

Pursuant to Article 25, paragraph 3, subparagraph 1 of the Statutes of IBS International Business School

Ljubljana of 14 July 2022, the Director of IBS International Business School Ljubljana, has accepted

**REGULATION on the graduation procedure  
for first- and second-level study programmes  
IBS International Business Schools**

**1 GENERAL PROVISIONS**

**1. Member**

- (1) These Regulations regulate the procedure for the selection and application of the thesis topic (hereinafter referred to as the final thesis) for students on the first and second cycle study programmes of the International Business School Ljubljana (hereinafter referred to as "IBS"), the framework for the content and formal preparation, the procedure for the defence and publication of the final theses, and the awarding of diplomas.
- (2) The provisions of these Regulations shall apply equally to the final theses of first-cycle programmes and second-cycle programmes.
- (3) This Regulation also regulates the preparation and defence of final theses in a foreign language at the first and second cycle study programmes, as well as the preparation and defence of final theses for foreign students who undertake their obligations at the IBS International Business School within the framework of student exchange or joint study programmes.

**2. Member**

- (1) In the Instruction, terms referring to persons and written in the masculine grammatical form,  
used as gender-neutral.
- (2) The procedures and time limits laid down in these Rules shall not run during the Senate recess.



- (3) In his/her absence, the Dean shall authorise a substitute to carry out the procedures,  
set out in these Regulations.



## **2 SUBMITTING YOUR THESIS**

### **2.1 Choose your topics**

#### **3. Member**

- (1) A student of a first-degree study programme shall apply for a thesis topic when he/she has completed all the prescribed requirements of the first and second years and is no more than four examinations short of the third year before graduation.
- (2) Students of a second cycle study programme shall apply for a thesis topic no later than in the last semester of the study programme.

#### **4. Member**

- (1) The student chooses the topic of the final thesis on the basis of the topics advertised or at his/her own discretion in agreement with the intended supervisor. In any case, before submitting the chosen topic, the student must obtain the consent of the intended supervisor and his/her agreement to the mentoring, as well as the consent of any potential co-mentor.
- (2) The topic of the final thesis must be related to the study programme from which the student is completing his/her studies or to the content of other related study programmes, possibly from abroad. If the programme of study has a field of study or orientation, the content of the thesis must, as a rule, be in the field of the field of study or orientation chosen by the student.

#### **5. Member**

- (1) The mentor for the final thesis at the first and second level may be a higher education teacher who has been elected to a title that allows him/her to give lectures in the study programme in which the student is doing the final thesis and who has an election in the field in which the thesis is mainly concerned.
- (2) In the case where the mentor is not a member of the IBS Academic Staff, the candidate may be assigned a co-mentor who is a member of the IBS Academic Staff.
- (3) If the thesis is interdisciplinary, a co-mentor may be appointed; more than one co-mentor may be appointed if necessary.



- (4) A first- and second-level thesis co-mentor may be a person who holds the title of a higher education teacher, higher education associate or researcher and who carries out an educational process or research in the subject or professional area that the student is working on within the chosen area of the thesis.
- (5) An expert or expert colleague - a co-mentor - from a specific field or organisation can also be appointed as an external co-mentor. The responsibility for the cooperation with the expert colleague from the organisation lies with the student.

## **2.2 Log topics**

### **6. Member**

- (1) The student shall register the topic of the final thesis on a specific form (Annex 1), which is an integral part of these Regulations.
- (2) The student submits a topic application with the agreement of the supervisor and possible co-mentor, and the necessary supporting evidence in the paper.
- (3) The topic application form should be accompanied by a "thesis proposal", which should normally include:
  1. Title,
  2. a definition or description of the problem and the research questions to be addressed  
the final part,
  3. objectives and theses,
  4. assumptions and limitations,
  5. the intended method,
  6. the intended structure of the chapters (table of contents),
  7. a list of references and sources to be consulted.
- (4) If the thesis is produced in collaboration with a working environment (private or public sector), the student must include with the written application of the topic the consent of the external institution to produce the thesis.

## **2.3 Approval of the thesis topic**

### **7. Member**

- (1) When the Registry receives an application for a thesis topic, it checks whether the
-



student fulfils the conditions for the application. If the student fulfils the conditions for applying for the topic, the Rector's Office forwards the complete application with all its annexes to the KSH.



- (2) The ACL gives its written consent to the topic, the mentor and the potential co-mentor, but may propose an addition to the topic, a change to the topic or the content of the final thesis, or propose a different mentor or co-mentor. In the latter case, it will inform the proposed mentor and the student and request that the application be amended accordingly, stating the deadline for completion.
- (3) The proposed thesis topic, with a confirmed mentor and co-mentor, is reviewed by the Dean, who may return the topic application to the mentor or student for completion. At the same time, he/she shall set a deadline within which the application must be completed. If the Dean has no objections, he/she will issue a thesis decision (Annex 2). The Registry will send the original copy of the thesis decision to the student, a copy to the mentor and the co-mentor, if any, and will archive one copy and keep a record of the thesis decisions issued.
- (4) The date on which the obligation to pay the contribution for the preparation and defence of the theses and master's theses of persons without the status of doctor is incurred is linked to the date on which the decision on the thesis is issued, not to the date on which the application for the thesis is submitted.
- (5) The deadline for the completion and submission of the final thesis for first- and second-degree programmes is one year from the date of the decision on the final thesis. The deadline shall be specified in the thesis decision.
- (6) Before the deadline for the final thesis set by the decision on the final thesis expires, the student may submit an application for extension of the validity period of the topic to the Registrar's Office (Annex 1C). The application is approved by the designated supervisor and confirmed by the KŠZ, which may extend the validity of the topic for a maximum of one year on the basis of justified reasons, as evidenced by the student's application, and on the basis of an assessment of the topicality of the topic. The extended period of validity of the topic shall be specified in the decision extending the validity of the topic.
- (7) If the student fails to submit the thesis by the deadline for the final thesis and also fails to submit an application for the extension of the validity of the thesis before the deadline, the Registrar's Office will issue a decision to stop the procedure and the student must start the procedure for the application of a new thesis topic, which may be identical in content to the previously approved topic, if it has not been assigned to another student.
- (8) The candidate, the supervisor or the co-supervisor may propose a change of the title of the approved topic during the writing of the thesis. If the main part of the topic content remains unchanged, the change of title is approved by the CSC, and



the candidate notifies the Registrar's Office, which keeps a record of approved thesis topics, using the special form "Application for change of thesis topic - change of title" (Annex 1A).



- (9) If, during the writing of the thesis, a valid reason arises which indicates that the collaboration between the mentor (co-mentor) and the candidate will no longer be possible, or if the intended mentor or co-mentor ceases to collaborate with the IBS, the candidate and the mentor (co-mentor) have the right to request a change. They shall inform the Registry and the CGS in writing, which may, in agreement with the Dean, approve the change of tutor and/or co-supervisor on the appropriate form "Application for change of thesis topic - change of tutor and/or co-supervisor" (Annex 1). When the candidate unilaterally withdraws from the declared topic and/or the assigned supervisor, he/she must inform the supervisor and the department in writing.

### **3 PREPARING THE FINAL THESIS**

#### **3.1 Content and format of the thesis**

##### **8. Member**

- (1) After receiving the decision on the final thesis, the student, following the mentor's and co-mentor's instructions, formulates the content of the final thesis. In this process, the disposition may also be partially modified if the nature of the problem under consideration so requires and if the mentor and the potential co-mentor give their consent.

##### **9. Member**

- (1) If a student withdraws from a topic or fails to submit the final thesis after the deadline for submission set in the final thesis decision, the same topic may be assigned to another student or may be resubmitted by the same student.
- (2) The final thesis must be linguistically appropriate.

#### **3.2 Language of the thesis production and defence**

##### **10. Member**

- (1) The student prepares a final thesis in Slovenian with a summary in a foreign language. The language of the final thesis defence is Slovene.
- (2) Final theses in a foreign language must be prepared in a way that is appropriate to the discipline and to the provisions of these Regulations.





- (3) The thesis, written in a foreign language, must include:
  - the title of the thesis in Slovenian and in a foreign language,
  - an extended abstract in Slovene, which must comprise at least 5% of the whole work (it must cover the content from the first to the last chapter, excluding the list of references and sources and the annexes).
- (4) Students have the right to produce and defend their thesis in a foreign language if the thesis is produced in the context of study programmes conducted wholly or partly in a foreign language.
- (5) The student may also produce and defend the final thesis in a foreign language in the following cases, which are decided by the KŠZ on the basis of his/her written and substantiated request and the consent of the mentor and possible co-mentor:
  - if you have been studying abroad under international agreements during your studies  
for at least three (3) months,
  - if the mentor or potential co-mentor is a foreigner or Slovene is not their first language,
  - if you are a foreigner studying at IBS,
  - in other justified cases, as judged by the Dean.
- (6) The KŠZ may also approve only the production of the thesis in a foreign language, or only the production of the thesis in a foreign language.  
Defence.
- (7) The foreign languages in which an IBS student may produce a thesis are all official languages of the European Union.  
Union.
- (8) Notwithstanding the previous paragraph of this Article, the final theses of foreign language study programmes may also be produced in foreign languages other than the official languages of the European Union, in accordance with the study programme.
- (9) If the thesis defence is conducted in a foreign language, this fact must be taken into account when appointing the members of the thesis defence committee. The language in which the thesis defence will be conducted shall also be indicated in the Decision on the appointment of the thesis defence committee and in the minutes of the thesis defence.
- (10) Before defending the final thesis in a foreign language, the student must prepare an English translation of the presentation to be used at the defence, unless the student is



a foreigner and is studying at IBS, or unless otherwise agreed in advance with the chair of the defence committee. The student shall submit the English translation of the presentation together with bound copies of the final thesis, as a rule, to the referee's office.



