

Pursuant to the Higher Education Act (Official Gazette of the Republic of Slovenia, No. 32/12 – consolidated text, 40/12 – ZUJF, 57/12 – ZPCP-2D, 109/12, 85/14, 75/16, 61/17 – ZUPŠ, 65/17, 175/20 – ZIUOPDVE, 57/21 – Constitutional Court Decision, 54/22 – ZUPŠ-1 and 100/22 – ZSZUN) and the Professional and Scientific Titles Act (Official Gazette of the Republic of Slovenia, No. 61/06, 87/11 – ZVPI, 55/17 and 100/22 – ZSZUN), the Senate of the College of Management Bled, at its 3/2023 regular session held on 19 April 2023, adopted the following

## **REGULATIONS ON THE FINAL THESIS OF THE COLLEGE OF MANAGEMENT BLEED**

### **I. GENERAL PROVISIONS**

#### Article 1

These Regulations lay down in detail the conditions and procedures for the submission of a thesis topic, the preparation, submission, and defence of the final thesis for the higher education professional study programmes Hospitality and Tourism, Health Tourism, and Food and Nutrition Management delivered by the College of Management Bled (hereinafter: VM Bled).

#### Article 2

Terms used in these Regulations in the masculine grammatical form shall be understood as gender-neutral and applicable to both men and women.

#### Article 3

In order to obtain the professional title:

- Bachelor of Organisation in Hospitality and Tourism,
- Bachelor of Organisation in Health Tourism, or
- Manager in Food and Nutrition,

the student must, in addition to passing all prescribed examinations, prepare and successfully defend a final thesis.

#### Article 4

The final thesis is a general term for the concluding academic requirement of a student in a higher education professional study programme and represents the result of the candidate's independent work, in which they professionally (in terms of content and/or analytical-methodological approach) address a selected professional problem.

By preparing and successfully defending the final thesis, the candidate demonstrates that, based on knowledge acquired at VM Bled and through in-depth independent study, they are capable of addressing a defined professional problem in writing and orally within their field of study.

The final thesis must be the result of the student's independent work. A student violates the substantive requirements if they reproduce texts of other authors, in whole or in part, without proper attribution (plagiarism).

#### Article 5

As a rule, the final thesis shall be written in Slovene.

If the study programme is conducted in English, the thesis shall be written in English, and all procedures and documentation shall also be conducted in English. If the thesis is written in a foreign language, it must include a summary in Slovene comprising at least one tenth of the total text.

#### Article 6

The Dean of VM Bled may approve a diploma project consisting of several theses. Within such a project, each student prepares an individual thesis.

#### Article 7

Upon successful defence of the final thesis, the student obtains a professional title in accordance with the Professional and Scientific Titles Act.

## **II. SUBMISSION OF THE THESIS TOPIC**

#### Article 8

The title and content of the thesis shall be proposed by the student on their own initiative or at the suggestion of a higher education teacher at VM Bled.

As a rule, the student independently secures a supervisor. The supervisor may be a higher education teacher at VM Bled holding the title of lecturer, senior lecturer, assistant professor, associate professor, or full professor, who is responsible for course delivery.

#### Article 9

As a rule, a supervisor may accept no more than 10 candidates for thesis preparation in a given academic year. A supervisor may refuse supervision for justified reasons.

If the student is unable to find a supervisor, they must prepare a thesis proposal and submit it to the Academic Affairs Committee, which shall appoint a suitable supervisor within ten (10) days.

#### Article 10

A student who has obtained 165 ECTS credits and completed all study obligations may submit a thesis topic. As a rule, the topic should be selected within the field of study. The student submits a fully completed application (Forms 08a/DIP or 08b/DIP, 08c/DIP, 08k/DIP or 08l/DIP) to the Student Affairs Office.

#### Article 11

The thesis topic application shall include:

1. A completed and signed application containing information on:
  - the student,

- the thesis,
  - the supervisor and their consent;
2. A thesis proposal (normally up to two A4 pages), including:
- the thesis title,
  - definition of the problem,
  - purpose and objectives,
  - proposed methods,
  - research questions,
  - proposed structure (table of contents),
  - list of anticipated literature and sources.

