

Under the article 71 of the Statutes of the University of Primorska, the Senate of the Faculty of Mathematics, Natural Sciences and Information Technologies (hereinafter: the Faculty) adopted, at its meeting on the 23st of December 2014, the official consolidated text of the Rules on the Diploma Thesis in Undergraduate Programme in Bioinformatics, which comprises:

- The rules on the diploma thesis of the undergraduate study programme of Bioinformatics at the University of Primorska, Faculty of Mathematics, Natural sciences and Information Technologies from 23 May 2011,
- Amendments and additions of the Rules on the Diploma Thesis in the Undergraduate Study programme of Computer Science at the University of Primorska, Faculty of Mathematics, Natural Sciences, and Information Technologies of 5 September 2011, 23 January and 24 September 2012, 23 December 2015, 20 March and from 12 July to 14 July 2017.

**THE RULES ON THE DIPLOMA THESIS OF THE UNDERGRADUATE STUDY PROGRAMME OF
BIOINFORMATICS AT THE UNIVERSITY OF PRIMORSKA, FACULTY OF MATHEMATICS, NATURAL
SCIENCES AND INFORMATION TECHNOLOGIES**

(OFFICIAL CONSOLIDATED TEXT - 7)

I. GENERAL PROVISIONS

Article 1

The diploma thesis is the result of students' independent work and must show their professional knowledge and understanding of the theoretical and practical topics covered by the study programme, their familiarity with chosen field of expertise, depending on the topic of the thesis, and their ability to review national and international literature and use the appropriate terminology and language.

Article 2

In these Rules, third-person plural pronouns are used as a gender-inclusive form of address.

**II. SELECTION AND APPROVAL OF THE THESIS TOPIC AND APPOINTMENT OF THE THESIS
MENTOR/ CO-MENTOR**

Article 3

- (1) Framework topics of the diploma thesis are suggested, generally at the beginning of the current study year, by all the potential mentors, who are employed at the University of Primorska in the current study year. The topics are published in ŠIS (the Student Information System).
- (2) The topic of the diploma thesis may be:
 - chosen by the student from the published list of the topics,

- suggested by the student and agreed upon in collaboration with the proposed mentor or co-mentor.

(3) The topic is approved by the coordinator of the study programme.

Article 4

(1) The role of the diploma mentor may be attained by a higher-education teacher with the title full professor, associate professor or assistant professor, who is, as a rule, employed at the University of Primorska and also a lecturer in the course covering the topic of the diploma thesis.

(2) The role of the diploma mentor may also be attained by a researcher, who is employed at the University of Primorska and has a research title, which is equivalent to the title of full professor, associate professor or assistant professor. In this case the appointment of a co-mentor, who is employed at the University of Primorska and proposed by the coordinator of the study programme, must be attained.

(3) Exceptionally, a mentor who is not employed at the University of Primorska may also be a mentor, in the event that the Faculty cannot provide an adequate mentor employed at the University of Primorska and mentoring a student is of special interest of the faculty. A mentor who is not employed at the University of Primorska is confirmed by the Faculty Senate.

(4) The role of the co-mentor may be obtained by a higher education teacher with the title of full professor, associate professor, assistant professor, or teaching assistant with a PhD, assistant with scientific master's degree, assistant with previous university education (study programs approved before 11 June 2004) or assistant with master's degree or an equivalent research title.

(5) In the case of a highly interdisciplinary topic or a topic closely related to cooperation with another organization (eg company, public institute, etc.), the mentor may propose the appointment of a work co-mentor.

(6) A working mentor is a person who has at least an education that corresponds to the level of education obtained under Bologna study programs and is employed in an external organization (company, institute, etc.), within which part of the research and/or the development work covered in the final assignment is conducted.

(7) The thesis mentor is responsible for directing the student in the process of writing the thesis, selecting appropriate sources and for determining when the thesis is ready to be presented at the diploma seminar.

(8) The mentor/co-mentor is suggested by the student. The mentor/co-mentor is approved by the study program coordinator, except in the cases referred to in paragraph 3 of this Article.

Article 5

(1) Students submit their application for the approval of the thesis topic and their thesis mentor using a prescribed application form entitled Prijava teme zaključne naloge (Application for the Approval of the topic of the Diploma Thesis), which is annexed to these Rules. The application form must be accompanied by a brief outline of the diploma thesis (200 to 300 word). The outline

must include the title, the thesis purpose, objectives and problem definition, main bibliographical sources and the approximate term plan for the preparation of the thesis.

(2) The form (Application for the Approval of the topic of the Diploma Thesis), signed by the mentor, co-mentor and potential working co-mentor, must be submitted to the Student Services of the Faculty (hereinafter: Student Services).

