

On the basis of Article 25, paragraph 3, indent 1 of the Statutes of the IBS International Business School Ljubljana of 14 July 2022, the Director of the IBS International Business School Ljubljana adopted the following on 13 June 2024

**Regulations on the graduation procedure
First and second cycle study programme at the IBS International Business School Ljubljana**

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 of 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) These Regulations also regulate the preparation and defence of theses in a foreign language at the first and second cycle study programmes and the preparation and defence of theses for foreign students who undertake their studies at the IBS International Business School within the framework of student exchange or joint study programmes.

2. Member

- (1) In the Guide, terms referring to persons and written in masculine grammatical form are 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 laid down in these Regulations.

2. SUBMITTING YOUR THESIS

2.1. Choosing a topic

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 has no more than four third-year examinations remaining 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 holds 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.
the IBS Academic Assembly.
- (3) If the thesis is interdisciplinary, a co-supervisor may be appointed; more than one may be appointed if necessary.
co-mentors.
- (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. Submitting a topic

6. Member

- (1) The student registers the topic of the thesis by submitting:
 - the application of the thesis topic ([Annex 1: Application of the thesis topic](#)),
 - submitting the thesis layout ([Annex 2: Thesis layout](#)),
the agreement of the mentor and any co-mentor or external work supervisor in the final the work ([Annex 3: Consent of the proposed mentor and any co-mentor or external a work supervisor for the final work](#)); and
 - submitting any other supporting documents to the Registry.
- (2) The consent of the supervisor and of any co-mentor or external work supervisor for the thesis ([Annex 3: Consent of the proposed supervisor and of any co-mentor or external work supervisor for the thesis](#)) is obtained by the student from the supervisor and from any co-mentor or external work supervisor ([Annex 3: Consent of the proposed supervisor and of any co-mentor or external work supervisor for the thesis](#)).
- (2) The thesis statement usually includes:
 1. title (in Slovenian and English),
 2. a definition or description of the problem and the research questions that are the subject of the thesis,
 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.



- (3) If the thesis is produced in collaboration with a working environment (private or public sector), the student must also attach the Consent of the External Institution for the Production of the Thesis ([Annex 4: Consent of the External Institution for the Production of the Thesis](#)) to the written application of the topic.

2.3 Approval of the thesis topic

7. Member

- (1) Once the Registrar's Office has received the topic application, the dissertation layout and the consent of the supervisor and any co-mentor or external thesis supervisor and any other evidence from the student, the Registrar's Office will check whether the student fulfils the requirements for the topic application. If the student fulfils the conditions for applying for a thesis topic, the complete application with all attachments is forwarded to the CFC.
- (2) The CAB gives its written consent to the topic, the mentor and any co-mentor or external working mentor ([Annex 15: Consent of the Student Affairs Committee to the topic, the mentor and any co-mentor or external working mentor](#)), or it may propose an addition to the topic, a change to the topic or the content of the thesis, or propose a different mentor or co-mentor. The CAB may also propose a new topic, a change to the topic or the content of the thesis, or propose a different mentor or co-mentor. In the latter case, it will inform the proposed supervisor and the student and request that the application be amended accordingly, specifying the deadline for completion.
- (3) The proposed topic of the thesis is reviewed by the Dean with the approval of the supervisor and the co-mentor or external thesis supervisor. If the Dean has no objections, he/she gives his/her approval ([Annex 16: Dean's approval](#)) and issues a decision on the thesis ([Annex 16: Decision on the thesis](#)), otherwise the matter is reconsidered by the COS.
- (4) The Registry sends the original copy of the final thesis decision to the student, a copy to the mentor and any co-mentor or external work supervisor, and archives one copy and keeps a record of the final thesis decisions issued.
- (5) 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.
- (6) 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.
- (7) Before the deadline for the final thesis set by the final thesis decision expires, the student may submit an application for extension of the final thesis topic to the thesis office ([Annex 5: Application for extension of the final thesis topic](#)). The application must be accompanied by the consent of the supervisor and any co-mentor or external thesis supervisor to the extension of the thesis topic ([Annex 6: Consent of the supervisor and any co-mentor to the extension of the final thesis topic](#)).
- (8) The application for the extension of the thesis topic is considered by the CSC, which may extend the validity of the topic for a maximum of one year on the basis of justified reasons evident from the student's application and on the basis of an assessment of the topicality of the topic. The extension of the validity period of the thesis shall be indicated in the annex ([Annex 7: Consent of the Academic Affairs Committee for the extension of the thesis](#)), if the student fails to submit the thesis by the deadline for the thesis and fails to submit an application for the extension of the validity period before the deadline, the Registrar's Office shall issue a decision to stop the thesis.



procedure, and the student must start the process of applying for a new thesis topic, which may be identical in content to the previously approved topic, if it has not been assigned to another student.