If the thesis forms part of a diploma project, the proposal must also include the titles and objectives of individual theses.

#### Article 12

The signed application is submitted to the Student Affairs Office, which verifies whether the student meets the graduation requirements. The application is then forwarded to the Academic Affairs Committee, which approves or rejects the topic and/or supervisor. The student and supervisor are informed of the decision.

### **III. PREPARATION AND SUBMISSION OF THE FINAL THESIS**

#### Article 13

If, during the preparation of the thesis, the student finds that they are unable to complete it, they may request withdrawal from the approved topic. The Academic Affairs Committee decides on such requests. If approved, the student may submit a new topic; the entire procedure must then be repeated. This request may only be made once.

#### Article 14

In the event of disagreement between the student and the supervisor such that constructive cooperation is no longer possible, the student has the right to request a change of supervisor. The Academic Affairs Committee decides on the request.

This right may only be exercised once. The same right applies to the supervisor. In such cases, the topic submission procedure is repeated.

#### Article 15

The thesis must meet the following requirements:

1. Length:
  - Typically 30–50 pages and linguistically and formally appropriate.
2. Structure:
  - cover page;
  - inner title page;
  - statement of authorship;
  - table of contents;
  - lists of figures, tables, and appendices;

- list of abbreviations;
  - summary in Slovene (80–100 words) with keywords;
  - summary in English including the thesis title;
  - introduction (10–20%);
  - main part (60–70%);
  - conclusion (approx. 20%);
  - references;
  - appendices;
  - documentation data.
3. Technical, formatting and linguistic aspects of the final thesis:
- The student is responsible for the technical, formatting, linguistic and grammatical accuracy of the final thesis;
  - With regard to technical and formatting requirements, the student shall comply with the official guidelines for the preparation of the final thesis;
  - The final thesis shall be in A4 portrait format, printed single-sided and soft-bound;
    - Cover pages:
      - content and layout of the cover pages shall comply with the technical guidelines;
    - Title page:
      - content and layout of the title page shall comply with the technical guidelines.

#### Article 16

The student submits the draft to the supervisor for review. The supervisor must return feedback within 30 days (excluding summer holidays).

The supervisor may reject the thesis if it does not meet technical or linguistic standards. Once approved, the student may submit an unbound copy to the Student Affairs Office.

#### Article 17

The thesis may be submitted once all study obligations are completed. If not submitted within one year of topic approval, the student must request an extension (maximum six months).

#### Article 18

The student submits:

- an electronic version of the thesis;
- required forms.

The thesis must be proofread by a qualified language specialist. The supervisor confirms suitability for submission.

#### Article 19

The Dean appoints a Thesis Committee consisting of a chair and the supervisor.

#### Article 20

The Committee reviews and assesses the thesis. If negatively assessed, the defence is not conducted.

#### Article 21

After corrections, the student submits:

- two bound copies;
- a digital version (PDF).

#### Article 22

A positively assessed thesis must be publicly defended.

### **IV. DEFENCE OF THE FINAL THESIS**

#### Article 23

The defence is public and takes place between 15 September and 30 June.

#### Article 24

If the Committee identifies minor deficiencies in the final thesis, the defence may nevertheless proceed. The Committee shall record its comments in the minutes of the defence. The student must take the Committee's findings and comments into account and submit a corrected version of the final thesis no later than fifteen (15) days from the date of the defence. The supervisor shall assess the adequacy of the resubmitted thesis and accordingly supplement the defence record.

If the Committee identifies major deficiencies in the final thesis, it shall inform the student of its comments orally, record them in the minutes of the defence, and suspend the defence. The student must take the Committee's findings into account when revising the thesis and resubmit the revised version to the Student Affairs Office within thirty (30) days of receiving the comments. The supervisor shall assess the adequacy of the resubmitted thesis and propose to the Student Affairs Office that a new defence date be scheduled. The repeated defence shall be conducted before the same Committee.

