMME TO THE CHANGE OF THE THESIS TOPIC – CHANGE OF SUPERVISOR AND/OR CO-SUPERVISOR

I, _____, the undersigned, head of the chair, department, or institute, or the head of the study programme for _____, hereby

a) consent to the proposed (*circle accordingly*):

- change of the supervisor of the thesis,
- change of the co-supervisor of the thesis.

b) do NOT consent to the proposed change of the supervisor/co-supervisor of the thesis because

and propose

Date: _____

Head's signature:

ANNEX 2 – DECISION ON THE THESIS

UNIVERSITY OF MARIBOR

(name of the member)

Number: _____

Place and date: _____

On the basis of Article 330 of the Statute of the University of Maribor (Official Gazette of the Republic of Slovenia, No. 100/2023 – official consolidated text 14, 31/2024, and 110/2024), I hereby issue the following

DECISION ON THE THESIS

_____ (name and surname of the student), enrolled in the ___ professional first-cycle ___ academic first-cycle ___ integrated master's second-cycle ___ master's second-cycle ___ (circle accordingly) study programme in _____ (name of the study programme), the _____ (name of the study option, if applicable) study option, has fulfilled the requirements prescribed by the study programme and is therefore allowed to prepare the thesis. The thesis will be prepared under the major in _____ (name of the major).

The topic of the thesis predominantly falls within the field of the chair/department/institute: _____ (if applicable to the member).

Supervisor: _____

Co-supervisor: _____

The title of the thesis: _____

The title of the thesis in the English language: _____

The deadline for the preparation and submission of the thesis is _____. The thesis shall be prepared in accordance with the "Instructions for the Preparation of the Thesis" (*the member specifies the exact name of the document*) and submitted to the relevant student affairs office in _____ (*number of copies*) copies. Additionally, a statement from the supervisor (and potential co-supervisor) on the eligibility of the thesis shall be submitted.

Instruction on legal remedy: The appeal against the Decision is allowed and shall be lodged with the member's senate within ten (10) working days of receipt of the Decision.

Dean:

To be served on/notified to:

- the candidate,
- supervisor
- co-supervisor,
- archive.

ANNEX 3 – SUPERVISOR’S/CO-SUPERVISOR’S STATEMENT ON THE ELIGIBILITY OF THE THESIS

STATEMENT ON THE ELIGIBILITY OF THE THESIS

I, _____ (*name and surname of the supervisor*), the undersigned supervisor,

and I (we), _____ (*name and surname of the co-supervisor, one or more if applicable*), the undersigned co-supervisor(s),

hereby declare that the student

_____ (*name and surname of the student*) with the ID number _____ and enrolled in the _____ (*name of the study programme*) has completed the thesis entitled _____

_____ (*the title of the thesis in the Slovene language*) in accordance with the approved thesis topic, the instructions for the preparation of theses, and my (our) instructions.

I (we) have reviewed and examined the report on content similarity with other works (appendix) and confirm that the thesis is eligible.

Place and date:

Supervisor’s signature:

Place and date:

Co-supervisor’s signature (if appointed):

Appendix:

- similarity report.

ANNEX 4 – DECISION ON THE APPOINTMENT OF THE COMMITTEE FOR THE DEFENCE OF THE THESIS

UNIVERSITY OF MARIBOR

(name of the member)

Number: _____

Place and date: _____

On the basis of Article 330 of the Statute of the University of Maribor (Official Gazette of the Republic of Slovenia, No. 100/2023 – official consolidated text 14, 31/2024, and 110/2024), I hereby issue the following

DECISION ON THE APPOINTMENT OF THE COMMITTEE FOR THE DEFENCE OF THE THESIS

entitled _____ and submitted by candidate _____, enrolled in the __ professional first-cycle __ academic first-cycle __ integrated master's second-cycle __ master's second-cycle __ (circle accordingly) study programme in _____ (name of the study programme).

The thesis has been completed under the major in _____ (name of the major).

The following members shall be appointed to the committee for the defence of the thesis:

1. _____ the Chair,
2. _____ supervisor (if appointed to the committee),
3. _____ co-supervisor (if appointed, and if appointed to the committee),
4. _____ member.