- (9) During the writing of the final thesis, the student may propose a change of the title of the approved topic by submitting to the Registrar's Office an application for a change of the topic (title) of the final thesis ([Annex 8: Application for a change of the topic \(title\) of the final thesis](#)), together with the consent of the tutor or the student's advisor. If the main part of the topic content remains unchanged, the change of the title is approved by the KŠZ and consent to the proposed change is given ([Annex 9: Consent of the Student Affairs Committee to the change of the topic \(title\) of the final thesis](#)).
- (10) 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. The amendment must be submitted to the referee's office with the application:
 - notification of a change of thesis supervisor and/or co-supervisor ([Annex 11: Notification of change a mentor and/or a thesis co-supervisor](#)),
 - the consent of the new supervisor and/or co-mentor ([Annex 12: Consent of the new supervisor and possible new co-mentor for the thesis](#)); and
 - the consent of the old mentor/co-mentor ([Annex 13: Consent of the old mentor and/or co-mentor to change mentor/co-mentee](#)).
- (11) The Registrar's Office forwards the application for a change of thesis tutor and/or thesis co-supervisor to the CSC for consideration and makes a decision on the change of thesis tutor and/or thesis co-supervisor ([Annex 14: Consent of the Student Affairs Committee to the change of thesis tutor and/or thesis co-supervisor](#)).
- (12) When a candidate unilaterally withdraws from the topic and/or the assigned supervisor, he/she must inform the supervisor and the referee 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, develops the content of the final thesis. In this process, the disposition may be partially modified if the nature of the problem requires it and if the mentor and the potential co-mentor give their consent.
- (2) 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.
- (3) The final thesis must be linguistically appropriate.

3.2. Language of the thesis production and defence

9. Member

- (1) The student prepares a final thesis in Slovenian with a summary in a foreign language. Language of the final defence of the work is Slovenian.



- (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 total work (it must include contents 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 he/she has been studying abroad for at least three (3) months during his/her studies under international agreements,
 - 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 CSC may also approve only the production of the thesis or only the thesis defence in a foreign language.
- (7) The foreign languages in which an IBS student can produce a thesis are all official languages of the European 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

10. Member

- (1) The student submits three (3) physical copies of the final thesis (one hardbound copy for the library, two copies bound in spiral) and an electronic form of the final thesis to the Registrar's Office. The condition for submission of the thesis is fulfilled if the student has completed all other study requirements prescribed by the study programme, except for the thesis defence, by the time of submission of the thesis.
- (2) Along with the hard copy, the student must also submit:
 1. a signed declaration by the supervisor and, if appointed, the co-mentor, on the suitability of the thesis



- ([Annex 18: Statement by the tutor/mentor on the suitability of the final thesis](#));
2. plagiarism report;
 3. a signed declaration of authorship of the thesis ([Annex 19: Declaration of authorship of the thesis](#)),
with
which confirms that the thesis is the result of his/her independent work, given to IBS without
remuneration,



- a non-exclusive, unlimited in space and time right to store the copyright work, the right of reproduction and the right to make the finished work available to the public on the World Wide Web;
4. a signed Declaration of Identity between the printed and electronic form of the thesis ([Annex 20: Declaration of Identity of the printed and electronic form of the thesis](#));
 5. a signed declaration on the publication of personal data ([Annex 21: Declaration on the publication of personal data](#));
 6. the IBS Library's certificate of cleared obligations ([Annex 22: Library's certificate of cleared obligations](#));
 7. a proofreading certificate ([Annex 23: Proofreading certificate](#)).
- (3) The declaration of authorship of the thesis and the declaration of identity of the printed and electronic form of the thesis shall be bound in the printed copy of the thesis, and the declaration of publication of personal data 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 and the Declaration of Identity of the hard copy and the electronic version of the final thesis 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.
- (5) IBS has the right to make the Final Work available to the public and to allow its general use under the terms of the Creative Commons Attribution, NonCommercial, No Modification (CC BY-NC-ND) licence. The author of the Final Work may opt for a more permissive form of licence, which may be invoked by signing a declaration of authorship of the Final Work.
- (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.

