TECHNICAL INSTRUCTIONS FOR THE PREPARATION OF THESES FOR THE STUDENTS OF NEW UNIVERSITY

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TECHNICAL INSTRUCTIONS FOR THE PREPARATION OF THESES

NOVA UNIVERZA

Nova Gorica, 2018

Pursuant to the New University Statute Article 51, clean copy of 26 June 2018, the Management Board of New University approved and adopted Technical instructions for the preparation of theses for the students of New University.

Technical instructions for the preparation of theses were approved and adopted also by the following bodies and members of New University:

- *Students' councils of the New University members;*
- *European Faculty of Law;*
- *Faculty of State and European Studies;*
- *Faculty of Slovenian and International Studies.*

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1 FORMATTING RULES

1.1 PAGE LAYOUT

Paper size: A4, portrait.
Margins: 2.50 cm (top, bottom, left and right).
Font and font size: Arial, 12 pt, regular (12 points, regular).
Font and font size for titles: Arial, 12 pt, bold (12 points, regular, bold), save the cover where the size is 16 pt or titles 18 pt (see appendixes).
Line spacing: 1,15 pt (1,15 line spacing).
Text alignment: justified. Paragraphs are separated by an empty line.

Example:

1 TITLE (uppercase letters, regular, bold)

1.1 FIRST SUBTITLE (uppercase letters, regular, bold)

Text, text …

1.1.1 Second subtitle (lowercase letters, regular, bold)

Text, text …

1.1.1.1 Every further subtitle (lowercase letters, italic, bold)

Text, text …

1.2 NUMBERING

Pages have to be numbered with Arabic numerals consecutively from the first to the last page of the text, bottom centre. Cover page is not numbered.

1.3 LENGTH OF THE TEXT

Bachelor thesis: As a rule, from Introduction to the Conclusion **from 75,000 to 120,000 characters with spaces.** Any appendices do not count towards the length of the thesis.

Master's thesis: As a rule, from Introduction to the Conclusion **from 150,000 to 200,000 characters with spaces.** Any appendices do not count towards the length of the thesis.

Doctoral dissertation: As rule, **not fewer than 250,000 characters with spaces,** no upper limit. Any appendices do not count towards the length of the dissertation.

1.4 PRINTING AND BINDING

Single-sided printing for the following pages:

- Inside front cover,
- Statement on the authorship and proofreader's statement,
- Acknowledgements,
- Summary and abstract,
- Table of contents and lists of abbreviations, pictures, etc.

Double-sided printing from the Introduction on.

Bachelor thesis

Bachelor theses should be bound in dark-green cloth or a similar material (hard cover). The lettering on the front and back cover should be embossed in silver.

Master's thesis

Master's theses should be bound in dark-blue cloth or a similar material (hard cover). The lettering on the front and back cover should be embossed in silver.

Doctoral dissertation

Doctoral dissertations should be bound in black cloth or a similar material (hard cover). The lettering on the front and back cover should be embossed in silver.

2 THESIS STRUCTURE

2.1 COVER AND INSIDE FRONT COVER

Editing the cover: See Appendix 1.
Editing the inside front cover: See Appendix 2.
Check the **mentor's name and title** on the Faculty website.
Write **the study programme** in full, including the level of study.

Example:

Undergraduate I. degree university study programme Law
-
Postgraduate II. degree study programme Law and Management of Real Estate
-
Postgraduate II. degree interdisciplinary study programme Alternative Dispute Resolution
-
Doctoral study programme Law III. degree

2.2 STATEMENT ON THE AUTHORSHIP AND PROOFREADER'S STATEMENT

Submit "Statement on the authorship and proofreader's statement" to the Student Affairs Office: see **Appendix 3.** It is compulsory to sign the statement before submitting it and place it after the inside front cover.

Theses have to be proof-read after the submission for technical review, and a signed Proofreader's statement (see **Appendix 4)** has to be enclosed.

2.3 ABSTRACT IN SLOVENIAN AND ENGLISH LANGUAGE

The abstract and key words allow the reader to quickly find and see the essential characteristics of the thesis.

It should contain from **180 to not more than 250 words.**
Use the IMRAD scheme (*Introduction, Methods, Results And Discussion*) to write the following:

- the point of the topic (introduction),
- research methods applied,
- the purpose and goals of the research, key findings or key results, and
- originality/applicability of your findings or limitations, if any (discussion).

State **5 key words**, which describe the content.

On the following page, add the translation of the title of the thesis, abstract and key words in Slovene.

2.4 INDEXES

2.4.1 Table of contents

The content is divided into main sections and subsections, representing the contents. Decimal system (standard SIST ISO 2145) is used to designate sections and subsections.

