

The Board of Administration of IBS International Business School enacts the following

REGULATIONS on THE MASTER'S THESIS

1. General stipulations

Article 1

These regulations define the conditions and the procedure on theme registration, composition, submission and oral presentation of the master's thesis at IBS International Business School Ljubljana (IBS).

The expressions in these regulations written in the masculine form are used as neutral for men and women.

Article 2

Master's thesis is the final study obligation that must be performed by the student to acquire the title MA International Business and Sustainable Development (behind name and surname).

Master's thesis can be presented after students pass all examinations and pay their financial obligations.

Article 3

Master's thesis is a written work and must be result of independent study-research work of students. Students use appropriate research methods, solve a professional or scientific problem and thus show that they can critically and systematically analyse, evaluate and/or deal with a theme.

Master's thesis is written in Slovenian or in English language.

Article 4

After students successfully present their master's thesis they acquire the title in accordance with the Law on professional and scientific titles.

2. Registration of the theme

Article 5

As a rule students register the theme of their master's thesis at the end of the second or at the beginning of the third semester.

Article 6

Registration of the theme must include:

- Application of the student for approval of the theme and of the mentor,
- Plan of the master's thesis/disposition that is written on five to ten A4 pages and contains: title of the master's thesis, definition of the problem, theoretical standpoints, goals and objectives of the master's thesis, the foreseen methods to achieve the goals and objectives, envisaged presumptions and limitations when dealing with the problem, envisaged structure of the contents – Table of contents, short description of individual chapters, anticipated results and list of the foreseen literature/sources (together at least 40 units),
- Name of the suggested mentor,
- Short CV of the student (about 200 words),
- Eventual request to write the text in a foreign language.

Mentor of the master's thesis is a university teacher with the title senior lecturer, associate professor, professor who as a rule performs the courses at the master's level.

The application is as a rule written in Slovenian or in English. Students send/bring it to the students' office.

Article 7

Application of the theme is examined by the Committee for students' issues. The Committee examines the application and accepts or refuses the master's theme or requires additional argumentation/completion. If the Committee accepts the application, it appoints a mentor and if necessary a co-mentor.

Article 8

Master's thesis must be an independent result of the student's research and professional work. Students must prove that they master the area of the master's theme and methods of the scientific-research work.

The author must attach a statement that he prepared the master's thesis himself and that he used the sources cited in the thesis.

Article 9

The mentor should state that the master's thesis is ready to be sent to the Professional committee for evaluation.

Article 10

Master's thesis must be submitted till the end of the fourth semester. The thesis is supposed as submitted when the mentor declares that the work is ready to be forwarded to the Professional committee for evaluation.

Article 11

Master's thesis is as a rule written in Slovenian or in English; if agreed by the Committee for students' issues also in some other language. If it is not written in Slovenian, it must have an abstract in Slovenian.

Article 12

Students prepare master's thesis that should comply with the following conditions and have the following components:

- Extent of the master's thesis: as a rule it contains 80 – 130 pages (without attachments), 2000 characters per page.

- Structure of the master's thesis:

- a) Title page of the master's thesis: in the middle above: »IBS MEDNARODNA POSLOVNA ŠOLA LJUBLJANA/INTERNATIONAL BUSINESS SCHOOL LJUBLJANA«. In the middle there is the student's name and surname; below there is the title of the master's thesis with block capitals; below the title there is the inscription: Master's thesis. In the middle below there is the year of the submission of the thesis. The first page is the same as the title page, but it also contains the name/s of the mentor and co-mentor with their full pedagogical title;
- b) Abstract in Slovenian and in English language (1 – 2 pages) and key words in Slovenian and in English (5–10 key words);
- c) Table of contents that contains chapters and subchapters with pages;
- č) Index of pictures and tables with pages;
- d) Definition of the most frequent abbreviations;
- e) Introduction (about 10%) that includes a larger disposition;
- f) Central part (approximately 60–70%) contains analysis of the problem and the findings;
- g) Conclusions (approximately 10–20%) represent summary of the most important findings, considering the problem, the goals and objectives defined in the introduction of the thesis;
- h) List of literature and sources that the student used in his master's thesis and cited them in the text;
- i) Index of the attachments and attachments to which the student refers;
- j) The last page in the master's thesis is the signed statement about authorship: Ideclare that I am the author of this thesis that I wrote under the mentorship ofMore extensive verbatim or almost verbatim texts of other authors are appropriately cited.

Technical, formal and language aspects of the master's thesis: students are responsible for technical, formal, language and grammar quality of the master's thesis. Students should consider technical instructions for the master's thesis. Master's thesis is written on A4 paper, on one side and should be bound.

Article 12. a

Quoting

Quoting means verbatim statements (of words or sentences) from a document. If students copy something verbatim, they must mark it with quotation marks and by mentioning the name of the

author. The quoted statements are followed by bibliographic data in parenthesis (surname of the author, year of publication and page).

Example: »Instead of the old style it is better that we use ...« (Escoe, 2001, 58).

In the case when the quotation is too long or when some words are not important or appropriate, we can shorten it and omit unimportant words and replace the missing part with: [...].

Quotations of relevant scientists increase importance of professional work. However, the majority of authors are not quoted verbatim but with student's own words. Also in such cases we must provide for the quotation by author's surname and year of publication, e.g. (Jereb, 2015).

References

At the end of the thesis it is necessary to write a list of the literature (author's works) and sources (works whose authors are not known). Here we mention publications from which we took quotations and those from which we used only key ideas. Literature should be quoted by considering the alphabetical order of author's surnames. Surnames of authors are written without university qualifications. If there is no author the reference starts with the title of the publication.

