

## THE SUBMISSION PROCEDURE

### 1. APPROVAL OF THE TOPIC OF THE DIPLOMA THESIS

- Only BP: disposition has to be sent to the department in accordance with their rules
- Diploma thesis topic application form with attachments (Form 1) to Student Services

### 2. DIPLOMA THESIS SUBMISSION

#### a) In Student Services:

- Diploma thesis submission (Form 2)
- The report on checking the similarity with other works
- Graduation consent (available in ŠIS: My data/ Completion of Studies)

#### B) in Library

- Diploma thesis in pdf sent to an e-mail [zakljucna.dela@famnit.upr.si](mailto:zakljucna.dela@famnit.upr.si)

### 3. DEFENCE

When the diploma thesis complies with the technical instruction, a student, mentor and members of the commission of the defence reach an agreement of the defence date.

Student Services have to be informed on time about the defence date.

Student can submit documentation:

- by post OR;
- in Student Services' mailbox (on the left side of the Student Services entrance) OR;
- as a scan to [referat@famnit.upr.si](mailto:referat@famnit.upr.si) (scans have to be clearly legible).