(3) The Student Services checks whether the application is complete. If the application is complete, it is forwarded to the coordinator of the study programme, who reaches a decision on the proposed topic and mentor/co-mentor and approves or rejects the application within 14 days upon receipt, in the cases referred to in paragraph 3 of Article 4, the mentor shall be confirmed by the Senate of the Faculty. If the proposed mentor is also the coordinator of the study programme, the decision on the proposed topic and mentor is made by the Vice Dean or Dean for Education of the Faculty.

(4) If the application for the approval of the thesis topic includes a request for the preparation or defence of the diploma thesis in English (Articles 7 and 11 of these Rules), the study programme coordinator also decides on the preparation and/or defence of the thesis in English.

(5) Student Services informs the student about the study programme coordinator's decision regarding the application. If the thesis topic and/or the mentor/co-mentor have been rejected, the coordinator then advises the student on the necessary additions or amendments to the topic or on the potential mentor/co-mentor.

Article 6

Any changes to the approved topic and mentor/co-mentor must be approved by the coordinator of the study programme.

III. DIPLOMA THESIS STRUCTURE AND SUBMISSION

Article 7

(1) The diploma thesis must include the following chapters:

- *tables and indices*: table of contents, appendices, lists of figures and tables, etc.;
- *summary* in Slovene and English;
- *an introduction* providing a brief presentation of the contents and an overview of the concepts, models and methods applied in addressing the issues covered by the thesis;
- *methods*, in which the student includes a detailed description of the chosen concepts, models and methods applied in addressing the issues covered by the thesis
- *results with the discussion*: *the results are presented by the student graphically (tables, graphs ...) and/or descriptively, depending on the issues covered by the thesis. Students comment on the results in written form while also quoting other researches of similar matter;*
- *the conclusion* providing a summary of the major findings regarding the dealt-with problem, also in relation to the objectives set out in the introduction of the thesis;
- *bibliography and references* comprising the literature and sources used in writing the thesis and cited in the text;

(2) The range of the thesis depends of its content and the manner of the results presentation. The approximate length of the content parts of the thesis (introduction, methods, results with the discussion and conclusion) is of 30.000 to 50.000 characters (without spaces).

(3) Individual departments of the Faculty may establish more detailed guidelines on the form and structure of the diploma thesis. These guidelines must be adopted by the relevant commission of the Faculty at the proposal of the competent department of the Faculty.

(4) The diploma thesis must be written in Slovene and must be stylistically and grammatically consistent with the rules of the Slovene language.

(5) In exceptional cases the study programme coordinator may allow the thesis to be written in English. In this case, the student must provide a title and an abstract of 4.000 to 10.000 characters (with spaces) in the Slovene language.

(6) The title of the diploma thesis must be translated into English and stated in the form Oddaja zaključne naloge (Diploma Thesis Submission).

Article 8

(1) The student submits the diploma thesis to the Student Services electronically.

(2) Along with the diploma thesis, the student must also fill out and submit the forms Oddaja zaključne naloge (Diploma Thesis Submission) and Izjava o avtorstvu (Statement of Authorship), which are annexed to these Rules and the Soglasje ob diplomiranju (Graduate Consent form), which is available in ŠIS (the Student Information System).

(3) The responsible administrative office performs a technical review of the thesis within 7 days of receipt.

(4) The Student Services checks whether the student has completed all the academic requirements stipulated by their study programme and submits the thesis to the thesis mentor, potential co-mentor and the lecturer of the diploma seminar.

(5) After a successful defence, the student submits a hardbound copy of their diploma thesis to the Student Services, which they then forward to the library of the faculty.

IV. DIPLOMA THESIS DEFENCE

Article 9

(1) The student publicly presents the diploma thesis in the context of the diploma seminar. During the semester/quarters when the seminar is not being held, the date for the defence is determined on an individual basis. The mentor, co-mentor (if appointed) and the study programme coordinator are obliged to attend the presentation.

(2) The date of the defence is set by the thesis mentor in collaboration with the co-mentor (if appointed) and the lecturer of the diploma seminar.

Article 10

(1) The student presents his/her diploma thesis in no more than fifteen minutes. The defence may include various audio-visual aids.

(2) After the student's defence, the mentor/co-mentor, lecturer of the diploma seminar and other members of the public may ask the student questions related to the topic or problem presented in the student's thesis.

(3) The thesis mentor shall keep minutes of the defence on the form Zapisnik o predstavitvi zaključne naloge (Minutes of the Diploma Thesis Defence) attached to these Rules and, after successful completion of the defence, submits this form to the Student Services.