### 3.3 Submission and recording of work submitted

#### 11. Member

- (1) The student submits three (3) copies of the final thesis to the Registrar's Office (one hardbound copy for the library and two spiral-bound copies). The condition for submitting the final thesis is fulfilled if the student has completed all other study requirements prescribed by the study programme except for the defence of the final thesis by the time of submitting the final thesis.
- (2) Along with the hard copy, the student must also submit:
  - a signed declaration from the mentor and, if appointed, the co-mentor, on the relevance of the thesis (Annex 3);
  - a signed declaration of authorship of the thesis (Annex 6);
  - a signed Declaration of Identity between the hard copy and the electronic version of the final report works (Annex 6a);
  - a signed declaration on the publication of personal data (Annex 7), confirming that the thesis is the result of his/her own work, that he/she transfers to IBS the right to store the copyright work, the right of reproduction and the right to make the thesis available to the public on the World Wide Web, free of charge, on a non-exclusive, spatial and temporal unlimited basis.
- (3) The declaration of authorship of the thesis (Annex 6) and the declaration of identity of the printed and electronic form of the thesis (Annex 6a) shall be bound in the printed copy of the thesis, and the declaration of publication of personal data (Annex 7) shall be archived in the student's/graduate's folder.
- (4) When submitting a hard copy of the final thesis, the referee will check that the Declaration of Authorship of the Final Thesis (Annex 6) and the Declaration of Identity of the hard copy and electronic versions of the final thesis (Annex 7) are bound together in the final thesis. At the end of the studies, the Registrar's Office will provide the student with the opportunity to complete the Satisfaction with Studies Survey. The completed survey is compulsory before the issue of the certificate of graduation/master's degree.
- (5) IBS has the right to make the thesis available to the public and to allow its general use under the terms of the Creative Commons Attribution, NonCommercial, No Adaptation (CC BY-NC-ND ) licence. The author of the thesis may opt for a more permissive form of licence, which may be invoked by signing Annex 6.



- (6) The Registry registers the thesis received and verifies that the conditions for its defence are met. If the student has fulfilled all other study requirements prescribed by the study programme, except for the defence of the thesis, the Office of the Registrar invites the CTM to submit a proposal for the appointment of the members of the thesis defence committee. The Registry shall send a copy of the thesis in electronic form to the supervisor, the co-mentor and the appointed members of the thesis defence committee.



## 12. Member

- (1) The content of the thesis may be temporarily unavailable for the following reasons only in exceptional circumstances:
  - protection of business secrets,
  - protection of results for the purpose of enforcing intellectual property rights,
  - ensuring the safety of people and nature
  - protection of classified information.
- (2) The mentor and the student shall address a written request to the Dean for approval of the temporary unavailability of the thesis before the submission of the printed and electronic form of the thesis. The request must include a justification of the reason for the temporary unavailability of the content of the thesis and a proposal for the duration of the temporary unavailability. The request must also be accompanied by appropriate supporting documents.
- (3) The dean may grant the request and issue a decision temporarily making the content of the thesis inaccessible, specifying the duration of the temporary inaccessibility. The unavailability of the thesis shall take effect from the date of the thesis defence and may not exceed 3 years from the date of the thesis defence. In the event that the request is not granted, the decision shall be issued. The decision of the Dean is final. The dean's decision to grant or refuse the application shall be notified to the student, the supervisor and the referee and shall be attached to the electronic and hard copies of the thesis.

### 3.4 Appointment of the thesis defence committee

## 13. Member

- (1) Upon receipt of the proposal for the appointment of the members of the committee, the Dean shall issue a decision on the appointment of the thesis defence committee (Annex 4).
- (2) The thesis defence committee is composed of a chairperson and at least two members. The mentor and the co-mentor are normally members of the thesis defence committee, but cannot be appointed as the chair of the committee.
- (3) In first cycle programmes, the dean may also appoint a two-member thesis defence board. The two-member committee must include two elected higher education teachers from the field in which the thesis is classified. The two-member committee cannot be appointed in such a way that it consists only of the supervisor and the co-



mentor.

- (4) The decision appointing the thesis defence committee shall also specify the date, place and language of the thesis defence. The decision appointing the thesis committee shall be sent to the members of the thesis committee and to the student at least 5 working days before the date of the thesis defence.



## 4 THESIS DEFENCE

### 4.1 Defence procedure

#### 14. Member

(1) The defence of the thesis is public and is conducted as follows:

1. The chair of the thesis defence committee first introduces the student, then states that the conditions for the thesis defence have been met and explains the defence procedure to the student.
2. The student presents his/her final thesis, in particular the purpose or objectives pursued in the production of the thesis, the methods of work, the major findings and the applicability of the results of the thesis.
3. The presentation time of the final thesis is limited to a maximum of 20 minutes, depending on IBS rules can be less.
4. The mentor is the first to ask the student questions. The other members of the board, and with the permission of the chair of the board, others present, also ask their questions.
5. The student answers the questions.
6. In the absence of the student and others present, the Board decides on the success of the defence and gives an overall mark. The overall assessment of the thesis shall take into account the quality of the thesis, its presentation and the answers to the questions posed, in the manner laid down in the study programme.
7. The total time for the final thesis defence should normally not exceed 45 minutes.
8. The chair of the thesis defence committee shall inform the student in front of the attendees of the overall grade of the thesis and the professional title obtained, if the thesis defence was successful.
9. A record of the defence of the thesis is kept (Annex 5). The chair of the board enters the overall mark in the record of the defence of the thesis. The minutes are signed by all members of the committee and, as a rule, are delivered the same day with all the documentation to the Registrar's Office, which places them in the student's personal file.

(2) The thesis defence may also be conducted remotely via videoconference, and the members of the committee and the student must be aware of this.

(3) Where the unplanned absence of a member of the Board prevents the scheduled defence of the thesis from being held by videoconference, or where this is more



appropriate, a new member of the Defence Board shall be appointed. If, due to the short notice of the scheduled defence, it is not possible to appoint a new member of the committee, the defence may be conducted exceptionally, in agreement with the Dean, by having the absent member of the committee prepare and send to the chair of the committee the questions to be put to the student at the defence.





In this case, the questions will be attached to the minutes of the thesis defence. In the event that the defence cannot be carried out in the same way as described above, or in the event that the student disagrees with the proposed method, the thesis defence shall be postponed.

- (4) In the event that the thesis defence committee judges the student's presentation of the thesis and answers to the questions posed, and thus the thesis defence, to be unsuccessful, the student will receive a copy of the signed thesis defence report, on the basis of which he/she may apply for a re-defence within 14 days. The dean shall decide on the application and shall issue a decision on the re-defence, setting a date for the re-defence before a committee of the same composition. The student shall be allowed to resume the defence no later than three months from the date of the decision to resume the defence before the Board.
- (5) Only one repeat defence of the thesis is possible. If the defence is unsuccessful on the second attempt, the student must start the process of applying for a new thesis topic in accordance with the provisions of these guidelines.
- (6) The record of the thesis defence is the document which, in the case of a thesis, allows the graduate to be promoted to the professional title and awarded the diploma.
- (7) Upon successful completion of the defence and fulfilment of the conditions set out in the preceding paragraphs, the IBS will issue the appropriate graduation/master's certificate to the graduate/master (Annex 8).

## **5 GRADUATES' RECORDS**

### **15. Member**

- (1) IBS creates a database of its graduates as a record of the degrees awarded.
- (2) The Graduate Database is an integral part of the IBS information system.
- (3) The database contains:
  - the name and surname of the graduate,
  - the graduate's date of birth,
  - the title of your thesis topic,
  - the date of the thesis defence,
  - the final grade and the average pass mark,



- completed study programme (and course),



- the professional title awarded,
  - ID number.
- (4) In the case of candidates who have successfully completed their studies without having prepared and defended a final thesis, the date and number of the decision on successful completion of studies shall be indicated instead of the information on the final thesis.
- (5) The record of the final thesis defence or the decision on successful completion of studies, together with all other documents in the student's personal file, shall be removed from the student's record and shall be transferred to and permanently stored in a special graduate file.
- (6) IBS organises an electronic database of graduates in compliance with the law governing the protection of personal data (the student signs a declaration authorising the publication of personal data related to the completion of studies). Its purpose is to promote graduates and to inform the public about graduates who have successfully completed their studies and graduated in the respective years at IBS.

## **6 AWARDING OF DIPLOMAS**

### **6.1 Dates for awarding diplomas**

#### **16. Member**

- (1) The IBS Senate shall set three award dates in the academic calendar for the academic year diploma.

#### **17. Member**

- (1) Graduates are usually awarded their diplomas on the following dates:
- Spring term,
  - summer term,
  - Autumn term.

#### **18. Member**

- (1) The IBS may, exceptionally, set additional dates if this is necessary due to an excessive number of graduates, but in the case of a smaller number of graduates,



IBS INTERNATIONAL BUSINESS SCHOOL LJUBLJANA  
IBS INTERNATIONAL BUSINESS SCHOOL LJUBLJANA

---

the IBS may choose the dates specified in the academic calendar that suit it best or set additional dates for early conferral on an ongoing basis.



## **6.2 Informing graduates about the awarding of diplomas**

### **19. Member**

- (1) The Registry informs the graduates of the graduation ceremony by means of a special invitation, which is sent by signed by the dean.
- (2) In the invitation, the dean also invites the graduate's immediate family, mentor, possible co-mentor, and, if appropriate, experts from practice related to the production of the thesis.

### **20. Member**

- (1) The invitation may be accompanied by the protocol for the award of diplomas.
- (2) Both the invitation and the award protocol are of a higher quality. paper with the IBS symbols clearly visible.
- (3) The invitation letter with the protocol shall be sent to the graduates at least 10 days before the award of the diploma.

## **6.3 Protocol of the Diploma Ceremony**

### **21. Member**

- (1) The award of diplomas shall be carried out in a formal ceremony according to the following indicative protocol:
  1. Invited guests (graduates, postgraduates, relatives and other guests) gather in the hall before the ceremony.
  2. The award ceremony is also attended by mentors, co-mentors and other higher education teachers.
  3. The dean, dressed in the dean's insignia, enters the hall where the solemn the award ceremony, the last one.
  4. The Dean addresses a short speech to those present.
  5. After the speech, the Dean proceeds to the promotion of the graduates or postgraduates to the professional title and the awarding of the diplomas: he/she awards the diplomas in alphabetical order and also announces those who were unable to attend the ceremony.



6. The Dean concludes the ceremony.



## **7 TRANSITIONAL AND FINAL PROVISIONS**

### **22. Member**

- (1) The forms referred to in this Regulation are annexed to and form an integral part of this Regulation.
- (2) The "Guidelines for students writing theses at the first and second cycle" are also an integral part of this policy.

### **23. Member**

- (1) These Rules shall enter into force on the day following their adoption.
- (2) On the date of entry into force of this Regulation, all Regulations and/or the IBS Rules in force until the entry into force of these Rules.
- (3) Topics that have been previously approved by the Student Affairs Committee shall be considered by the Student Affairs Committee until the completion of the student's studies, regardless of the student's programme of study.

Ljubljana, 03.01.2023

Jana Knez  
Director



---

## ANNEX 1: APPLICATION FOR THE THESIS TOPIC

Name and surname: \_\_\_\_\_

Address: \_\_\_\_\_

ID Number: \_\_\_\_\_

## SUBMITTING YOUR THESIS TOPIC

Signed \_\_\_\_\_,  
student of the first degree programme VS, second degree programme MAG (please circle  
as appropriate), please assign me a topic for my final thesis under the supervision of:

\_\_\_\_\_.

Title of the final work:

\_\_\_\_\_  
\_\_\_\_\_

Title of the thesis in English:

\_\_\_\_\_  
\_\_\_\_\_

The final thesis will be written in the following language (circle as appropriate):

- Slovenian language
- English language

The final thesis will be produced in collaboration with the working environment (private or  
public sector,  
circle as appropriate):

- Name \_\_\_\_\_ and address of the external institution: \_\_\_\_\_
- No

I, the undersigned, declare that I will compose the thesis myself and that I am aware of the  
following  
the possible consequences of using unauthorised means to produce the work.

Date:

Signature of the candidate:

\_\_\_\_\_





Annexes:

- Annex 1.1 - Disposition of the thesis



---

## ANNEX 1.1 - LAYOUT OF THE THESIS

<b>ADDRESS</b> (in Slovenian and in English)	
<b>DEFINITION OR. A DESCRIPTION OF THE PROBLEM AND THE RESEARCH QUESTIONS ADDRESSED</b>	
<b>OBJECTIVES AND THESES</b>	
<b>ASSUMPTIONS AND LIMITATIONS</b>	
<b>THE METHODS ENVISAGED</b>	
<b>INTENDED STRUCTURE OF THE CHAPTERS (TABLE OF CONTENTS)</b>	
<b>LIST OF LITERATURE AND SOURCES TO BE CONSULTED</b>	



---

**THE AGREEMENT OF THE PROPOSED MENTOR AND ANY CO-MENTOR OR  
AN EXTERNAL WORK SUPERVISOR FOR THE FINAL WORK**

Signed

\_\_\_\_\_ /  
elected to the title

\_\_\_\_\_ /  
for the area

\_\_\_\_\_ /

- I agree to mentor the candidate's final thesis,
- I agree with the proposed layout of the thesis.

Proposed thesis topic:

\_\_\_\_\_  
\_\_\_\_\_

Proposed thesis topic in English:

\_\_\_\_\_  
\_\_\_\_\_

Proposal for the appointment of a co-mentor:

\_\_\_\_\_  
\_\_\_\_\_

I/Java:

The undersigned declare that I/we agree with the candidate:

- I am not related by blood in the direct line or in the collateral line up to the third knee,
- I am not married or in a civil partnership up to and including the second knee, even if the marriage is the union is dissolved,
- I am not and have not been living in a civil partnership; and
- I am not his/her guardian, adoptive parent or foster carer.

Date: \_\_\_\_\_

\_\_\_\_\_



IBS INTERNATIONAL BUSINESS SCHOOL LJUBLJANA  
IBS INTERNATIONAL BUSINESS SCHOOL LJUBLJANA

---

Signature of the mentor: \_\_\_\_\_ Signature of the co-mentor: \_\_\_\_\_



### **Proposal for the appointment of an external co-mentor**

The following is proposed for an external co-mentor \_\_\_\_\_

Highest professional/scientific title obtained and year of award: \_\_\_\_\_

I, the undersigned, agree to participate as an external supervisor in the candidate's thesis.

Date: \_\_\_\_\_

Signature of the external co-mentor: \_\_\_\_\_



## CONSENT OF THE DEAN

Signed \_\_\_\_\_, Dean IBS International Business  
Schools

- a) I agree with the proposed topic, disposition, mentor and co-mentor of the candidate's thesis.

\_\_\_\_\_

- b) I propose to change the topic of the final thesis:

\_\_\_\_\_

- c) I propose to change the content of the final thesis:

\_\_\_\_\_

- d) I propose a change of mentor and/or co-mentor:

\_\_\_\_\_

Date: \_\_\_\_\_

Assoc. Prof. Dr.  
Sandi Knez  
Dean



---

**ANNEX 1A: APPLICATION FOR CHANGE OF THE TOPIC OF THE FINAL WORK - change of title**

Name and surname: \_\_\_\_\_

Address: \_\_\_\_\_

ID Number: \_\_\_\_\_

**SUBMISSION OF A CHANGE OF THE TOPIC OF A FINAL THESIS - change of title**

Signed-i/a \_\_\_\_\_,  
student of the first degree programme VS, second degree programme MAG (please circle as appropriate), who has an approved thesis topic under supervision

\_\_\_\_\_  
Please change the title of the thesis from

\_\_\_\_\_  
\_\_\_\_\_

in the new title of the thesis:

\_\_\_\_\_  
\_\_\_\_\_

New English title for the final thesis:

\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Signature of the candidate: \_\_\_\_\_

Annexes:

- justification for changing the title of the thesis

**Consent of the mentor and possible co-mentor**

Signed \_\_\_\_\_ (mentor) and co-mentor agree to change the title of the final thesis.

Signature of the mentor: \_\_\_\_\_ Signature of the co-mentor: \_\_\_\_\_



---

**THE AGREEMENT OF THE BOARD OF STUDENT AFFAIRS TO CHANGE THE TOPIC OF THE  
THESIS  
WORKS - change of address**

The IBS Ljubljana International Business School Committee for Academic Affairs,  
composed of:

---

---

---

---

- a.) Agrees to the proposed change of the title of the thesis
- b.) Does not agree with the proposed change to the title of the thesis because

---

---

---

---

and proposes

---

---

---

---

---

Date: \_\_\_\_\_

Commission for Student  
Affairs,

\_\_\_\_\_  
Chair of the Student Affairs Committee





**ANNEX 1B: APPLICATION FOR CHANGE OF TOPIC OF FINAL WORK - change of tutor  
and/or a mentor**

Name and surname: \_\_\_\_\_

Address: \_\_\_\_\_

ID Number: \_\_\_\_\_

**APPLICATION FOR CHANGE OF THE THEME OF THE FINAL THESIS - change of tutor  
and/or co-mentor**

Signed-i/a \_\_\_\_\_,  
student of the first degree programme VS, second degree programme MAG (please circle  
as appropriate), who has an approved thesis topic entitled

\_\_\_\_\_ under the guidance of \_\_\_\_\_  
and co-mentorship \_\_\_\_\_, please change  
the tutor/mentor (circle as appropriate) for the final work.

The new proposed mentor is: \_\_\_\_\_

The new proposed co-mentor is: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of the candidate: \_\_\_\_\_

Annexes:

Justification for change of mentor and/or co-mentor



---

**THE AGREEMENT OF THE NEW SUPERVISOR (AND POSSIBLE CO-MENTOR) FOR THE FINAL WORK**

Signed \_\_\_\_\_ elected to the title \_\_\_\_\_  
for the field of \_\_\_\_\_

I agree to be mentored by.

And/or

Signed \_\_\_\_\_ elected to the title \_\_\_\_\_  
for the field of \_\_\_\_\_

I agree to act as a co-supervisor for the candidate's thesis

\_\_\_\_\_

on the topic of the final thesis:

\_\_\_\_\_

\_\_\_\_\_

Ijava:

The undersigned declare that I/we agree with the candidate:

- I am not related by blood in the direct line or in the collateral line up to the third knee,
- I am not married or in a civil partnership up to and including the second knee, even if the marriage has ended,
- I am not and have not been living in a civil partnership; and
- I am not his/her guardian, adoptive parent or foster carer.

Date: \_\_\_\_\_

Signature of the mentor: \_\_\_\_\_

Signature of the co-mentor: \_\_\_\_\_



---

**CONSENT      OLD                      OF THE MENTOR                      AND/OR                      SOMENTOR FOR  
CHANGE OF MENTOR/MENTEE**

Signed \_\_\_\_\_ elected to the title \_\_\_\_\_  
for the field of \_\_\_\_\_,  
approved as a supervisor for the candidate's final thesis \_\_\_\_\_,  
I agree to the change of the candidate's thesis supervisor.

Signed \_\_\_\_\_ elected to the title \_\_\_\_\_  
for the field of \_\_\_\_\_,  
confirmed as a co-mentor in the candidate's thesis \_\_\_\_\_,  
I agree to the change of mentor for the candidate's thesis.

Signature of the old mentor: \_\_\_\_\_

Signature of old mentor: \_\_\_\_\_

In the event that the collaboration of the approved mentor or co-mentor with the  
faculty, no consent is required.



### ANNEX 1C: APPLICATION FOR EXTENSION OF THE THESIS TOPIC

Name and surname: \_\_\_\_\_

Address: \_\_\_\_\_

ID Number: \_\_\_\_\_

### APPLICATION FOR EXTENSION OF THE THESIS TOPIC

Signed \_\_\_\_\_,  
student of the first degree programme VS, second degree programme MAG (please circle  
as appropriate), who has an approved thesis topic entitled

\_\_\_\_\_ under the mentorship of \_\_\_\_\_ and co-mentorship

\_\_\_\_\_, please extend the thesis topic.

Justification:

---

---

---

---

---

---

Date: \_\_\_\_\_

Signature of the candidate: \_\_\_\_\_



---

## THE AGREEMENT OF THE SUPERVISOR AND POSSIBLE CO-MENTOR FOR THE FINAL THESIS

Signed by the mentor \_\_\_\_\_

elected to the title \_\_\_\_\_ for the field of \_\_\_\_\_

I agree to the extension of the topic.

Signed by the co-mentor \_\_\_\_\_

elected to the title \_\_\_\_\_ in the field of \_\_\_\_\_

I agree to the extension of the topic.

I/Java:

The undersigned declare that I/we agree with the candidate:

- I am not related by blood in the direct line or in the collateral line up to the third knee,
- I am not married or in a civil partnership up to and including the second knee, even if the marriage is the union is dissolved,
- I am not and have not been living in a civil partnership; and
- I am not his/her guardian, adoptive parent or foster carer.

Date: \_\_\_\_\_

Signature of the mentor: \_\_\_\_\_

Signature of the co-mentor: \_\_\_\_\_



**THE AGREEMENT OF THE BOARD OF STUDENT AFFAIRS ON THE EXTENSION OF THE  
THESIS TOPIC  
WORKS**

The IBS Ljubljana International Business School Committee for Academic Affairs,  
composed of:

---

---

---

---

agrees to the extension of the candidate's thesis topic \_\_\_\_\_.

Extended deadline for the production and submission of the final thesis: \_\_

Date: \_\_\_\_\_

Commission for Student  
Affairs

\_\_\_\_\_  
Chair of the Student Affairs Committee



---

## ANNEX 2: CONCLUSION ON THE FINAL PART

IBS INTERNATIONAL BUSINESS SCHOOL

Number: \_\_\_\_\_

Date and place: \_\_\_\_\_

### DECISION ON THE FINAL PART

\_\_\_\_\_, student of the first degree programme VS, second degree programme MAG, fulfils the prescribed conditions and is allowed to produce a final thesis. The final thesis will be produced on a part of the study programme \_\_\_\_\_.  
The topic of the thesis is mainly in the field of: \_\_\_\_\_.

Mentor(s): \_\_\_\_\_

Mentor(s): \_\_\_\_\_

Title of the final work:

\_\_\_\_\_

Title of the thesis in English:

\_\_\_\_\_

The deadline for completing and submitting the thesis is \_\_. The final thesis must be prepared in accordance with the "Instructions for the Final Thesis" and submitted in copies to the referee's office. Number of copies: \_\_\_\_\_. A statement from the supervisor (and any co-supervisor) on the suitability of the thesis must be submitted at the same time.

Legal notice: An appeal against this decision may be lodged with the IBS Senate within 10 working days of the date of the receipt of the decision

To inform:

- the candidate,
- mentor,
- co-mentor(s),

- to be deposited in the archives.



IBS INTERNATIONAL BUSINESS SCHOOL LJUBLJANA  
IBS INTERNATIONAL BUSINESS SCHOOL LJUBLJANA

---

Assoc. Prof. Dr. Sandi  
Knez Dean





---

**ANNEX 3 - STATEMENT BY THE TUTOR/MENTOR ON THE SUITABILITY OF THE THESIS**

**A DECLARATION OF THE RELEVANCE OF THE THESIS**

Signed by the mentor(s): \_\_\_\_\_

and somentor/s: \_\_\_\_\_

I/We declare that the student is \_\_\_\_\_

ID no: \_\_\_\_\_,

on your study programme: \_\_\_\_\_

produce a final thesis entitled:

\_\_\_\_\_  
\_\_\_\_\_

in accordance with the approved thesis topic, the thesis guidelines and my (our/our)  
instructions.

I/We have checked and reviewed the report on checking the similarity of the content with  
other works (Annex) and confirm that the final work is appropriate.

Place and date: \_\_\_\_\_

Signature of mentor: \_\_\_\_\_

Place and date: \_\_\_\_\_

Signature of co-mentor: \_\_\_\_\_



---

#### ANNEX 4: DECISION APPOINTING THE THESIS DEFENCE COMMITTEE

Number: \_\_\_\_\_

Date: \_\_\_\_\_

#### DECISION APPOINTING THE THESIS DEFENCE COMMITTEE

entitled

\_\_\_\_\_S

submitted by the applicant \_\_\_\_\_,

student of the study programme \_\_\_\_\_.

I hereby appoint the following committee to defend the thesis:

\_\_\_\_\_, President

\_\_\_\_\_, mentor

\_\_\_\_\_, mentor

The defence of the thesis will take place on \_\_\_\_\_ at \_ pm; conference/video defence, MS Teams.

Language of the thesis defence: \_\_\_\_\_

Legal notice: This decision may be appealed to the IBS Chamber within 5 working days of receipt.

of this Decision.

Assoc. Prof. Dr.  
Sandi Knez  
Dean

To inform:

- the candidate(s),
- the members of the Commission,
- the public,



- Archive.



---

## ANNEX 5: MINUTES OF THE THESIS DEFENCE

C a n d i d a t e \_\_\_\_\_, student of the study programme  
\_\_\_\_\_, prepared and defended a thesis entitled

\_\_\_\_\_

The defence took place on \_\_ at the following time(s), conference/video defence, MS Teams.

The Commission has examined the final work and found it to be in accordance with the instructions given. In the light of this finding, it was decided to allow the candidate to give an oral defence before a panel consisting of:

\_\_\_\_\_, President  
\_\_\_\_\_, mentor  
\_\_\_\_\_, mentor

After the presentation of the thesis, the following questions were asked of the student:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Language of the thesis defence: \_\_\_\_\_

After the defence, the Board has established that the candidate has successfully completed the study programme. \_\_\_\_\_ and has obtained a professional title

\_\_\_\_\_.

Assessment (overall mark of the final thesis and oral defence): \_\_\_\_\_

President(s) of the Commission:

\_\_\_\_\_

Members of the Commission:

\_\_\_\_\_  
\_\_\_\_\_



IBS INTERNATIONAL BUSINESS SCHOOL LJUBLJANA  
IBS INTERNATIONAL BUSINESS SCHOOL LJUBLJANA

---

Place and date: \_\_\_\_\_



---

## ANNEX 6 - DECLARATION OF AUTHORSHIP OF THE THESIS

### DECLARATION OF AUTHORSHIP OF THE THESIS

the name and surname of the student: \_\_\_\_\_

Study programme: \_\_\_\_\_

Title of the thesis: \_\_\_\_\_

Mentor(s): \_\_\_\_\_

Mentor(s): \_\_\_\_\_

Signed student(s)

- I declare that the thesis is the result of my own independent work, carried out with the help of a mentor or co-mentor;
- I declare that I have obtained all necessary consents for the use of data and copyright the work in the final section and mark them clearly and appropriately in the final section;
- I hereby transfer to IBS International Business School, free of charge, non-exclusively, spatially and temporally unlimited, the right to store the copyright work in electronic form, the right of reproduction and the right to make the final work available to the public on the World Wide Web and I acknowledge that the published works will be made available to the public at large under the terms of the Creative Commons BY-NC-ND license, which includes automated indexing via the web and text processing for the purposes of text and data mining and knowledge extraction from content; users are allowed to reproduce without modification, distribute, rent and make available to the public the original copyright work itself, provided that they credit the author and that no commercial use is made;
- I authorise the publication of my personal data, which are provided in the final thesis and this declaration, together with the publication of the final thesis;

I am using a more permissive form of Creative Commons licence: (specify form)

\_\_\_\_\_

Place and date: \_\_\_\_\_ Signature of student: \_\_\_\_\_

\_\_\_\_\_



**ANNEX 6A - DECLARATION OF IDENTITY OF THE PRINTED AND ELECTRONIC FORM OF THE  
FINAL REPORT  
WORKS**

**A DECLARATION OF IDENTITY OF THE PRINTED AND ELECTRONIC FORM OF  
THE FINAL REPORT  
WORKS**

the name and surname of the student: \_\_\_\_\_

Study programme: \_\_\_\_\_

Title of the thesis: \_\_\_\_\_

Mentor: \_\_\_\_\_

Co-supervisor: \_\_\_\_\_

I, the undersigned student, declare that the printed form of the thesis is identical to the  
electronic form of the thesis that I have submitted for publication.