#### Article 25

The defence of the final thesis shall be conducted in such a way that the Chair of the Thesis Committee invites the student into the examination room and introduces them to the other member and to the attending public. The defence shall be conducted individually.

The student shall present their final thesis. Within a maximum of ten (10) minutes, the student shall present the content of the thesis and may, where appropriate and in a reasonable manner, use audiovisual or other technical aids. The supervisor shall not ask questions but may comment on the candidate's work. The Chair of the Thesis Committee shall pose questions to the candidate. The entire defence shall not exceed forty-five (45) minutes.

#### Article 26

After the defence, the members of the Thesis Committee shall deliberate on the candidate's performance. The following assessment criteria shall be taken into account:

- the complexity of the topic addressed;
- the student's original contribution;
- the effectiveness of applying acquired knowledge in solving the professional problem;
- the quality of the thesis presentation;
- the quality of responses to the questions posed.

The final thesis shall be graded using the following scale:  
excellent (10), very good (9), very good (8), good (7), satisfactory (6), fail (1–5).

The final grade must be agreed unanimously. If consensus is not reached, a separate record shall be drawn up explaining the reasons for the disagreement. In such a case, each member of the Thesis Committee has the right to request annulment of the grade, which shall be decided by the Dean.

#### Article 27

If the Thesis Committee requires the student to remedy major or minor deficiencies in the final thesis, but the student fails to submit the corrected thesis within the prescribed period, or if the supervisor or the Committee determines that the deficiencies have not been adequately addressed, the thesis shall be graded as fail (5), and this shall be recorded in the defence record. The Chair of the Thesis Committee or the supervisor shall submit the completed record to the Student Affairs Office, which shall inform the student of the grade.

#### Article 28

If the Thesis Committee identifies deficiencies in the final thesis which, in addition to preventing the defence, also require the initiation of disciplinary or other proceedings against the student, it shall submit a proposal for such proceedings to the competent authority. Until a final decision is reached in such proceedings, the student may neither continue nor initiate a new graduation procedure at VM Bled.

If, in disciplinary or other proceedings, the student is found responsible for a serious violation or corrective measures are imposed, the final thesis shall be graded as fail (5). Otherwise, the graduation procedure shall continue.

#### Article 29

After the defence, the Chair of the Thesis Committee shall publicly announce the grade of the final thesis. If the defence is graded negatively, the Committee must provide a written justification. In such a case, the Committee shall inform the student whether they may rewrite the thesis on the same topic under a different supervisor or whether they must select a new topic with a different supervisor.

#### Article 30

The student has the right to contest the grade. A written appeal must be submitted to the Student Affairs Office no later than eight (8) days after the defence. The appeal shall be considered by the Dean. If the Dean finds the appeal justified, a new Thesis Committee shall be appointed before which the defence shall be repeated. The decision of this Committee shall be final.

#### Article 31

If the final thesis is graded as fail, the student must recommence the graduation procedure by submitting a new topic under a different supervisor.

#### Article 32

Upon successful defence of the final thesis, VM Bled shall issue the student with a temporary certificate of graduation.

Article 33

The formal graduation ceremony shall, as a rule, be held once per year. The date shall be determined by the Dean.

**V. REVOCATION OF TITLE**

Article 34

If there is suspicion that the holder of a diploma or graduation certificate has not fulfilled all the requirements prescribed by the study programme, or that the final thesis is not their original work, VM Bled shall initiate appropriate procedures for the revocation of the professional title in accordance with applicable regulations.

**VI. FINAL PROVISIONS**

Article 35

These Regulations on the Final Thesis of the College of Management Bled, including any amendments, shall be adopted by the Senate of VM Bled.

Article 36

These Regulations shall enter into force on the day following their adoption by the Senate of VM Bled and shall be published on the website of VM Bled.

Article 37

These Regulations may be amended in the same manner as they were adopted. Amendments and supplements shall enter into force on the day following their adoption by the Senate of VM Bled and shall be published on the website of VM Bled.

Reference No.: VM-P-007/2023

Date: 19 April 2023

President of the Senate of the  
College of Management Bled  
mag. Tadeja Krašna