The defence of the thesis shall take place on _____ (date of the defence) at _____ (time of the defence) in _____ (name of the member, address, room).

Language of the defence of the thesis:

- Slovene,
- other: _____

Instruction on legal remedy: The appeal against the Decision is allowed and shall be lodged with the member's senate within five (5) working days of receipt of the Decision.

Dean:

To be served on/notified to:

- the candidate,
- members of the committee,
- public, and
- archive.

ANNEX 5 – RECORD OF THE THESIS DEFENCE

UNIVERSITY OF MARIBOR

(name of the member)

RECORD OF THE THESIS DEFENCE

_____ (name and surname of the student), enrolled in the ___ professional first-cycle ___ academic first-cycle ___ integrated master's second-cycle ___ master's second-cycle ___ (circle accordingly) study programme in _____ (name of the study programme), the _____ (name of the study option, if applicable) study option, has completed and defended the thesis entitled _____.

The thesis has been completed under the major in _____ (name of the major).

The defence of the thesis took place on _____ (date of the defence) at _____ (time of the defence) in _____ (name of the member, address, room).

The committee reviewed the thesis and determined that it had been prepared in accordance with the given instructions. Based on this determination, it was resolved that the candidate was permitted to proceed with the oral defence before the committee composed of:

1. _____ the Chair,
2. _____ supervisor,
3. _____ co-supervisor (if appointed),
4. _____ member.

After the presentation of the thesis, the attendees posed the following questions to the student:

1. _____
2. _____
3. _____
4. _____

Language of the defence of the thesis:

- Slovene,
- other: _____

Following the defence, the committee determined that the candidate had successfully completed the professional first-cycle __ academic first-cycle __ integrated master's second-cycle __ master's second-cycle __ (*circle accordingly*) study programme in _____
(*name of the study programme*), the _____
(*name of the study option, if applicable*) study option, and was awarded the professional title of _____.

Grade (overall grade of the thesis and the defence): _____

OR

Following the defence, the committee determined that the defence of the thesis had been unsuccessful. Based on a copy of the signed record of the thesis defence, the student may submit a request for a repeat defence to the member within fourteen (14) days.

Chair of the defence committee:

Committee
members:

Committee
members:

Place and date: _____

ANNEX 6 – STATEMENT OF AUTHORSHIP OF THE THESIS

UNIVERSITY OF MARIBOR

(name of the member)

STATEMENT OF AUTHORSHIP OF THE THESIS

Name and surname of the student: _____

Study programme: _____

Title of the thesis: _____

Supervisor: _____

Co-supervisor: _____

I, _____, the undersigned student, hereby

- declare that the thesis is the result of my independent work, prepared under the supervision of the supervisor and co-supervisor (if applicable);
- declare that I have obtained all necessary consents for the use of data and copyrighted works, which I have also clearly and duly acknowledged in the thesis;
- grant the University of Maribor a gratuitous, non-exclusive, and worldwide right of unlimited duration to store the copyrighted work in electronic form, reproduce it, and give public access to it on the World Wide Web through the DKUM;
- declare that I understand that work deposited/published in the DKUM will be accessible to wide public under the conditions of the Creative Commons BY-NC-D license, which includes online automated indexing as well as processing of texts for the needs of text and data mining, and for extracting knowledge from data; users are allowed to reproduce without altering, distribute, rent, and communicate the copyrighted work to the public as long as the author is properly acknowledged and the work is not used commercially;
- give my consent for publishing my personal data, stated in the thesis and in this statement, and the thesis.

I am applying the more permissive Creative Commons licence: _____ (name the type).

Place and date:

Student's signature:

ANNEX 6A – STATEMENT OF IDENTITY BETWEEN PRINTED AND ELECTRONIC FORM OF THE THESIS

UNIVERSITY OF MARIBOR

(*name of the member*)

STATEMENT OF IDENTITY BETWEEN PRINTED AND ELECTRONIC FORM OF THE THESIS

Name and surname of the student: _____

Study programme: _____

Title of the thesis: _____

Supervisor: _____

Co-supervisor: _____

I, _____, the undersigned, hereby declare that the printed form of the thesis is identical to the electronic form of the thesis submitted for publishing in the DLUM.