Place and date:  
student:

Signature of the

\_\_\_\_\_

\_\_\_\_\_



## **ANNEX 7 - DECLARATION ON THE PUBLICATION OF PERSONAL DATA**

### **DECLARATION ON THE PUBLICATION OF PERSONAL DATA**

the name and surname of the student: \_\_\_\_\_

ID number: \_\_\_\_\_

Study programme: \_\_\_\_\_

Title of final thesis: \_\_\_\_\_

Mentor: \_\_\_\_\_

Co-supervisor: \_\_\_\_\_

The undersigned declares that I authorise the publication of personal data related to the completion of studies (first name, surname, year of completion of studies, title of the final thesis) on the IBS International Business School website and in IBS International Business School publications.

Place and date: \_\_\_\_\_

Signature of graduate: \_\_\_\_\_





## ANNEX 8 - GRADUATION CERTIFICATE

Number:

Date and place:

### GRADUATION/MASTER'S CERTIFICATE

IBS International Business School confirms that Mr/Ms. \_\_\_\_\_  
born \_\_\_\_\_ on \_\_\_\_\_ in \_\_\_\_\_  
has graduated from the first cycle VS, second cycle MAG (circle as appropriate).

The study programme is aligned with EU Directive 2005/36/EC, as amended and supplemented. IBS International Business School therefore recognises him/her as a first degree holder of VS, second degree holder of MAG (please circle as appropriate) and awards the professional title of

\_\_\_\_\_

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

Assoc. Prof. Dr.  
Sandi Knez  
Dean



# **GUIDELINES FOR STUDENTS WRITING THEIR THESES AT THE FIRST AND SECOND CYCLE OF STUDY**

The completion and defence of the final thesis is the end of your studies at the IBS International Business School. The procedure for completing the thesis is described in the "Regulations on the Graduation Procedure for the First and Second Degree Study Programmes of IBS International Business School Ljubljana (hereinafter: the "Instructions")".

**Please read the instructions before you start preparing your final work.**

The guidance for students is in two parts:

## **I. PREPARING YOUR FINAL THESIS - FREQUENTLY ASKED QUESTIONS AND ANSWERS (FAQ)**

- How do I choose a supervisor and a topic for my final thesis?
- What are the compulsory elements of a thesis?
- What should the table of contents of the thesis with commentaries include?
- How to write a summary?
- How to write an introduction?
- How to write a conclusion?
- What are the language instructions?
- What if the thesis is in a foreign language?
- What is the format of the final thesis?
- How to write abbreviations and acronyms?
- How to number pages, chapters, figures, tables, equations, footnotes and sources?
- How to cite sources?
- What about copyright?
- What about the annexes and printing of the thesis?
- How to prepare my thesis presentation for the defence?
- What about submitting the defence documentation?

## **II. THESIS PROPOSALS**

### **II.1 Final thesis templates for level 1 studies**



---

## II.2 Final thesis templates for level 2 studies

## **I. PREPARING THE FINAL THESIS - COMMON QUESTIONS AND ANSWERS (FAQ)**

### **1. How do I choose a supervisor and a topic for my final thesis?**

To help you choose a supervisor and a thesis topic, you can consult the list available on the [IBS website](#). You can find a tutor according to your field of study and arrange a specific topic for your final thesis outside the list of topics offered. It is important that you choose a topic that interests you. In agreement with your supervisor, you may also have a co-mentor for your thesis when the topic is interdisciplinary. Once you and your supervisor have agreed on this, you should submit your thesis.

### **2. What are the compulsory elements of a thesis?**

- a. Cover page (cover)
- b. Inside front page
- c. Next inside front page
- d. Thanks to
- e. Title of work, keywords, abstract in Slovene
- f. Title of work, keywords, English summary
- g. Declaration of authorship of the thesis
- h. Declaration of identity of the printed and electronic form of the thesis
- i. Decision on the temporary unavailability of the thesis
- j. Table of contents
- k. The content of the final thesis
- l. Index of images
- m. Index of graphs
- n. Table of contents
- o. Sources and literature
- p. Annexes to the final work
- q. Symbols and abbreviations used

### **3. What does the table of contents of the thesis with commentaries include?**

An outline of the content of the final thesis is presented, which is adapted in a meaningful way according to the individual study programmes and the themes of the final theses. The table of contents of the final thesis follows the IMRAD structure (I=Introduction, M=Methodology, R=Chapters 3, 4 and 5, D=Chapters 6 and 7).

- 1 Introduction (1 page of popular text on the topic)
- 2 Methodology (1-2 pages for level 1 (VS), up to 5 pages for level 2 Study (MAG))
  - 2.1 Problem definition (What is the problem of the thesis? Why "someone's headache"?)
  - 2.2 Definition of the aims of the thesis (The aims can be listed in bullet points: The objectives of the final thesis are to study ..., to produce ..., to develop ..., to test ...)
  - 2.3 Expected results of the thesis (Optional if the aims of the thesis are works under 2.2 defined with sufficient precision)
  - 2.4 Methods, techniques and tools used
  - 2.5 Relevant prior research (Optional for Level 1 (VS), compulsory for 2nd cycle (MAG))
- 3 Theoretical background (Related to the topic of the thesis, description of the method, techniques, tools)
- 4 Research/development (Core text including the research instrument (e.g. survey), processes, data, user interface, conceptual solution)
- 5 Solution/prototype analysis or demonstration of improvement (\*Optional section  
- where performance, improvement, test results can be demonstrated)
- 6 Discussion (Optional for 1st cycle (VS and UN), compulsory for 2nd cycle Study (MAG))
- 7 Conclusion (1 page, outlining which objectives have been achieved - fully/partially/not at all)



---

Literature and  
resources Index

Index of tables

Glossary

Abbreviations and

acronyms Annexes

#### **4. How to write a summary?**

The abstract should contain a brief description of the content of the thesis. It should include the purpose of the thesis, the area of the thesis, the methods used, the main results of the thesis, conclusions and recommendations.

Example: the final thesis/research deals with/addresses/focuses on (important parts of the title) ... In the abstract, present what has been done, e.g. a) the theoretical background is shown/technique/tool is presented, b) ... is investigated/developed, c) the experiment consisted of ...  
d) the main conclusions of the thesis.

It should be written in Slovenian and English. Keywords should be 3 to 5 words.

The abstract should be approximately 1/3 to 1/2 page for level 1 and 1 page for level 2 degree (MAG)

#### **5. How to write an introduction?**

The introduction is the first chapter of the final thesis. The introduction provides an introduction to the field of work the student wishes to explore. It consists of 1 page of popular text on the topic, the motivation for the chosen thesis and an introduction to the area the student will be researching. The student places the area of the thesis in a broader context, highlighting the broader issues that the topic of the thesis touches upon. The content is supported by possible statistical data, thus highlighting the breadth and relevance of the thesis topic both in Slovenia and abroad.

## 6. How to write a conclusion?

The Conclusion is the last chapter of the final thesis. In it, you start by describing what you have done in your thesis and what its main contributions are. You give an objective assessment of the results and relate them to the problem posed in the introduction. You describe why the contributions of the thesis are important, what their potential applications are and what could be improved.

## 7. What are the language instructions?

The final thesis should be written in accordance with the spelling rules of the Slovene language.

- Keep sentences short, simple and easy to understand.
- Write your final work in an impersonal way, using the first person plural ('we did', 'we have done').
- When introducing new terms, make sure they are precisely defined.
- Use established professional terminology.
- For professional terms that do not yet have a Slovenian translation, work with your mentor to find a suitable Slovenian translation.

The written work should be reviewed by a proofreader before submission. The tutor has the right to ask the candidate to correct any text that is not spelling acceptable.

## 8. What if the thesis is in a foreign language?

The final thesis, written in a foreign language, must include:

- the title of the thesis in Slovenian and in a foreign language,
- an extended abstract in Slovene, which must comprise at least 5% of the entire work (from the first to the last chapter, excluding the list of sources and annexes),
- the final thesis must be proofread by an English-language proofreader.



The assignment must be written in accordance with the Guidelines for the production of Level 1 and Level 2 theses.

The language of the thesis and the thesis defence is defined in more detail in Article 10 of the Guide.

## 9. What is the format of the final thesis?

Blue with silver lettering is recommended for the cover of the final part. The name of the student/author should appear on the spine (side) of the hardback copy of the thesis.

The text should be written in Calibri proportional font size or in a font appropriate to the field of the thesis. It must not be altered in the work. The font colour is black. The font size for the text should be twelve (12) points. Footnotes should be in eleven (11) point font. The minimum font size for the contents of tables and figure captions shall be ten (10) points.

The abstract of the thesis should be written in *italics*. Examples of font sizes are given in the table below.

Table 9.1: Examples of font sizes.

Text type	Font size	Font format	Font appearance
Footnotes	11	Calibri	Normal
Summary	12	Calibri	Lying
Title Table of Contents	18	Calibri	Normal
Basic text, table contents, figure captions table headings, figure captions, contents of the table of contents	12	Calibri	Normal
Sub-chapter headings	14	Calibri	Normal
Chapter headings	18	Calibri	Krepko
Title of the thesis	26	Calibri	Krepko
Title Index of figures and tables, symbols and abbreviations used	14	Calibri	Normal



IBS INTERNATIONAL BUSINESS SCHOOL LJUBLJANA  
IBS INTERNATIONAL BUSINESS SCHOOL LJUBLJANA

TitleLiterature and sources, Annexes	18	Calibri	Normal
--------------------------------------	----	---------	--------

## Page format

The page size should normally be A4. The body text should be justified on both sides.