11. Member

- (1) The content of the thesis may be temporarily unavailable for the following reasons only in exceptional circumstances:
 - protection of business secrets,
 - protecting 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 decision granting or refusing the application shall be notified to the student, the supervisor and the Registry and shall be attached to the electronic and hard copies of the thesis.



3.4. Appointment of the thesis defence committee

12. Member

- (1) Upon receipt of a proposal for the appointment of the members of the defence committee, the dean shall issue a decision appointing the defence committee.
the thesis ([Annex 24: Decision appointing the thesis defence committee](#)).
- (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

13. 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, the methods of work, the major findings and the applicability of the results.
 3. The presentation time of the final thesis is limited to a maximum of 20 minutes, but may also be limited to less.
 4. The mentor is the first to ask the student questions. The other members of the panel also ask their questions, with and, with the permission of the Chairperson of the Commission, by others present.
 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 25: Record of the defence of the thesis](#)). 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.
 10. The thesis defence may also be conducted remotely via videoconference, and the members of the committee and the student must be aware of this.



- (2) Where the unplanned absence of a member of the Board prevents the scheduled defence of the thesis from being conducted 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 shall be attached to the minutes of the thesis defence. In the event that the defence cannot be conducted in the manner described or if the student disagrees with the proposed method, the thesis defence shall be postponed.
- (3) 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.
- (4) Only one repeat defence of the thesis is possible. If the thesis defence is unsuccessful on the second attempt, the student must start the process of submitting a new thesis topic in accordance with the provisions of these guidelines.
- (5) 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.
- (6) Upon successful completion of the defence and fulfilment of the conditions set out in the preceding paragraphs, the IBS graduate/masters student shall issue the appropriate certificate of graduation/master's degree ([Annex 25: Certificate of graduation/master's degree](#)).

5. GRADUATES' RECORDS

14. 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 given 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



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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

15. Member

The IBS Senate sets three dates for the award of degrees in the academic calendar for the academic year.

16. Member

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

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

6.2. Informing graduates about the awarding of diplomas

18. Member

- (1) The Registry informs the graduates of the graduation ceremony in a special invitation 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.

19. Member

- (1) The invitation may be accompanied by a protocol for the award of diplomas.
- (2) Both the invitation and the award protocol are on better 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

20. 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, is the last to enter the hall where the ceremony takes place.
 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

21. 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 of studies" are also an integral part of this policy.

22. Member

- (1) These Rules shall enter into force on the day following their adoption.
- (2) The Rules on the Graduation Procedure of the First and Second Degree Study Programme of the IBS International Business School Ljubljana of 03.01.2023 shall cease to apply as of the date of entry into force of these Rules.



Annex 1: SUBMISSION OF THE FINAL WORK TOPIC

Student's name:

Student's last name:

Student's address:

Student's enrolment number:

Signed student(s) of the study programme (please tick as appropriate):

- Level 1: International Business or
 Level 2: International business and sustainable development,

I would like to be assigned a thesis topic 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 (please tick as appropriate):

- Slovenian language
 English language

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

- Yes

Name and address of the external institution:

- No

I/We, the undersigned, declare that I/we will compose the thesis myself and that I/we are aware of the possible consequences if I/we should used unauthorised means to produce the work.

Date:

Signature of student:



Annex 2: DISCUSSION OF FINAL WORK

1. TITLE in Slovenian

1. TITLE in English

2. DEFINITION OR. DESCRIPTION OF THE PROBLEM AND THE RESEARCH QUESTIONS THAT ARE THE SUBJECT OF THE THESIS

3. OBJECTIVES AND TEST

4. ASSUMPTIONS AND LIMITATIONS

5. METHODS ENVISAGED

6. INTENDED STRUCTURE OF THE CHAPTERS (TABLE OF CONTENTS)

7. LIST OF LITERATURE AND SOURCES TO BE CONSULTED



**Annex 3: CONSENT OF THE PROPOSED MENTOR AND OF THE MISSING SOMENTOR OR EXTERNAL WORKER
A MENTOR FOR THE FINAL WORK**

Signed:

elected to the title:

for the area:

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

Proposed topic of the final thesis in Slovenian:

Proposed thesis topic in English:

Proposal for the appointment of a co-mentor:

Proposal for the appointment of an external mentor:

The highest professional/scientific title acquired by the external mentor and the year in which it was acquired:

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 mentor:

Date:

Signature of co-mentor:

Date:

Signature of external mentor(s):