Place and date:

Student's signature:

ANNEX 7 – STATEMENT ON THE PUBLICATION OF PERSONAL DATA

UNIVERSITY OF MARIBOR

(name of the member)

STATEMENT ON THE PUBLICATION OF PERSONAL DATA

Name and surname: _____

ID number: _____

Study programme: _____

Title of the thesis: _____

Supervisor: _____

Co-supervisor: _____

I, the undersigned, hereby declare that I consent to the publication of personal data related to the completion of my studies (name, surname, year of graduation, and title of the thesis) on the University of Maribor's websites and in its publications.

Place and date:

Graduate's signature:

ANNEX 8 – APPLICATION FOR THE CONFIRMATION OF STUDY COMPLETION

UNIVERSITY OF MARIBOR

(name of the member)

Name and surname: _____

ID number: _____

Address: _____

APPLICATION FOR THE CONFIRMATION OF STUDY COMPLETION

I, _____, the undersigned, enrolled in the __ professional first-cycle __ academic first-cycle __ integrated master's second-cycle __ master's second-cycle __ (circle accordingly) study programme in _____ (name of the study programme), the _____ (name of the study option) study option, hereby request the confirmation of study completion.

Place and date: _____

Signature of the student:

Note: The application shall be submitted only in exceptional circumstances, if the student determines that the procedure was not initiated automatically based on official records.

ANNEX 9 – DECISION ON THE SUCCESSFUL COMPLETION OF STUDIES

UNIVERSITY OF MARIBOR

(name of the member)

Number: _____

Place and date: _____

On the basis of Article 330 of the Statute of the University of Maribor (Official Gazette of the Republic of Slovenia, No. 100/2023 – official consolidated text 14, 31/2024, and 110/2024), I hereby issue the following

DECISION ON THE SUCCESSFUL COMPLETION OF STUDIES

_____, enrolled in the __ professional first-cycle __ academic first-cycle __ integrated master's second-cycle __ master's second-cycle __ (circle accordingly) study programme in _____ (name of the study programme), the _____ (name of the study option) study option, has fulfilled all study obligations prescribed by the respective study programme and has thereby successfully completed their studies.

Reasoning:

Based on the verification of the student's completed obligations under the __ professional first-cycle __ academic first-cycle __ integrated master's second-cycle __ master's second-cycle __ (circle accordingly) study programme in _____ (name of the study programme), the _____ (name of the study option) study option, which has been conducted upon receipt of the system notification / student's application for the confirmation of study completion dated _____, it was established as stated in the operative part of the Decision.

Instruction on legal remedy: An appeal against the Decision is allowed and shall be lodged with the member's senate within ten (10) working days of receipt of the Decision.

Dean:

To be served on/notified to:

- the candidate, and
- archive.

ANNEX 10 – CERTIFICATE OF GRADUATION

UNIVERSITY OF MARIBOR

(name of the member)

Number: _____

Place and date: _____

On the basis of Article 330 of the Statute of the University of Maribor (Official Gazette of the Republic of Slovenia, No. 100/2023 – official consolidated text 14, 31/2024, and 110/2024), I hereby issue the following

CERTIFICATE OF GRADUATION

The _____ (name of the member) of the University of Maribor hereby confirms that Mr/Ms _____ (name and surname), born on _____ (date of birth) in _____ (place of birth), has successfully completed the __ professional first-cycle __ academic first-cycle __ integrated master's second-cycle __ master's second-cycle __ (circle accordingly) study programme in _____ (name of the study programme), the _____ (name of the study option) study option.

The study programme is aligned with Directive 2005/36/EC of the European Union, as amended and supplemented.

The _____ (name of the member) of the University of Maribor therefore recognises the __ professional first-cycle __ academic first-cycle __ integrated master's second-cycle __ master's second-cycle __ (circle accordingly) degree and awards the professional title of _____.

The certificate is issued since the diploma has not yet been awarded and is valid until the diploma awarding ceremony. In accordance with Article 28 (21) of the Administrative Fees Act (Official Gazette of the Republic of Slovenia, No. 106/2010, as amended and supplemented), this certificate is exempt from fee.

Dean:
