

Univerza
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STUDY PROGRAMME IN URBANISM

RULES ON THE THESIS (DIPLOMA AND MASTER'S THESIS)

TABLE OF CONTENTS

- 1. GENERAL PROVISIONS**
- 2. SUPERVISION OF THE THESIS**
- 3. CONTENT AND FORM OF THE THESIS**
- 4. DEFENCE OF THE FINAL THESIS**
- 5. COMMITTEE FOR REVIEW, DEFENCE AND EVALUATION OF THE THESIS**
- 6. APPEAL PROCEDURE**
- 7. AWARD OF DEGREES**
- 8. TRANSITIONAL AND FINAL PROVISIONS**

Based on the Statute of the University of Ljubljana (Official Gazette of the Republic of Slovenia, No. 4/2017, as amended and supplemented), the Senate of the Faculty of Architecture of the University of Ljubljana, at its 21st regular meeting on 13/09/2022, adopted the Rules on the thesis of study programmes Urbanism.

1. GENERAL PROVISIONS¹

1. Article

These Rules determine the regulations regarding the application, review, preparation and defence of the thesis in the following study programs of the Faculty of Architecture of the University of Ljubljana (hereinafter UL FA):

- First Cycle University Study Programme Urbanism (hereafter: USU) and
- Second Cycle Master's Study Programme Urbanism (hereafter MSU).

The USU, conducted by UL FA, is concluded with the preparation and successful defence of the diploma thesis. The MSU, conducted by UL FA, is concluded with the preparation and successful defence of the master's thesis.

Anyone who successfully completes the study shall obtain a professional title in accordance with the Professional Titles and Academic Science and Art Titles Act (ZSZUN, Official Gazette of the Republic of Slovenia, No. 100/22) and the study programme.

2. Article

The final thesis must be the result of a student's independent work. The thesis may also be a result of the work of several candidates, clearly indicating the contribution of each candidate who must comply with the quantitative and qualitative requirements of the thesis. The authorship must be indisputable and unambiguous, which the candidate guarantees with a special statement.

The final thesis is a written and graphic document demonstrating that the student is capable of using the knowledge acquired during the study, to address the chosen topic. The thesis of the USU is to address the current expert problem through spatial development. The thesis of the MSU is to address the current expert problem in a professional and research-development way through spatial development.

With the final thesis, the candidate must demonstrate his expert knowledge of the field of the thesis as well as the project method, in the case of a master's thesis also a research and development method.

The final thesis must be mainly the result of the student's own work. When preparing the final thesis, the candidate must comply with the provisions of the Rules, the Statute of the University of Ljubljana (Official Gazette of the Republic of Slovenia, No. 4/2017, as amended and supplemented), Study Regulations of the University of Ljubljana (adopted at the 39th meeting of the UL Senate on 27/06/2017 as amended and supplemented) and the Rules on the organisation and operation of the Faculty of Architecture (adopted at the 10th regular meeting of the UL FA Senate on 14/09/2021).

¹All used terms, written in masculine form, are used as neutral and apply equally to both genders.

3. Article

The USU student may apply for the diploma thesis topic when enrolled in the 3rd year of study*
The MSU student may apply for the master's thesis topic when enrolled in the 2nd year of study*

4. Article

The candidates choose the topic of their final thesis themselves, but the topics are issued by the mentors or the Chair for Urban Planning of the UL FA at the latest by the end of October of the current academic year.

In the case where the topic is pre-issued by the mentor or the Chair for Urban Planning, the topics shall include as a minimum:

- Title of the final thesis topic by study cycles
- The mentor and/or the co-mentor
- Any additional terms and conditions a student must meet in order to be a candidate for a particular topic.

In the event that the student chooses the topic himself, he must do so in agreement with the mentor and any co-mentors, who must give their consent to the topic with their signature. The topic is discussed and approved by the Committee for Student Affairs of the Faculty of Architecture of the University of Ljubljana (hereinafter: the CSE UL FA Institute). The selected topic of the final thesis shall enable the presentation of the complexity of the knowledge acquired during the Urbanism study at the UL FA, according to the final thesis cycle level.

The application of the subject of the final part is submitted on a form accessible on the UL FA website and contains points according to the Guidelines for the Preparation of the Final Thesis of the UL FA Urbanism Study Programme.

If the CSE of the UL FA considers it necessary, it may invite the candidate to briefly present the concept of the final thesis.

5. Article

Applications to these final thesis topics are discussed and confirmed by the CSE UL FA, which thus confirms the mentor(s) and the co-mentor(s).

The validity of the topic is one (1) year from the topic confirmation. The validity period of the topic starts on the day following the day of approval of the topic by the CSE UL FA.

For legitimate reasons, the validity period of the topic can be extended upon a request submitted in the Student Information System (SIS) and upon a written explanation by the candidate. The application for the topic extension must be lodged at the CSE UL FA no later than 14 days before the expiry of the deadline for the submission of the final thesis. An application for the topic extension should include information about the student, the title of the final thesis, the name of the mentor and the reasons for the extension, as well as a signed opinion of the mentor. The CSE UL FA may extend the final thesis topic to an individual candidate no more than once, for a period of one (1) year.

During the period of validity of the topic, the student prepares the final thesis and submits the form titled Application for approval of review of diploma or master's thesis to the Student affairs office. The mentor and any co-mentors confirm with their signatures that the topic is suitable for defence.

Prior to the defence, the formal suitability of each final thesis shall be verified by the Committee for review, defence and evaluation of the thesis (hereinafter: CRDE UL FA) determined by the CSE UL FA in accordance with the provisions of these Rules (details below).

The candidate shall submit the loose-leaf final thesis and the personal folder to the CRDE UL FA no later than 7 days before the date when he wishes to defend the final thesis.

When the final thesis is submitted for the review of the CRDE UL FA, the candidate must also submit a personal folder. A personal folder is a document that testifies to the candidate's academic successes. It briefly presents the tasks done during his study (the mandatory part is the tasks done at the subject Urban planning 1, 2 and 3 within the USU; Urban design 1 and 2 within the MSU). The student may also present the work outside of the study tasks, in which case the authorship of the projects or their parts must be undoubtedly stated.

If the CRDE UL FA establishes that the task is formally not in accordance with the Guidelines for the Preparation of the Final Thesis or major amendments and amendments are necessary, and is therefore not suitable for defence, it shall inform the candidate and the mentor and jointly determine the closure timeline and a new application date. CRDE UL FA may propose to the CSE UL FA to set additional dates for defences outside the annual academic calendar of the UL FA.

After the validity of the thesis topic expires, the student must apply for a new topic of his thesis. As a rule, he must also apply for a new mentor.

6. Article

The costs of defence of diploma or master's thesis are charged in accordance with the Rules on fees and evaluation of costs at the University of Ljubljana, the Price list of fees for studies according to study programmes with public validity with the tariff part for the current academic year, and the provisions of the UL FA management board.

7. Article

If during the preparation of the final thesis the student or the mentor determines that the cooperation does not lead to the expected goal, he shall inform the CSE UL FA in writing that he withdraws from the applied topic or proposes a co-mentor or the mentor's replacement.

The mentor may withdraw from the supervision of the final thesis in particular:

If the graduate does not submit any written or graphic material within 60 days from the approval of the topic of the final thesis, or

If, based on the written or graphic material submitted, the mentor establishes at any time during the term of the thesis topic that the candidate is unable to achieve the expected goal and the results of the final thesis.

The CSE UL FA decides on the eligibility of the withdrawal of the mentor within 45 days, except in July and August, when the CSE UL FA makes a decision at its first next meeting. The student may keep his original topic with another mentor or request a change of his thesis and the mentor.

No more than one change of the mentor is possible in preparing of the final thesis.

The CSE UL FA decides on the possible change or replacement of the mentor based on the written proposal of the student and the written approval of the mentor.

If during the preparation of the final thesis, due to important and unforeseen circumstances, the student finds to be unable to complete the thesis, he may ask the CSE UL FA to withdraw from the approved thesis topic, but may apply a new topic with the same or another mentor.

The student may ask once to withdraw from the approved thesis topic or exercise the possibility of applying another topic.

8. Article

The final thesis of the study programmes of the UL FA Urbanism must be submitted by the student in printed and electronic form. When submitting the final thesis, the student must confirm with a written statement that the final thesis is the result of his independent work, that the printed copy is identical to the electronic one, give consent for the use of the electronic form of the written final thesis of the study for software checking the similarity of the content and give the University in Ljubljana the right – free of charge, non-exclusive, space- and time-unlimited right – to reproduce, including the right of electronic storage, as well as the right to make the final thesis of the study available to the public on the world wide web via the Repository of the University of Ljubljana.

2. SUPERVISION OF THE THESIS

9. Article

A mentor is a higher education teacher who is properly certified according to the Higher Education Act and the Statute of the University of Ljubljana. The mentor of the diploma thesis is properly certified and teaches at the USU. The mentor for master's theses at the MSU is properly certified and demonstrates appropriate professional references in the field of urbanism. The list of mentors (applies to both study programmes) is proposed by the Chair for Urban Planning of the CSE UL FA and approved by the UL FA Senate before the beginning of the academic year.

A co-mentors of the final thesis may be a higher education teacher who has acquired his title in accordance with the provisions of the Higher Education Act and the Statute of the University of Ljubljana, but may also be a higher education associate who has acquired the title on the same legal basis. Exceptionally, a co-mentor may also be an internationally recognised expert in the broader field of the chosen topic of the final thesis, which is assessed by the CSE UL FA on the basis of the Application for approval of the topic of the diploma or master's thesis.

The consultant for the final thesis may be a recognised expert in the field for which he is chosen to be a consultant and this field is an integral part of the final thesis.

10. Article

A mentor can accept a maximum of fifteen (15) candidates for final thesis in one academic year in one study programme or a maximum of twenty-five (25) in all UL FA study programmes which are the subject of these Rules.

A co-mentor may participate in up to fifteen (15) final theses in one academic year. Applications of candidates shall be monitored by the UL FA Student affairs office in such a way that the potential excess of candidates in one mentor or co-mentor is communicated to the CSE UL FA, which directs the exceeded students to the free mentors.

3. CONTENT AND FORM OF THE THESIS

11. Article

The student is responsible for the design and grammatical purity of the final thesis. CRDE UL FA may refuse the thesis due to design and language deficiencies.

Final theses at the UL are in Slovenian with a summary and a title in English.

In exceptional cases the applicant may write his final thesis in English if there are reasonable grounds for doing so (foreign student, foreign mentor or member of the commission, possibility of publication in a book form with a foreign publisher, at least 30% of the final thesis being prepared abroad or in an international study programme, etc.).

If the student wishes to write the final thesis in English, he shall submit a request upon applying the topic for writing the text in English, explaining the reasons. The application is handled by the CSE UL FA. In case of approval of writing the thesis in English, the final thesis must contain a longer summary in Slovenian.

Each final thesis consists of a written part (expert or development-research study) and a graphic part (urban project), which is further specified in the Instructions for Diploma or Master's Thesis Preparation.

The student prepares his final thesis based on:

- Instructions for Diploma Thesis Preparation at the USU,
- Instructions for Master's Thesis Preparation at the MSU.

These instructions are an annex and an integral part of these Rules and are binding for the candidates.

The candidates who write their final thesis contrary to the Instructions for Diploma or Master's Thesis Preparation cannot defend their final thesis.

4. DEFENCE OF THE FINAL THESIS

12. Article

Defences of the final theses shall be held:

For MSU in six (6) terms scheduled over a calendar year, presumably in November, December, March, April, June and September,

For USU in six (6) terms scheduled over a calendar year, presumably in November, December, March, April, June and September.

The CSE UL FA may in exceptional cases confirm additional terms of defence outside the dates in the above listed months.

The CSE UL FA determines the dates of the final theses defences for all study programmes prior to the beginning of the academic year and enters them in the study calendar. The study calendar is confirmed by the UL FA Senate.

CSE UL FA is appointed by CRDE UL FA. The Committee is confirmed by the UL FA Senate.

In accordance with the study programmes, the CRDE UL FA are as follows:

CRDE UL FA of the MSU master's thesis, and
CRDE UL FA of the USU diploma thesis.

The CSE UL FA may designate several CRDE UL FA for the same period.