Article 11

The thesis defence shall be delivered in Slovene, or, upon prior approval by the study programme coordinator (see Article 5 of this Regulation), in English.

V. ASSESSMENT OF THE DIPLOMA THESIS

Article 12

(1) Following the defence of the diploma thesis, the lecturer of the diploma seminar, in cooperation with the mentor and co-mentor, makes an assessment of the thesis, grades it and announces the grade to the student and the audience, along with a brief explanation thereof.

(2) The diploma thesis can be graded with one of the following grades: excellent (10), very good (9), Very good (8), good (7), sufficient (6), unsatisfactory (5). In the assessment of the thesis, the quality of both the diploma thesis and the defence thereof are taken into account. If the student has failed (i.e., been given the grade of unsatisfactory (5)), the lecturer of the diploma seminar and the mentor set out an appropriate time period in which the student is to repeat the defence.

Article 13

(1) If students do not agree with the grading of the thesis, they can file an appeal within eight days following the defence.

(2) The students' written appeal shall be submitted to the Dean of the Faculty.

(3) The appeal shall be considered in accordance with the Rules Regulating the Examination and

VI. VIOLATIONS OF ACADEMIC INTEGRITY IN THE PROCESS OF PREPARING THE DIPLOMA THESIS

Article 14

- (1) Students are held responsible for the violations of academic integrity they might have committed in the process of preparing their diploma thesis.
- (2) Students have violated academic integrity in the process of preparing their diploma thesis if they have copied a certain text or parts thereof from other authors without citing the original authors, or if the diploma thesis is not the result of students' own work.
- (3) Any violations of academic integrity shall be sanctioned under the applicable provisions of the Rules Regulating the Examination and Assessment of Knowledge at the University of Primorska (Pravilnik o preverjanju in ocenjevanju znanja na Univerzi na Primorskem) and the Regulation on Disciplinary Responsibility of the Students of the University of Primorska (Pravilnik o disciplinski odgovornosti študentov Univerze na Primorskem).

VII. TRANSITIONAL AND FINAL PROVISIONS

Article 15

The provisions stipulated by these Rules shall be interpreted by the Senate of the Faculty. Any changes and amendments to these Rules shall be adopted by the Senate of the Faculty.

Article 16

- (1) These rules shall enter into force on the day following their adoption by the Senate of the Faculty.
- (2) The Rules shall be published on the Faculty website.

Amendments and additions to the Rules dated September 5, 2011 contain the following final provisions:

Amendments and additions to the Rules shall enter into force on the day following their approval by the Faculty Senate.

Amendments and additions to the Rules dated January 23, 2011 contain the following final provisions:

Amendments and additions to the Rules shall enter into force on the day following their approval by the Faculty Senate. These amendments and additions shall be published on the Faculty website along the final copy of the Rules.

Amendments and additions to the Rules dated September 24, 2012 contain the following final provisions:

Amendments and additions to the Rules shall enter into force on the day following their approval by the Faculty Senate. These amendments and additions shall be published on the Faculty website along the final copy of the Rules.

Amendments and additions to the Rules dated December 23, 2014 contain the following final provisions:

Amendments and additions to the Rules shall enter into force on the day following their approval by the Faculty Senate. These amendments and additions shall be published on the Faculty website along the final copy of the Rules.

Amendments and additions to the Rules dated April 20, 2015 contain the following final provisions:

Amendments and additions to the Rules shall enter into force on the day following their approval by the Faculty Senate. These amendments and additions shall be published on the Faculty website along the final copy of the Rules.

Amendments and additions to the Rules dated March 20, 2017 contain the following final provisions:

Amendments and additions to the Rules shall enter into force on the day following their approval by the Faculty Senate. These amendments and additions shall be published on the Faculty website along the final copy of the Rules.

Amendments and additions to the Rules dated from July 12 to July 14, 2017 contain the following final provisions:

Amendments and additions to the Rules shall enter into force on the day following their approval by the Faculty Senate. Procedures initiated prior to the entry into force of this Policy shall be terminated in accordance with the Rules on 20/03/2017. These amendments and additions shall be published on the Faculty website along the final copy of the Rules.

Number: 1-PA-14/2017

Assoc. Prof. Dr. Klavdija Kutnar, Dean

Annexes:

- Form *Prijava teme zaključne naloge (Application for the Approval of the topic of the Diploma Thesis)*,
- Form *Oddaja zaključne naloge (Diploma Thesis Submission)*,
- Form *Zapisnik o predstavitvi zaključne naloge (Minutes of the Diploma Thesis Defence)*,
- Form *Izjava o avtorstvu zaključne naloge (Statement of Authorship)*.