Annex 4: CONSENT OF EXTERNAL INSTITUTIONS TO THE CONCLUSION OF THE FINAL ASSIGNMENT

Institution

agrees to the production of the student's final thesis (student's name and surname):

entitled:

Date:

Name and surname of the person responsible at

the institution: Signature of the person

responsible:



Annex 5: APPLICATION FOR EXTENSION OF THE TOPIC OF THE FINAL WORK

Student's name:

Student's last name:

Student's address:

Student's enrolment number:

Signed student(s) of the study programme (please tick as appropriate):

- Level 1: International Business or
 Level 2: International Business and Sustainable

Development, with a confirmed thesis topic of :

Mentored by:

mentoring:

I would like to request an extension of the

thesis topic. Justification:

Date:

Signature of student:



Annex 6: AGREEMENT OF THE MENTOR AND MENTOR SOMETHING CONCERNING THE EXTENSION OF THE TOPIC IN THE FINAL DELU

Signed by mentor:

elected to the title:

for the area:

I AGREE / DISAGREE (tick) with the extension of the student's topic:

who has an approved thesis topic, e n t i t l e d :

Date:

Signature of mentor:

Signed by the co-mentor:

elected to the title:

for the area:

I AGREE / DISAGREE (tick) with the extension of the student's topic:

who has an approved thesis topic, e n t i t l e d :

Date:

Signature of co-mentor:



Annex 7: CONSENSUS OF THE STUDENT AFFAIRS COMMITTEE ON THE EXTENSION OF THE TOPIC OF THE FINAL THESIS

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

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

AGREE / DISAGREE (tick) with the extension of the student's thesis topic: _____

who has an approved thesis topic, **e n t i t l e d** : _____

The deadline for the production and submission of the final thesis has been extended to: _____

Date: _____ Commission for Student Affairs: _____



Annex 8: SUBMISSION OF A CHANGE OF THE TOPIC (TITLE) OF THE FINAL WORK

Student's name:

Student's last name:

Student's address:

Student's enrolment number:

Signed student(s) of the study programme (please tick as appropriate):

Level 1: International Business or

Level 2: International business and sustainable development,
who have an approved thesis topic, under

the supervision of:

Please change the title of the thesis from:

in a new title for the final thesis in Slovenian:

in a new title for your final thesis in English:

Justification:

Date:

Signature of student:



Annex 9: AGREEMENT OF THE MENTOR AND MORTGAGE CO-MENTOR REGARDING A CHANGE OF TOPIC (TITLE) IN THE FINAL PART

Signed by mentor:

elected to the title:

for the area:

I AGREE / DISAGREE (tick) with the change of the topic (title) of the thesis from:

in the new title of the thesis:

student(s):

Date:

Signature of mentor:

Signed by the co-mentor:

elected to the title:

for the area:

I AGREE / DISAGREE (tick) with the change of the topic (title) of the thesis from:

in the new title of the thesis:

student(s):

Date:

Signature of co-mentor:



Annex 10: CONSENSUS OF THE STUDENT AFFAIRS COMMITTEE ON THE CHANGE OF THE TOPIC (TITLE) OF THE FINAL THESIS

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

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

AGREE / DISAGREE (tick) with the change of the topic (title) of the final thesis of

the Student(s): _____

The revised topic (title) of the thesis is: _____

Date: _____ Commission for Student Affairs: _____



Annex 11: APPLICATION FOR CHANGE OF MENTOR AND/OR SOMENTOR IN FINAL WORK

Student's name:

Student's last name:

Student's address:

Student's enrolment number:

Signed student(s) of the study programme (please tick as appropriate):

Level 1: International Business or

Level 2: International Business and Sustainable

Development, which is my approved thesis topic,

Mentored by:

and/or mentoring:

Please change the MENTOR / SOMENTOR (please tick as appropriate) for the final work.

The new proposed mentor is:

The other/new proposed co-mentor is:

Justification:

Date:

Signature of student:



Annex 12: CONSENT OF THE NEW MENTOR AND POSSIBLE NEW MENTOR AT FINAL WORK

Signed by the new mentor:

elected to the title:

for the area:

I agree to mentor the student's final thesis:

who has an approved thesis topic, **e n t i t l e d** :

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 mentor:

Signed by the co-mentor:

elected to the title:

for the area:

I agree to mentor the student's final thesis:

who has an approved thesis topic, **e n t i t l e d** :

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 co-mentor:



Annex 13: AGREEMENT OF THE OLD MENTOR AND/OR SOMENTOR TO CHANGE MENTORSHIP/SOMENTORSHIP

Note: In the event that the collaboration of the approved mentor or co-mentor with the IBS has been terminated, the consent is not necessary.