13. Article

CRDE UL FA examines before the defence whether the final thesis is made in accordance with these Rules and the relevant guidelines. CRDE UL FA shall do so for the USU one week before the defence, and for the MSU two weeks before the defence. It shall inform the candidate and the mentor of the suitability of the thesis.

In If the CRDE UL FA establishes that the task is formally not in accordance with the Guidelines for the Preparation of the Final Thesis and is therefore not suitable for the defence, it shall inform the candidate and the mentor with a written explanation. If the CRDE UL FA establishes only minor formal inconsistencies, it shall propose to the candidate and the mentor to eliminate them before the thesis defence.

14. Article

In In a case of a positive report by the CRDE UL FA for the review of the final thesis, the Student affairs office, on a proposal by the CRDE UL FA, shall set a time for the defence of the final thesis to the candidate, in accordance with these Rules.

15. Article

The final thesis shall be publicly exhibited at least five (5) days prior to the thesis defence. The exhibition for the diploma or master's thesis must include at least two (2) posters of any size, but not less than 100 × 70 cm. It shall present the essential elements of the final thesis. The candidate must be the author of all the components of his final thesis and must

follow the instructions for quoting and referring to texts as defined in the Instructions for Diploma Thesis Preparation at USU or Instructions for Master's Thesis Preparation at MSU.

An essential part of the exhibition is the book for entering comments.

Public questions may be entered in the comments book which, at the discretion of the CRDE UL FA, may be the subject of a final thesis defence.

16. Article

The defence is opened by the chairman of the CRDE UL FA. At the defence of the final thesis, the CRDE UL FA chairman first presents the student and announces the topic of the final thesis. The presentation of the final thesis is public and may take:

- For diploma thesis up to 15 minutes,
- For master's thesis up to 25 minutes.

The candidate's defence must present the problem, the design and the solution of the final thesis in a concise, understandable and clear manner. Members of the CRDE UL FA shall ask the candidate questions relating to the topic of the final thesis. The listeners in the auditorium may also ask questions related to the topic. The chairman of the Committee may reject the question. The candidate shall answer the questions promptly. The entire defence may last up to forty-five (45) minutes.

The final thesis is assessed by the CRDE UL FA.

5. COMMITTEE FOR REVIEW, DEFENCE AND EVALUATION OF THE THESIS

17. Article

The CRDE UL FA consists of: the chairman and two members, as well as a mentor and/or a co-mentor. If the mentor is also a member of the CRDE UL FA, the permanent deputy participates in the evaluation and defence of the final thesis. The CRDE UL FA (the chairman, both members and permanent deputy) is appointed by the UL FA Senate on a proposal of the CSE UL FA and its term of office is (in accordance with Article 12 of these Rules):

- For the master's thesis two (2) semesters; with an extension of one (1) semester,
- For diploma thesis two (2) semesters; with an extension of one (1) semester.

That period may be exceeded only exceptionally, but not for more than one additional period of time.

18. Article

Only higher education teachers who have obtained a title in accordance with the Higher Education Act and the Statute of the University of Ljubljana can be members of the Committee. At least two (2) members of the CRDE UL FA must have a habilitation title in the field of urbanism or have to teach in the urbanism studies or have appropriate references in the field of urbanism.

19. Article

CRDE UL FA is a quorum if the chairman, two members (or a member and a deputy) and a mentor are present. If the mentor is not present, the co-mentor may exceptionally replace him. A defence without a mentor or a co-mentor present is not possible. In this case, the defence is postponed to the next date for the defences of the final theses. The mentor participates in the work of the CRDE UL FA and may ask questions to the candidate, but does not have the right to participate in the process of evaluating the final thesis.

One CRDE UL FA may have a maximum of six (6) defences of final theses in one day. The schedule of defences is prepared by the UL FA Student affairs office together with the president of the CRDE UL FA. Depending on the number of submitted final theses (master's or diploma), the corresponding number of CRDE UL FA operating at the same time is determined.

20. Article

The candidate defends his final thesis publicly. The candidate at the defence answers to the questions of the CRDE UL FA and the audience.

After the defence, the CRDE UL FA evaluates the final thesis behind closed doors. The final evaluation of the final thesis is defined in more detail in Annex 1 of the Study completion record, which is based on the diploma or master's curriculum. It shall be rounded to the natural number with the assessment of the final thesis prevailing.