The margins of the text should be 30 mm from the page edge at the top and bottom, 35 mm on the left (inside) side and 25 mm on the right (outside) side, as shown in Figure 1.

Line spacing should be 1.5 lines (or 18 point line height). Spacing between sub-chapter headings, figures, tables or equations and the text should be one or two blank lines, depending on the length and appearance of the page.

Chapter and sub-chapter headings should be left-aligned; first-level chapters should be start on a new page. Figure and table headings should be centre-aligned.

The footer is paginated only and the document header is blank.

## Format of figures and tables

Image captions or descriptions should appear below the image. Table headings should appear above the tables. Tables and figures should be positioned so that they are referred to first in the text. You should refer to each figure and table at least once.

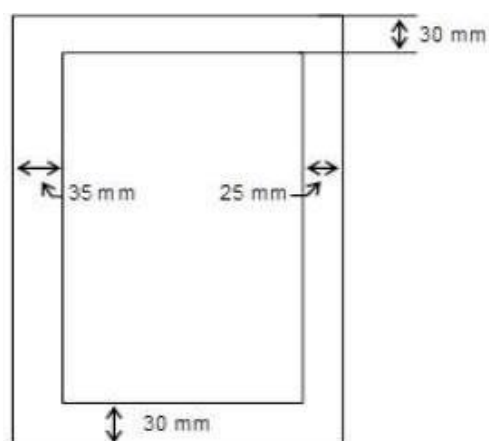


Figure 9.1: Design of a typical page.

## 10. How to write abbreviations and acronyms?

Avoid using abbreviations and acronyms when writing keywords and abstracts. Unless they are very well established, do not use them in headings either. Give the meaning of abbreviations and acronyms when they first appear in the text.

**Example:** among the publications regularly published by the Statistical Office of the Republic of Slovenia (hereinafter SURS) are the Statistical Yearbook, the Monthly Statistical Review and the Statistical Information.

If a large number of abbreviations are used in the text, it is useful to prepare a list of abbreviations with appropriate explanations, after the list of figures and tables. The list should give the literal meaning of each abbreviation, but not an explanation of the concept the abbreviation represents. If the abbreviation originates from a foreign language, please also provide the most authoritative translation of its meaning in the Slovene language, both in the list of abbreviations and when the abbreviation is first mentioned in the text.

### **Example:**

EMN: Unique national identification number

PE: Business Unit

SQL: Standard query language

## 11. How to number pages, chapters, figures, tables, equations, footnotes and sources?

### **Pagination**

The initial pages of the final part (except the title page and the first inner page, which should not be numbered), up to the first chapter only (Introduction), should be numbered below (in the footer), consecutively with Roman numerals (i, ii, iii, iv, etc.), and all subsequent pages consecutively with Arabic numerals, starting with 1.

---

## **Numbering of chapters**

Chapters should be numbered consecutively. The first chapter should be marked 1 INTRODUCTION and the last chapter should be marked \_ CONCLUSION, where the corresponding chapter number is sequential. Chapter headings should be written in left-aligned, capital letters. The space between the chapter heading and the text should be one blank line.

Each chapter may have sub-chapters, which are numbered with two Arabic numerals separated by a full stop. The first number shall be the sequence number of the chapter and the second number shall be the sequence number of the subchapter within the chapter. The designation 3.2 indicates that it is the second subchapter of Chapter 3. The title of the sub-chapter should be in a smaller font (see table). There should be one blank line between the last text, the sub-chapter title and the body of the sub-chapter.

We recommend that the text of the final thesis should not be broken down beyond the third level of sub-chapters. If you do introduce further sub-chapters, omit one line, number and print the sub-chapter title. The spacing between the title and the text of the subchapter is 1,5 lines or 18 points.

## **Numbering figures, tables and equations**

Figures, tables and equations are numbered with two Arabic numerals separated by a full stop. The first number is the sequence number of the chapter and the second number is the sequence number of the figure, table or equation in the chapter (e.g. Figure 2.8 indicates that it is the eighth figure in Chapter 2). Number equations with right-justified numbers in parentheses. In the text, refer to the relevant figures, tables or equations by name and number (e.g. Figure 2.8, Table 1.4 or (2.3) in the case of an equation).

## **Numbering of footnotes and sources**

Footnotes should be numbered<sup>1</sup> and the text of the footnote should appear at the bottom of the page on which the footnote appears.



<sup>1</sup> Write the note at the bottom of the page on which you are quoting it.

## 12. How to cite sources?

All literature and sources used and referred to in the text should be recorded in a list of sources. Sources are an important part of the thesis for the reader and should be listed fully and accurately. The sources listed are not checked by libraries, so they will be published as given by the author. Please list exactly those sources that you refer to in the text. However, you must refer to all the sources you have used in your work. Deficiencies in the citation of sources reduce the value of the thesis.

### For references, use APA 6.

The following are the information you need to provide for the sources and the separators you use to distinguish them from each other. Examples of how to cite sources are also given.

Table 12.1: Examples of references to sources

Type of source	List of literature	In-text citation
<b>Books</b> one author	Kotler, P. (2014). <i>Kotler on Marketing: How to Create, Win, and Dominate Markets</i> . New York: The Free Press.	(Kotler, 2014) In-text citation
<b>Books</b> two authors	Atrill, P. and McLaney, E. (2015). <i>Management accounting for decision makers- (8th edition)</i> . Harlow: Pearson Education.	(Atrill and McLaney, 2015)
<b>Books</b> three to five authors	Feser, C., Rennie, M. and Chen Nielsen, N. (2018). <i>Leadership at Scale: Better Leadership, Better Results</i> . Boston: Nicholas Brealey Publishing.	First citation: (Feser, Rennie and Chen Nielsen, 2018)  (Feser et al. 2018)
<b>Books</b> six or more by	Bexby, C., Nigel, E., Smith, K., Rodgers, G. A., Williams, H., et al. (2005) <i>Referencing and plagiarism: A complete guide</i> . London: Sage.	(Bexby et al., 2005)
<b>Books</b> no author of the book by	<i>Oxford Essential World Atlas (3rd ed.) (1996)</i> . Oxford: Oxford University Press.	(Oxford Essential World Atlas, 1996)

<b>Finishing works students</b>	Žnidaršič, J. (2021). The impact of work-life balance on employees' commitment at work (Doctoral dissertation). Maribor. organisational sciences.	(Žnidaršič, 2021)
<b>Chapters in a book or proceedings</b>	Van de Vijver, F., and Leung, K. (2011). Equivalence and bias: A review of concepts, models, and data analytic procedures. In D. Matsumoto and F. Van de Vijver (eds.), Cross-cultural research methods in psychology (pp. 17- 45). Cambridge: Cambridge University Press.	(Van de Vijver and Leung, 2006)
<b>Encyclopaedia entries</b>	Barber, C. (2009). Gender identity. In E. M. Anderman and L. H. Anderman (Eds.), Psychology of classroom learning: An encyclopedia (Vol. 1-2, pp. 428-430). Detroit, MI: Gale-Cengage.	(Barber, 2009)
<b>Articles in the journal</b> (year only)	Wibbens, P. D. (2021). The Role of Competitive Amplification in Explaining Sustained Performance Heterogeneity. Strategic Management Journal, 42, 1767-1959.	Wibbens, P. D. (2021)
<b>Articles in the newspaper</b>	Felc, M. (10.7.2009). The reasons for the backlog of cases are also explained. Delo, p. 7.	(Felc, 2009)
<b>Laws, regulations, etc.</b>	Law on Librarianship (2001). Official Gazette of the Republic of Slovenia, (87).	(Law on librarianship, 2001)
<b>Electronic resources</b>	<b>News or articles in the electronic media - the author IS listed:</b>  Jong de, B., Gillespie, N., Williamson, I., and Gill, C. (28.7.2020). Trust Consensus Within Culturally Diverse Teams: A Multistudy Investigation. Journal of Management. Retrieved October 4, 2021 from <a href="https://journals.sagepub.com/doi/full/10.1177/0149206320943658">https://journals.sagepub.com/doi/full/10.1177/0149206320943658</a>	(Jong et al., 2020)
	<b>News or articles in the electronic media - author NOT listed:</b> Governor Mark Kranjc is under investigation by the police (7 September 2011). SIOL net. Retrieved 7 September 2011 from <a href="http://www.siol.net/qospodarstvo/2011/0">http://www.siol.net/qospodarstvo/2011/0</a>	(Governor Mark Kranjca ..., 2011)





	<p><u><i>9/governor marko kranjc is investigated by p olication.aspx</i></u></p>	
--	--	--

	<p><b>Books:</b></p> <p>Smith, B. (2016). Leadership: Discover the Qualities of Leaders and How to Use Them in Your Own Life for Ultimate Success. Retrieved 4 October 2021 from <a href="https://www.barnesandnoble.com/w/leadership-benjamin-smith/1125304585;jsessionid=7A905657DB65A3D477D0CF7DF5E07CFE.prodny_store02-atgap02?ean=2940153565248">https://www.barnesandnoble.com/w/leadership-benjamin-smith/1125304585;jsessionid=7A905657DB65A3D477D0CF7DF5E07CFE.prodny_store02-atgap02?ean=2940153565248</a></p>	<p>(Smith, 2016)</p>
	<p><b>Documents and reports:</b></p> <p>Organization for Economic Co-operation and Development. (2001) Trends in International Migration: Continuous Reporting System on Migration: Annual Report. Retrieved 24 October 2008 from <a href="http://www.oecd.org/dataoecd/23/41/2508596.pdf">http://www.oecd.org/dataoecd/23/41/2508596.pdf</a></p>	<p>First citation: (Organization for Economic Co-operation and Development [OECD], 2001) (OECD, 2001)</p>

### 13. What about copyright?

By signing the Declaration of Authorship of the Final Thesis, the author of the final thesis transfers to IBS International Business School the gratuitous, non-exclusive, spatial and temporal unlimited right to store the final thesis in electronic form, the right of reproduction and the right to make the final thesis available to the public on the World Wide Web. By signing the same declaration, the author of the final work also acknowledges that the work will be deposited/published and made available to the general public under the terms of a Creative Commons BY-NC-ND licence, which means that readers are allowed to reproduce without modification, distribute, rent and make available to the public the original work itself, provided that they credit the author and that no commercial use is made of the work:



The author of the thesis may choose a more permissive form

CC licence<sup>[1]</sup><sup>2</sup> :



Acknowledgement of authorship

Users are allowed to reproduce, distribute, rent, publicly perform and adapt the copyright work, both non-commercially and commercially, provided that they credit the author of the original work.