Signed by mentor:

elected to the title:

for the area:

approved as a tutor for the student's final thesis:

who has an approved thesis topic, **e n t i t l e d** :

I agree to a change of tutor for the student's final thesis.

Date:

Signature of old mentor:

Signed by the co-mentor:

elected to the title:

for the area:

confirmed as a co-mentor for the student's final thesis:

confirmed as a co-mentor for the student's final thesis:

who has an approved thesis topic, **e n t i t l e d** :

I agree to the change of the student's thesis co-mentorship.

Date:

Signature of old mentor:



Annex 14: CONSENT OF THE STUDENT AFFAIRS COMMITTEE ON THE CHANGE OF MENTOR AND/OR CO-MENTOR FOR FINAL WORK

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

1.

2.

3.

4.

AGREE / DISAGREE (tick as appropriate) to the change of mentor student(s):

AGREES / DISAGREES (tick as appropriate) to change of mentor student(s):

Date:

Commission for Student Affairs:



Annex 15: CONSENT OF THE STUDENT AFFAIRS COMMITTEE ON THE TEAM, THE MENTOR AND THE POSSIBLE CO-MENTOR, EXTERNAL WORKING MENTOR

Signed members of the Student Affairs Committee of IBS Ljubljana International Business School (please tick):

- AGREE with the proposed topic, disposition, mentor and/or co-mentor and/or external work supervisor for the final thesis.

student(s): _____

- we propose to change the topic of the thesis with the following justification: _____

- we propose to modify the content of the final thesis with the following justification: _____

- we propose to change the mentor and/or the co-mentor and/or the external mentor with the following justification: _____

Date: _____

Commission for Student Affairs: _____



Annex 16: DEKANA'S CONSENT

Dean of IBS Ljubljana International Business School (tick):

- AGREES with the proposed topic, disposition, mentor and/or co-mentor and/or external work supervisor for the final work

student(s):

- proposes to change the topic of the thesis with the following justification:

- proposes to modify the content of the thesis with the following justification:

- I propose to change the mentor and/or the co-mentor and/or the external working mentor(s) with the following justification:

Date:

Dean:



Annex 17: CONCLUDING CONCLUSION

IBS INTERNATIONAL BUSINESS SCHOOL LJUBLJANA

Date:

Number:

DECISION ON THE FINAL PART

Student

of the first degree programme International Business (VS) or the second degree programme International Business and Sustainable Development (MAG), fulfils the prescribed conditions and is allowed to produce a final thesis.

The thesis is mainly in the field of:

Mentor(s):

Mentor(s):

Title of the thesis in Slovenian:

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 to the referee's office:

- in three (3) physical copies (one (1) hardbound for the library and two (2) spiral bound); and
- in electronic format.

Along with the hard copy, the student must also submit:

1. a signed declaration by the supervisor (and any co-mentor) of the suitability of the thesis;
2. plagiarism report
3. a signed declaration of authorship of the thesis;
4. a signed Declaration of Identity between the hard copy and the electronic version of the thesis;
5. a signed declaration of release of personal data;
6. IBS library certificate of cleared obligations;
7. Certificate of proofreading;

Legal notice:

This decision may be appealed to the IBS Senate within 10 working days of the date of receipt of the decision.

Dean

To inform:

- the candidate,
- mentor,
- co-mentor(s),
- to be deposited in the archives.



Annex 18: STATEMENT BY THE MENTOR/SOMENTOR ON THE CONFIDENTIALITY OF THE FINAL WORK

Date:

A DECLARATION OF THE RELEVANCE OF THE THESIS

Signed by the mentor(s):

Mentor(s):

declare that he/she is a student:

with a registration number:

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 content with other works (Annex) and I/we/we confirm that the final work is appropriate.