The chairman of the CRDE UL FA presents the candidate with an assessment of his final thesis, and then publicly declares the professional title obtained and concludes the defence with a speech. The chairman of the CRDE UL FA shall enter the grades in the record, which shall be signed by all members of the CRDE UL FA (the record shall be attached to these Rules).

All grades must be indicated in words and numbers.

In accordance with the UL Statute, the following scale with grades is used for evaluation:

- 10 – Exceptional knowledge with no or negligible errors
- 9 – Very good knowledge with minor errors
- 8 – Good knowledge of individual deficiencies
- 7 – Good knowledge with multiple deficiencies
- 6 – Knowledge meets only minimum criteria
- 5 – Knowledge does not meet minimum criteria

The candidate successfully completes the study if he receives the final grade from sufficient (6) to excellent (10) for the final thesis.

21. Article

At the defence, the candidate submits to the CRDE UL FA one printed bound copy of the final thesis and one copy of the final thesis in an electronic form. Upon completion of the defence, the UL FA Student affairs office shall deliver the final thesis to the UL FA Library as well as an electronic copy of the final thesis. The candidate must provide additional copies of the final thesis for the mentor and any co-mentors in printed or electronic form (as agreed).

6. APPEAL PROCEDURE

22. Article

Within 30 days after the final thesis defence before the CRDE UL FA, a candidate can file a complaint addressed to the Dean of the UL FA, if the provisions of these Rules and any document that is a mandatory annex to these Rules, were violated during the evaluation process.

23. Article

In the event that the Dean of the UL FA finds irregularities related to the defence of the final thesis, he appoints a new CRDE UL FA within 15 days of receiving the complaint for another evaluation and defence of the final thesis and sets the date for the defence with no more than 14 days from the appointment of the CRDE UL FA. In the event that the Dean establishes that there were no irregularities related to the defence of the final thesis, the Dean shall reject the candidate's complaint as unfounded.

The evaluation of the new CRDE UL FA, appointed by the Dean of the UL FA in the appeal procedure, is final.

7. AWARD OF DEGREES

24. Article

Upon successful defence of the final thesis and all other obligations carried out, the UL FA shall issue a temporary certificate of completion of the study to the student. The temporary certificate shall be signed by the Dean of the UL FA.

The award of degrees shall be public and shall take place at least once during each academic year. All members of the CRDE UL FA and all mentors and any co-mentors are invited to attend the graduation. The final theses are awarded at the ceremony by the Dean of the UL FA. At the award ceremony, bachelor and master graduates sign the ethical code of the profession.

The UL FA Student affairs office sends notices about the ceremony to the CRDE UL FA members to all mentors, co-mentors and bachelor and master level graduates.

25. Article

After the defence, the student transfers all material copyrights related to the final thesis to UL FA, which he specifically states in the Statement of authorship in the final thesis as follows:

“I, the undersigned..... ‘Name Surname’..... declare to be the author of the final thesis titled...
‘The title of the final thesis’...”

I declare that the electronic version is identical in all respects to the printed version.

I declare to allow the publication of the electronic version in the Repository of final theses of the University of Ljubljana.”

Upon obtaining the express written consent of the candidate and mentor, UL FA has the right to publicly publish the final thesis.

26. Article

The forms relating to the final thesis are attached to these Rules.

8. TRANSITIONAL AND FINAL PROVISIONS

Article 27

Any diploma or master's thesis for which the topic has been confirmed before the entry into force of these Rules shall be prepared in accordance with the Rules adopted in 2015. With the entry into force of the Rules on the Thesis of Study Programmes Urbanism, the following also come into force: the Instructions for Diploma or Graduate Thesis Preparation at the USU and the Instructions for Master's Thesis Preparation at the MSU, as well as all annexes and amended forms, which are an integral part of these Rules.

28. Article

The interpretation of the provisions of these Rules is the responsibility of the UL FA vice dean for student affairs, who provides a written explanation on open issues.

29. Article

The Rules shall enter into force on the day following its publication on the Official Journal of the European Union and shall apply as of 01/10/2022.

President of the UL FA Senate

Assoc. Prof. Matej Blenkuš, Ph.D.

UL FA Dean

Ljubljana, 23/09/2022