

About diploma degree

[NTF](#) › [OG](#) › [Office](#) › [Bachelor's degree](#) › [About diploma degree](#)

On this page, you can find everything related to registering a topic, writing a thesis and defending it in the framework of first-level programmes offered by the Faculty of Natural Sciences and Engineering.

Where to submit the application form and when do I need to register the topic of my diploma thesis+

Diploma thesis topic must be registered in the final year of study by April 15. Instructions in Slovenian language are available [in the attachment](#).

Application form signed by the mentor should be submitted to the Student's office.

When and how will I be informed about the approval of my diploma thesis topic+

Confirmation of the diploma thesis topic and names of the members of the evaluation commission will be sent to you by e-mail. You will also see the confirmation in VIS system.

Validity of the diploma thesis topic+

Validity of the diploma thesis topic is one year and can be prolonged for another year. Student must submit [an application form](#) prior to the expiration date of the diploma thesis topic.

Instructions on how to prepare final work+

Instructions (cover page and first pages) can be found on [this web page](#).

When am I required to pay for the defence of my thesis?+

Payment for the defence of diploma and master's theses is required after losing the enrolment status. More precisely if you fit into one of the following categories:

- you haven't completed all the other requirements set by study programme before losing the enrolment status;
- you have been without the enrolment status for more than two years;
- the topic of your thesis hasn't been confirmed within the first six months after losing the enrolment status.

Submission and defence of the thesis+

Student submits the first version of final work to the mentor for review. Once mentor has confirmed that the work is appropriate, it must also be submitted to the committee members for a review.

In accordance with the Rules on the verification of similarity of the content of the electronic form of the written final part of the study and the conditions for temporary inaccessibility of the content of the written final part of the study, electronic submission of the final works of graduates via VIS was introduced at the Faculty of Natural

Sciences on March 1, 2017

Before submitting an electronic version of the final work to VIS system a cover page and the first pages of the final work (in MSWord) must be sent to student's office for technical review.

Final work in PDF-A form (in PDF select Options – ISO 19005-1 compliant...) should be submitted in VIS.

After submitting final work to the VIS, mentor reviews the plagiarism report and decides whether the work is appropriate or whether corrections are needed. You will be informed if corrections are required and will have 10 days to make them. Once the corrections are made, you must reload new version in the VIS.

A hard bounded copy of final work together with a declaration of authorship should be submitted together with final work at least ten days prior to the defence. In exceptional cases, this period may be shortened.

There are no presentations of final work in July and August.

[Skip to content](#)