Signature of the mentor:

Signature of the co-mentor:



Annex 19: STATEMENT OF AUTHORSHIP OF FINAL WORK

DECLARATION OF AUTHORSHIP OF THE THESIS

the name and surname of the student:

Study programme:

Title of the final work:

Mentor(s):

Mentor(s):

I, the undersigned student, declare:

- that the thesis is the result of my independent work, carried out with the help of a mentor or co-mentor;
- that I have obtained all necessary consents for the use of the data and copyright works in the thesis and have clearly and appropriately indicated them in the thesis;
- I hereby transfer to IBS International Business School Ljubljana 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 understand that the published works will be made available to the general public under the terms of a Creative Commons BY-NC-ND licence, including automated online indexing and text processing for text and data mining and knowledge extraction from content; users are permitted to reproduce without modification, distribute, rent and make available to the public the original copyright work itself, provided that they attribute the author and that there is no commercial use;
- I authorise the publication of my personal data as set out in the final section and this declaration, together with publication of the final thesis;

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

Place and date:

Signature of student:



Annex 20: STATEMENT OF THE PROPERTY OF THE PRINTED AND ELECTRONIC FORM OF THE FINAL WORK

A DECLARATION OF THE IDENTITY OF THE PRINTED AND ELECTRONIC FORM OF THE THESIS

the name and surname of the student:

Study programme:

Title of the final work:

Mentor(s):

Mentor(s):

I/We, the undersigned student(s), declare that the printed form of the thesis is identical to the electronic form of the thesis.
the work I have submitted for publication.

Place and date:

Signature of student:



Annex 21: DECLARATION OF PERSONAL DATA

DECLARATION ON THE PUBLICATION OF PERSONAL DATA

the name and surname of the student:

Study programme:

Title of the final work:

Mentor(s):

Mentor(s):

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

Place and date:

Signature of student:



Annex 22: LIBRARY CERTIFICATE OF ACCEPTED OBLIGATIONS

CERTIFICATE OF COMPLETION BOOKLET

The IBS Library confirms that the student _____ with registration number _____,
has no borrowed materials from the IBS Library and no other obligations to the IBS Library.

Date:

Library:



Annex 23: CERTIFICATE OF PERFORMANCE OF THE LECTURAL EXAMINATION

PROOF OF PROOFREADING

The undersigned lecturer(s)

(name and surname, title/printed letters)

I declare that it is a thesis:

(title of the thesis):

linguistically perfect and I take responsibility for the linguistic check carried out.

Date:

Signature:



Annex 24: DECISION ON THE APPOINTMENT OF THE FINAL FINAL PROCESS COMMITTEE

Number:

Date:

DECISION APPOINTING THE THESIS DEFENCE COMMITTEE

For the defence of the thesis entitled

submitted by the student

study programme

I hereby appoint the following thesis defence committee:

1. President

2. mentor

3. mentor

The defence of the thesis will take place **on** _____ **oburi**; as a conference/video defence **on MS Teams**.

The language of the thesis defence will be: _____

Legal notice:

This decision may be appealed to the IBS Senate within 5 working days of receipt of this decision.

Dean

To inform:

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



Annex 25: MINUTES OF CONCLUSION OF THE FINAL WORKS

Date:

THE MINUTES OF THE THESIS DEFENCE

Student

study programme

prepared and defended a thesis entitled:

The defence took place on _____ uuri w// 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 that the candidate be allowed to give an oral defence of his/her thesis before a thesis defence committee composed of:

1. President

2. mentor

3. 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 concludes that the candidate has successfully completed the study programme:

and obtained a professional title:

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

Signature of the Chairperson of

the Commission: Signature of the

Member of the Commission:

Signature of the Member of the

Commission:



Annex 26: CERTIFICATE OF GRADIFICATION/MAGISTRATION

Number:

Date:

GRADUATION/MASTER'S CERTIFICATE

IBS International Business School Ljubljana hereby confirms that Mr./Ms. _____ born on the date in the place graduate of a first degree programme in International Business (VS), SQF 7, EQF 6 , EOVK first cycle or a second degree programme in International Business and Sustainable Development (MAG), SQF 8, EQF 7, EOVK second cycle (please choose as appropriate).

The study programme is aligned with EU Directive 2005/36/EC, as amended and supplemented. IBS International Business School therefore recognises his/her first Bologna degree as VS or second Bologna degree as MAG (select as appropriate) and awards the professional title:

Graduate in International Business, abbreviated: Bachelor of Science in Business (VS) or

MSc/MSc International Business and Sustainable Development, abbreviation: MSc International Business and Sustainable Development.

(select as appropriate)

The certificate is issued because the diploma has not yet been awarded and is valid until the diploma is awarded.

Pursuant to Article 28, paragraph 21 of the Administrative Fees Act (Official Gazette of the Republic of Slovenia, No. 106/2010, as amended and supplemented)

this fee certificate is free of charge.

Dean