Book

Dobrin, S.I., Keller, C.J., Weisser, C.R. (2010) *Technical communication in the twenty-first century*, Upper Saddle River, Prentice Hall.

Article

Aitken, B., Harrison, A. (2012) Domestic firms benefit from direct foreign investment, *The American Economic Review*, vol. 89, no. 3, 605-618.

Chapter in a book

Bates, E. (2015) Options for delivery media in Perraton, H. (ed.) *Alternative Routes to Formal Education: Distance Teaching*, Baltimore, Johns Hopkins University Press.

E-sources

Department for Education and Employment (2015) *General National Vocational Qualifications: A Brief Guide* [online], London. Available: <http://www.springerlink.com/content/h1181k/?p=28fec972f8d44d0bb83ecc234f51430e&pi=0> [5. 12. 2008].

All other kinds of materials: after the title we put down the kind of the materials (video, slides etc.)

Students bring one bound copy of the master's thesis to the students' office and send an e-copy by mail.

The Committee for students' issues defines the professional committee for evaluation of the master's thesis. The committee for evaluation consists of at least three university teachers or research workers. Among them there is also the mentor from the appropriate scientific field.

The mentor who is a member of the professional committee for evaluation of the master's thesis, is responsible for the final report.

The final report must assess the theoretical part and depth of the work, if the research methods are appropriate, if the thesis was made independently and analytical abilities of the candidate.

Article 14

The committee should as a rule present the report with the assessment of the master's thesis in one month.

The committee can accept, refuse the master's thesis or return it to the student to supplement it.

If the committee accepts the master's thesis, it suggests the date for oral presentation of the master's thesis. Members of the committee for oral presentation can be the same as members who assessed the master's thesis.

Article 15

If student finds out that he cannot produce the master's thesis and/or wishes to change the theme, he can ask for withdrawal of the approved thesis. The request for withdrawal must contain arguments. It is dealt with by the mentor and dean in 15 days. When the dean approves the withdrawal, the student can register new master's thesis. In such a case the complete procedure of application is repeated. The student can ask for withdrawal just once.

If the student finds out that it is not possible to cooperate with the mentor, he asks the dean (in written form) to appoint a new mentor. Also the mentor can withdraw if he finds out that cooperation with the student is not possible. The dean decides about the change in 15 days. In such a case the procedure of the theme is repeated.

3. Oral presentation

Article 16

The dean and/or deputy dean in cooperation with the committee for oral presentation of the master's thesis defines the date of the public presentation. The presentation must be as a rule within one month from the day when the master's thesis was accepted by the professional committee.

Shooting of the oral presentation is allowed after previous accordance of IBS, student and members of the committee.

Oral presentation of the master's thesis is as a rule in Slovenian or in the language that was approved by the committee.

Oral presentation starts with a short presentation of the student's biography, title and area of the master's thesis.

Mentor presents the objectives of the approved theme and the final assessment.

The student has the right to present his work in 20 minutes and he can use different audio-visual aids. His presentation can refer to the remarks of the mentor. Then members of the committee have the opportunity to ask questions. If the president of the committee allows, also other present public can ask questions. Questions must be asked so that the student can answer them in an hour.

After oral presentation the committee accepts the decision if the presentation was successful. The decision contains data about the title of the master's thesis, about the student, decision with explanation, names of the committee members and their roles. The members must sign the decision and then the president of the committee reads it to the student and to the public.

Decision about the master's thesis is a part of the minutes of the oral presentation that contain also questions raised by the committee.

Master's thesis is assessed by one of the grades: excellent (10), very good (9), very good (8), good (7), satisfactory (6) or unsatisfactory (5). The final grade is defined by the mentor who refers to the assessment of the master's thesis and of the oral presentation. Oral presentation can improve or reduce the assessment of the master's thesis for one mark.

Assessment of the master's thesis considers: difficulty of the theme and/or problem, successful use of the acquired knowledge for problem solving, creative contribution of the student, quality of the student's presentation and quality of the answers to the questions.

Article 17

If the committee assesses the presentation of the master's thesis as unsatisfactory it is not possible to repeat the oral presentation except if the committee decides with consensus that the oral presentation can be transferred because of justified reasons.

Article 18

After successfully finished education IBS issues the document about the title MA International business and sustainable development.

IBS keeps register of the master's theses.

Article 19

The title of MA can be withdrawn if it is found out that the master's thesis is not the result of the student's own work.

Article 20

If the student does not agree with the assessment of the master's thesis, he can submit a written objection at least in 8 days after oral presentation. The written objection with explanation is sent to the dean.

Article 21

IBS issues a temporary certificate about the MA that is signed by dean or deputy dean.

Article 22

Students' office keeps records about each master's thesis.

Article 23

A bound copy of the master's thesis is forwarded to the library.

4. Provisional and final regulations

Article 24

Authorship and co-authorship of the master's thesis and rights and duties that follow from authorship are defined by the regulations of the Law on author's rights (Ur.l. RS, št. [21/1995](#), [9/2001](#), [30/2001](#), [85/2001](#) Skl.US: U-I-149/98-36, [43/2004](#), [58/2004](#) Odl.US: U-I-200/02-12, [17/2006](#), [139/2006](#)).

Article 25

These regulations are valid on the next day after they are published on the web site of IBS.

Article 30

General administrative procedure act is used for procedural questions as subsidiary.

Ljubljana, 17/10/2017

Dr. Irena Marinko
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IBS International Business School Ljubljana