

On the basis of the articles 159 and 162 of the Statute of the University of Ljubljana, the Faculty of Sport Senate at its 2nd regular meeting, on February 7th 2014, has adopted the following

## **REGULATION FOR DIPLOMA AT THE FIRST CYCLE STUDY PROGRAMMES**

### **I. General provisions**

#### **Article 1**

This regulation specifies a diploma. It determines the procedures of its registration, approval of diploma theme and project, appointment of a mentor and Commission for Diploma Defence, the process of diploma making, diploma submission and assessment at the first cycle university study programmes at the Faculty of Sport of the University of Ljubljana, including instructions and forms which are part of this regulation.

#### **Article 2**

Diploma is a student's closing written product at the first cycle university study programmes. It has to be an autonomous treatment of a certain professional or scientific problem. The candidate applies appropriate methodological procedures when writing his diploma, with which he proves his ability for independent work and problem solving in the field of his undergraduate diploma study, together with the use of relevant literature, where as a rule sources in foreign language are also included. Diploma has to be written in accordance with the rules of Slovene spelling (proofread and edited).

Diploma can also be the making of didactic material or some other product connected to the field or subject of the study.

#### **Article 3**

The results of diploma are intellectual property of the student – author and the Faculty of Sport of UL. The student, by a written statement, gratuitously, non-exclusively, unlimited in place and time transfers to University the right to store the copyrighted work in electronic form, the right of reproducing it and the right of allowing public access to the copyrighted work on the World Wide Web via Repository of the University of Ljubljana.

#### **Article 4**

Electronic copy of diploma is published in COBISS ([www.cobiss.si](http://www.cobiss.si)). The student who has justified reasons for not wanting his diploma to be published on Web, has to submit a well founded request to the Commission for Education before submitting diploma, in order to attain this end.

## **II. REGISTRATION OF DIPLOMA THEME AND PROJECT**

#### **Article 5**

The preparation of diploma is part of the sixth semester of the study programme. It begins with the student obligatory participation at the Diploma Seminar organized at the beginning of the sixth semester of the study.

The purpose of a seminar is to inform students about the process of diploma elaboration and to present diploma themes tendered by mentors within the individual departments of the Faculty of Sport.

#### **Article 6**

The candidate chooses the diploma theme in one of the following ways:

- from tendered and publicly announced themes
- on a proposal from the university teacher
- the candidate himself suggests the theme.

#### **Article 7**

The candidate himself chooses the mentor. The mentor can be a university teacher (assistant professor, associate professor or full professor), who teaches the subject in the field of the selected theme or researches in this field and who is willing to take the mentorship.

When diploma theme is distinctly interdisciplinary, the co-mentor may exceptionally participate, too. The co-mentor may be chosen by the student in agreement with the mentor or appointed by the Commission for Education.

The co-mentor can be a university teacher or a university co-laborator, who has been requested for mentoring assistance.

Exceptionally, in accordance with preliminary argumentation, the mentor or co-mentor may also be a university teacher or researcher from other institution.

#### **Article 8**

The mentor can also suggest the reviewer of diploma. When the reviewer is not suggested by the mentor, the Commission for Education suggests him.

The reviewer can be a university teacher, who teaches the subject in the field of the selected theme or researches in this field.

#### **Article 9**

The student can not apply for approval of diploma theme and project before the beginning of the sixth semester.

#### **Article 10**

The candidate registers the diploma theme and project on the prescribed form *Registration of the Diploma Theme and Project on the First Cycle University Study Programmes*, which he submits to the Office for Study Affairs.

The diploma project has to be written in accordance with the Instructions for Elaborating the Project and Diploma and prepared in agreement with the mentor. The Instructions for Making the Project and Diploma are part of this Regulation.

The student, who wants to graduate by the end of the study year, has to submit the form and the project by no later than March 31 of the same study year.

#### **Article 11**

The theme has to be defined in a way that the task will meet the burden of six (6) credits of ECTS grading scale.

#### **Article 12**

The student gets approval of the diploma theme and project from the Commission for Education. The Commission also confirms the mentor, potential co-mentor and reviewer, who have to agree with their selection.

#### **Article 13**

By the Commission for Education' decision, the theme and the project can be: approved, rejected (with proper justification) and returned to re-process or, the candidate may be proposed to complement and change the project.

The Commission for Education decisions are made public on the Intranet for students and in the system of study informatics for each student separately.

#### **Article 14**

If student wants to change the diploma theme or replace any of the members of the Commission, he has to put in a new application to the Commission for Education.

#### **Article 15**

After getting approval of the project from the Commission for Education, the student takes the form *Diploma of the First Cycle University Study Programmes*, to the Office for Study Affairs. The form includes a certificate of passing all exams.

#### **Article 16**

The diploma theme and project are valid for two (2) years from the decision taken; after this period the project expires.