Acknowledgement of authorship + no alterations

Under this licence, users may reproduce, distribute, lease and make available to the public original works of authorship, without adaptation, provided that they attribute the author and do not modify the work. It differs from the BY NC ND licence in that commercial use of the copyright work is permitted under this licence.

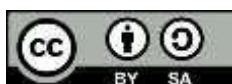


Attribution + Non-commercial + Sharing on the same terms

This licence allows users to reproduce, distribute, rent, publicly perform and adapt the copyright work and its adaptations only on condition that they credit the author, that it is not for commercial use and that they redistribute the original works/adaptations under the same conditions. The difference between the BY NC ND and this licence is that under this licence, users may adapt and modify the copyright work, but must redistribute it under the same conditions.

---

<sup>2</sup> See <https://creativecommons.org/choose/>



Attribution + sharing on the same terms

This licence allows users to reproduce, distribute, lease, publicly perform and adapt the copyright work and adaptations of the copyright work, provided that they credit the author and redistribute the copyright work/ adaptation under the same conditions. Commercial exploitation will also be allowed for new works resulting from the transformation. The only difference from the BY NC SA licence is that here commercial exploitation of the work/reworking is also allowed.



Attribution + Non-commercial

This licence allows users to reproduce, distribute, lease, communicate to the public and adapt the copyright work and adaptations thereof on a non-commercial basis, but they must indicate the author. This licence differs from the BY NC ND licence in that it allows the work to be transformed and altered. It differs from the BY NC SA licence in that it does not require licensing of the copyright work/reworking of the work under the same conditions.

#### **14. What about the annexes and printing of the thesis?**

The annexes do not form part of the thesis, but are attached to it.

Annexes contain information that is necessary for a complete presentation of the work, but which, if included in the text, would distract from the main topic and thus interfere with the flow of the final work's message. Appendices include longer mathematical exercises, plans, longer computer print-outs, results of measurement methods, etc.

Number the annexes in the title with capital letters A, B, C, D ... It is advisable to include them in the table of contents.

Use a computer to write and edit your thesis. Printing should be done single-sided



---

using a laser or equivalent printer. Printing on a dot matrix printer is not allowed due to inadequate quality.



If colour photographs, figures or diagrams are included in the text of the final thesis, these pages must be printed using a colour laser or equivalent printer. Use good quality paper (80-100 g) for printing.

## **15. How to prepare my thesis presentation for the defence?**

The PowerPoint template for the thesis defence is published on the [\*IBS website\*](#).

## **16. What about submitting the defence documentation?**

The submission of the defence dossier starts with the consent of both the mentor and the co-mentor,

if appointed.

Before binding the final thesis, the student must send the final thesis in a Word file for technical review by email to: [referat@ibs.si](mailto:referat@ibs.si) together with a scan of the final thesis decision.

After the technical examination, the student must submit the final thesis in electronic form to the following e-mail address: [referat@ibs.si](mailto:referat@ibs.si)

After submitting the pdf version in the Digital Library, the student activates the plagiarism program and the plagiarism report is sent to the student, the mentor and the co-mentor (if appointed) by e-mail. On the basis of the report, the mentor and the co-mentor sign a Declaration of Acceptability of the final thesis.

The received Similar Content Detector Report should be sent to [referat@ibs.si](mailto:referat@ibs.si) in order to verify the correctness of the electronic submission and to complete the submission to the Digital Library.

Before submitting the documentation for the defence, the student must visit the IBS library to obtain a confirmation that he/she has returned all the books he/she has borrowed. Of course, the receipt will be issued if the books have actually been returned. Even a student who has never registered at the IBS library must obtain a certificate, as this measure was necessary to recover the books.

In order to submit a defence dossier, the student must:



- have completed all the study requirements of the programme you are enrolled in,

- the thesis topic must be valid (the validity period of the topic must not have expired).

The student submits it to the **office** (not to the tutor):

- **three (3) bound copies of the final thesis** (one (1) compulsory hardbound copy for the library,  
two (2) copies bound in a spiral).

At the end of all of them, there **must be a** Declaration of Authorship of the thesis and a Decision on the temporary unavailability of the thesis - if you have been granted temporary unavailability, as stipulated in Article 12 of the Guidelines on the Procedure for the Preparation and Defence of the Thesis in First- and Second-Level Degree Study Programmes. The thesis must be accompanied by a declaration of authorship of the thesis.

- A statement of the suitability of the thesis (**must be signed by** the supervisor at the time of submission and is **not bound** into the thesis).
- Declaration on the publication of personal data (not linked to the thesis).
- **a library certificate.**

In case the student has also carried out additional activities related to his/her studies at IBS during his/her studies, he/she may submit an Application for the entry of additional information about the student related to his/her studies at IBS, which will be included in the Diploma Supplement, which will be given to the student at the award ceremony.

The student is informed in writing of the date and time of the defence and of the members of the committee.

Ljubljana, 03.01.2023





## **II. THESIS PROPOSALS**

### **II.1 Final thesis templates for level 1 studies**

IBS, International Business School

Student's name and surname

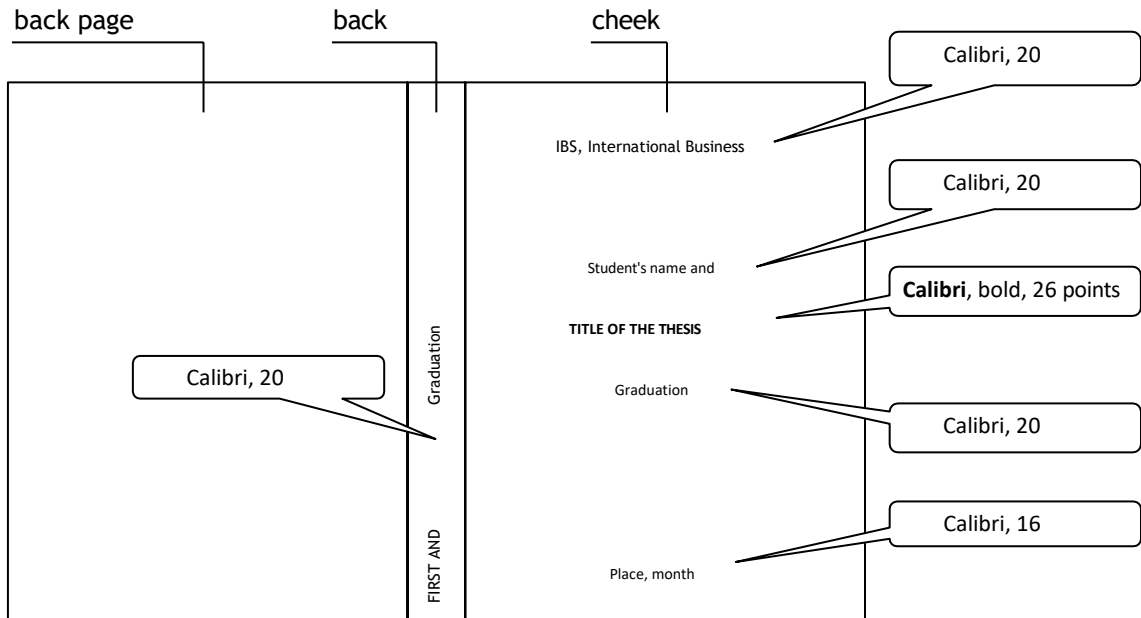
**TITLE OF THE THESIS**

Graduation work

Place, month

## OUTER COVER OF THE FINAL THESIS FOR IBS STUDENTS

Blue with silver lettering is recommended for the cover of the final part. The name of the student/author and 'Thesis' should appear on the spine (side) of the hardback copy of the thesis.





IBS, International Business School

Name and surname of the student

**TITLE OF THE THESIS**

Graduation work

Place, month



IBS, International Business School

## TITLE OF THE THESIS

Graduation work

Student(s): Name and surname

Study programme: type of study programme<sup>3</sup>

name of the study programme

Mentor(s): title and name and

surname Mentor(s): title and name and

surname Lecturer(s): name and surname,

title

CC ...<sup>4</sup>

---

<sup>3</sup> higher professional education

<sup>4</sup> Creative Commons licence, see Guidelines for students writing their theses at first and second level of study

## Thanks to

I would like to thank my mentor XY...