#### **Article 17**

The student, who did not elaborate his diploma within two years after the adoption of the diploma theme and project, has to apply to the Commission for Education for the prolongation of the deadline. The decision to prolong the deadline is accepted in the same way as the approval of the diploma theme and project. The deadline may be prolonged for a maximum one year. However, it is possible, on reasonable grounds, to apply for re-prolongation after the expiration of the prolonged deadline.

### **III. THE MAKING OF DIPLOMA**

#### **Article 18**

Diploma has to be the result of candidate's autonomous work. It may also be the result of the work of more candidates, wherein the contribution of an individual candidate has to be evident.

#### **Article 19**

Diploma has to be written in accordance with the *Instructions for Making the Project and Diploma*.

#### **Article 20**

The duty of a mentor, co-mentor and reviewer is to offer assistance to student by making of his/her diploma.

Mentor is obliged to review the diploma no later than within fourteen (14) days after diploma submission for review.

When the student with the assistance of mentor makes his/her diploma, he/she hands it over to mentor for the definitive review.

If mentor rejects the diploma as inadequate even after the second reading, the candidate has the opportunity to withdraw the diploma and choose another theme; this can be done only once.

#### **Article 21**

If disagreement occurs between candidate and mentor or co-mentor during elaborating diploma process, which disables the creative cooperation, the candidate has the right to replace mentor or co-mentor, on the basis of the decision of the Commission for Education. The candidate may exercise the right of replacing the mentor only once.

For the same reasons and by the same procedure mentor or co-mentor may refuse their mentoring or co-mentoring. In such case the written request with the statement of reasons has to be addressed to the Commission for Education, which on the basis of its decision confirms the replacement and appoints a new mentor or co-mentor.

#### **Article 22**

When diploma is rated positively by mentor (and co-mentor), it is forwarded for review to the reviewer.

The reviewer is obliged to review the diploma within fourteen (14) days and provide the candidate with any comments.

#### **Article 23**

When all members of the Commission (mentor, potential co-mentor and reviewer) rate the diploma positively, they subscribe the form *Diploma of the First Cycle University Study Programmes* and enter the diploma grade in it. A grade can be excellent (10), very good (9), very good (8), good (7), adequate (6) or inadequate (5).

Also, in the above said form, the student has to get prior confirmation of not being indebted in the library and in the financial-accounting service.

#### **Article 24**

The student has the right of appeal against the diploma grade within two (2) days after declaring the grade. A written complaint has to be submitted to the Dean of the Faculty of Sport.

### **IV. THE SUBMISSION OF DIPLOMA**

#### **Article 25**

The student submits the electronic version of diploma (pdf format) to mentor. Mentor submits it together with the review and the completed form *Diploma of the First Cycle University Study Programmes* to the Office for Study Affairs.

#### **Article 26**

Mentor is responsible for the adequate content of the submitted electronic version of diploma.

#### **Article 27**

On the basis of the completed form *Diploma of the First Cycle University Study Programmes*, the Office for Study Affairs enters to student the frequency of the conducted study subject Diploma Project and the diploma grade; thereby the student completes his/her study.

#### **Article 28**

The Office for Study Affairs forwards the electronic version of diploma to the library, which publishes it in the system COBISS and registers the names of the members of the Commission for Education. If the student has got the approval of not publishing his/her diploma (Article 4), he/she has to submit one copy of the printed version, which is identical to the electronic one. This copy shall be kept in the Library of the Faculty of Sport.

#### **Article 29**

On the basis of the form *Diploma of the First Cycle University Study Programmes* the Office for Study Affairs issues the certificate of completion of the studies and acquired professional title to the graduate within two (2) days. The student has to submit the confirmation of payment of diploma and its defence costs according to the valid pricelist of the University of Ljubljana to the Office for Study Affairs, before taking of the certificate of completion of the studies - in the cases when the payment of these costs is determined by the valid Regulation on Contributions and Valuation of Costs at the University of Ljubljana.

#### **Article 30**

The ceremonial presentation of diploma documents takes place once a year, as a rule. Depending on number of graduates of the Faculty of Sport it may also take place more times a year.

The Office for Study Affairs informs the graduates about date, place and time of the ceremonial presentation at least seven (7) days before the event.

### **V. FINAL AND TRANSITIONAL PROVISIONS**

#### **Article 31**

This Regulation shall enter into force when adopted at the Senate of the Faculty of Sport session. It applies to all first cycle university study programmes.

### **Article 32**

These rules do not apply to old study programmes. For these programmes the Regulation from 2006 is still in use, which is published on the website of the Faculty of Sport.

### **Article 33**

The Regulation shall be published on the website of the Faculty of Sport ([http://www.fsp.uni-lj.si/studij/documents\\_and\\_forms/](http://www.fsp.uni-lj.si/studij/documents_and_forms/)).

Dean

Ljubljana, February 7th, 2014

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