Thank you to Mr XY from ABC for his help and advice in the final thesis ... (if applicable).  
someone from the company can also help).

I would also like to thank proofreader XY, who proofread my master's thesis.

Any special thanks ...

# Title of the thesis

**Keywords:** word1, word2, word3 (maximum 5)

## Summary

*The abstract should be approximately 1/3 to 1/2 of a page.*

*The abstract should contain a brief description of the content of the thesis. It should include the purpose of the thesis, the area of the thesis, the methods used, the main results of the thesis, conclusions and recommendations.*

# Title of the thesis in English

**Keywords:** word1, word2, word3 (max 5)<sup>5</sup>

## **Abstract**

*English translation of the summary.*

---

<sup>5</sup> In English.



# INDEX

1	INTRODUCTION.....	1
2	METHODOLOGY.....	2
2.1	Problem definition.....	2
2.1.1	Defining the aims of the thesis .....	2
3	THEORETICAL FOUNDATIONS .....	3
4	RESEARCH/DEVELOPMENT .....	4
5	ANALYSIS OF THE SOLUTION/PROTOTYPE OR DEMONSTRATION OF IMPROVEMENT.....	5
5.1	Subchapter - Level 2.....	5
5.1.1	Subchapter - Level 3.....	5
6	DISCUSSION.....	6
7	CONCLUSION.....	7
	LITERATURE AND RESOURCES .....	1
	INDEX OF FIGURES .....	4
	ABBREVIATIONS AND ACRONYMS .....	4
	ANNEXES .....	1

# **1 INTRO**

One page of popular text on the topic.

The titles and number of chapters and sub-chapters follow the guidelines of the supervisor and the final work to the individual.

## 2 METHODOLOGY

### 2.1 Problem definition

Text ...

#### 2.1.1 Defining the aims of the thesis

The number of sub-chapters is added as appropriate to the final work of the individual.

Table 2.1 Examples of font size usage.

Text type	Font size	Font format	Font appearance
Footnotes	11	Calibri	Normal
Summary	12	Calibri	<i>Lying</i>
Title Table of Contents	18	Calibri	Normal
Basic text, table contents, figure captions table headings, figure captions, contents of the table of contents	12	Calibri	Normal
Sub-chapter headings	14	Calibri	Normal
Chapter headings	18	Calibri	<b>Krepko</b>
Title of the thesis	26	Calibri	<b>Krepko</b>
Title Index of figures and tables, symbols and abbreviations used	14	Calibri	Normal
TitleLiterature and sources, Annexes	18	Calibri	Normal

Example of a table reference (Table 2.1).

### 3 THEORETICAL

Related to the topic of the thesis, description of the method, techniques, tools.

The number of sub-chapters is added as appropriate to the final work of the individual.

Example of a figure reference (Figure 3.1).

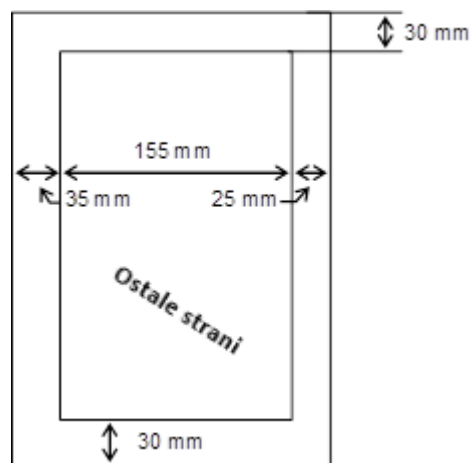


Figure 3.1 Design of a typical page.

Text ...

## **4 RESEARCH/DEVELO**

The core of the text, which includes the research instrument (e.g. survey), processes, data,

user interface, conceptual solution.

The number of sub-chapters is added as appropriate to the final work of the individual.

## **5 ANALYSIS OF THE SOLUTION/PROTOTYPE OR DEMONSTRATION OF IMPROVEMENT**

Optional section - if performance, improvement, results can be demonstrated testing.

The number of sub-chapters is added as appropriate to the final work of the individual.

### **5.1 Subchapter - Level 2**

Text ...

#### **5.1.1 Subchapter - Level 3**

Text ...

## **6 DISCUSSI**

Compulsory for the 2nd cycle (MAG).

## **7 CONCLUSI**

One page to show which objectives have been achieved - fully/partially/not at all.



## LITERATURE AND RESOURCES

Type of source	List of literature	In-text citation
<b>Books</b> one author	Kotler, P. (2014). Kotler on Marketing: How to Create, Win, and Dominate Markets. New York: The Free Press.	(Kotler, 2014) In-text citation
<b>Books</b> two authors	Atrill, P. and McLaney, E. (2015). Management accounting for decision makers- (8th edition). Harlow: Pearson Education.	(Atrill and McLaney, 2015)
<b>Books</b> three to five authors	Feser, C., Rennie, M. and Chen Nielsen, N. (2018). Leadership at Scale: Better Leadership, Better Results. Boston: Nicholas Brealey Publishing.	First citation: (Feser, Rennie and Chen Nielsen, 2018)  (Feser et al. 2018)
<b>Books</b> six or more by	Bexby, C., Nigel, E., Smith, K., Rodgers, G. A., Williams, H., et al. (2005) Referencing and plagiarism: A complete guide. London: Sage.	(Bexby et al., 2005)
<b>Books</b> no author of the book by	Oxford Essential World Atlas (3rd ed.) (1996). Oxford: Oxford University Press.	(Oxford Essential World Atlas, 1996)
<b>Finishing works students</b>	Žnidaršič, J. (2021). The impact of work-life balance on employees' commitment at work (Doctoral dissertation). Maribor. organisational sciences.	(Žnidaršič, 2021)
<b>Chapters in a book or proceedings</b>	Van de Vijver, F., and Leung, K. (2011). Equivalence and bias: A review of concepts, models, and data analytic procedures. In D. Matsumoto and F. Van de Vijver (eds.), Cross-cultural research methods in psychology (pp. 17- 45). Cambridge: Cambridge University Press.	(Van de Vijver and Leung, 2006)
<b>Encyclopaedia entries</b>	Barber, C. (2009). Gender identity. In E. M. Anderman and L. H. Anderman (Eds.), Psychology of classroom learning: An encyclopedia (Vol. 1-2, pp. 428-430). Detroit, MI: Gale-Cengage.	(Barber, 2009)

<b>Articles in the journal</b>  (year only)	Wibbens, P. D. (2021). The Role of Competitive Amplification in Explaining Sustained Performance Heterogeneity. <i>Strategic Management Journal</i> , 42, 1767-1959.	Wibbens, P. D. (2021)
<b>Articles in the newspaper</b>	Felc, M. (10.7.2009). The reasons for the backlog of cases are also explained. <i>Delo</i> , p. 7.	(Felc, 2009)
<b>Laws, regulations, etc.</b>	Law on Librarianship (2001). <i>Official Gazette of the Republic of Slovenia</i> , (87).	(Law on librarianship, 2001)
<b>Electronic resources</b>	<b>News or articles in the electronic media - the author IS listed:</b>  Jong de, B., Gillespie, N., Williamson, I., and Gill, C. (28.7.2020). Trust Consensus Within Culturally Diverse Teams. A Multistudy Investigation. <i>Journal of Management</i> . Retrieved 4 October 2021 from <a href="https://journals.sagepub.com/doi/full/10.1177/0149206320943658">https://journals.sagepub.com/doi/full/10.1177/0149206320943658</a>	(Jong et al., 2020)
	<b>News or articles in the electronic media - author NOT listed:</b> Governor Mark Kranjc is under investigation by the police (7 September 2011). SIOL net. Retrieved 7 September 2011 from <a href="http://www.siol.net/qospodarstvo/2011/09/governor_marko_kranjc_is_investigated_by_polication.aspx">http://www.siol.net/qospodarstvo/2011/09/governor marko kranjc is investigated by plication.aspx</a>	(Governor Mark Kranjc ..., 2011)
	<b>Books:</b>  Smith, B. (2016). <i>Leadership: Discover the Qualities of Leaders and How to Use Them in Your Own Life for Ultimate Success</i> . Retrieved 4 October 2021 from <a href="https://www.barnesandnoble.com/w/leadership-benjamin-smith/1125304585;jsessionid=7A905657DB65A3D477D0CF7DF5E07CFE.prodny_store02-atgap02?ean=2940153565248">https://www.barnesandnoble.com/w/leadership-benjamin-smith/1125304585;jsessionid=7A905657DB65A3D477D0CF7DF5E07CFE.prodny_store02-atgap02?ean=2940153565248</a>	(Smith, 2016)

	<p><b>Documents and reports:</b></p> <p>Organization for Economic Co-operation and Development. (2001) Trends in International Migration: Continuous Reporting System on Migration: Annual Report. Retrieved 24 October 2008 from <a href="http://www.oecd.org/dataoecd/23/41/2508596.pdf">http://www.oecd.org/dataoecd/23/41/2508596.pdf</a></p>	<p>First citation: (Organization for Economic Co-operation and Development [OECD], 2001) (OECD, 2001)</p>
--	---	---

## INDEX OF FIGURES

Figure 3.1 Design of a typical page.....	3
--	---

## INDEX OF TABLES

Table 2.1 Table title.....	2
----------------------------	---

## EXPLANATORY

Text ...

## ABBREVIATIONS AND ACRONYMS

Text ...

## **ANNEXES**

- Annex 1 ... Title of Annex 1
- Annex 2 ... Title of Annex 2
- Annex 3 ... Title of Annex 3