Example:

1 TITLE
1.1 FIRST SUBTITLE
1.2 …
1.3 THIRD SUBTITLE
1.3.1 First subsubtitle
1.3.2 Second subsubtitle
1.3.3 …
1.3.3.1 First and every further subtitle
1.3.3.2 First and every further subtitle
1.4 FOURTH SUBTITLE
1.5 …

2.4.2 Index of figures and index of tables (below the table of contents, if required)

Each figure, table, graph and other images, included in the thesis, have to have a title and sequence number. In the index of figures, tables or graphs they are listed according to their sequence numbers.

Example:

Figure 1: Figure layout in the thesis
Figure 2: Example of a graph
Figure 3: Example of a table

2.4.3 List of abbreviations and acronyms

The list is compulsory and it has to include the abbreviations, used in the thesis, in alphabetical order. The list of abbreviations has to include the meaning.

Example:

EU: European Union
ILO: International labour organization
C: Constitution
1A: First Amendment
NATO: North Atlantic Treaty Organization
UNESCO: United Nations Educational, Scientific, and Cultural Organization

2.4.4 List of Slovenian translations of foreign terms (below the table of contents, if required)

First, indicate the foreign language, you have translated from.
This is followed by the list of terms – foreign term – Slovenian or other translation.
Write the foreign terms in italics. In particular, include the translations of foreign terms which are not well known or not used widely.

Example:

Translations from Latin:
de facto – in fact
ius civile – civil law
traditio – extradition

2.4.5 List of appendices (below the table of contents, if required)

Number the questionnaires, tables, interviews and other documents and similar, added at the end of the thesis as appendices, and include them in the list of appendices.

Example:

Appendix 1: Student satisfaction questionnaire
Appendix 2: Interview template …
Appendix 3: Statistical data …

3 THESIS CONTENT

Thesis is an independent work by the student, in which the student discusses a certain research problem or research question(s) (hypotheses) in a scientific, systematic, comprehensive and integral way.

In their thesis, the student proves their knowledge, experience, critical thinking, and creativity. By applying scientific sources, theory and their own research work, the student has to be able to logically link the relevant findings, facts, evidence and thoughts in defining the content and drawing conclusions. The student has to be able to assess and provide relevant assessments and proposals independently and objectively. The student proves their independence and responsibility by arguments and reasonable evidence.

IMRAD scheme has to be applied to the content of the thesis, which is divided into the following:

- **Introduction,**
- **Main part of the thesis – theoretical and research part,**
- **Conclusion.**

3.1. INTRODUCTION

Introduction of a bachelor's thesis includes:

- Definition of the subject and theoretical background.
- Purpose and objectives of the bachelor thesis.
- Theoretical background and review of the research up to date.
- Work methodology.
- A brief summary of each section of the thesis.

Introduction of a master's thesis or doctoral dissertation includes:

- Definition of the research field, problem and research question(s)/hypothesis.
- Purpose and objectives of the research.
- Definition of the main terms.
- Theoretical background and review of the research up to date.
- Description of the research methodology.
- The expected results and contribution to science and discipline and applicability of results.
- A brief summary of each section.

The Introduction should generally constitute 5 – 10% of the total length of the thesis.

3.2 MAIN PART OF THE THESIS

The main part of the thesis is divided into subsections, representing content sections within the topic discussed.

In the main part, the student should link a review of the existing relevant scientific work with their own research. It is not enough to only list the existing theory - the student has to apply their own research results and create sensible content.

Description of own research work includes a presentation of findings and results of the research. The research may be based on analysis or comparison of collected documents and similar, or it includes empirical research. In the latter case, the student has to describe also the methodology of data collection and select an appropriate way of presentation or showing the results.

3.3 CONCLUSION

In the final part, the student presents the relevant findings, information, positions and facts in a clear, systematic and integrated way. The student shows whether the hypotheses have been confirmed (even if just partly) or rejected, or answers the research questions. Proposals for further research, if any, and the application of the results in the discipline should also be included. The description also includes consideration about the applicability of the results in the discipline and in society in general, which has already been given in the introduction. As a rule, there are fewer citations or footnotes in this part.

Master's theses and doctoral dissertations have to include the following:

- the achieved results and objectives of the research,
- verification of hypotheses or answers to the research questions,
- relevance of the results of the research for science or discipline,
- applicability and limitations of the results of the research.

4 CITING SOURCES, REFERENCES AND NOTES

When writing a thesis, the student quotes opinions and findings by others and states the literature used. By quoting, the student shows that they know previous research and theory in the relevant area and argues their own thoughts. The student is solving the researched issue and the subject of the research and proving the set hypotheses by arguing and referring to appropriate literature.

When writing, it is important to strictly separate the student's text from the text of other authors and texts of various authors. It is compulsory to indicate the authorship or the source of findings, thoughts, ideas, information, illustrations, etc. by others.

The student can use the definitions of terms, scientific facts, ideas, data, information, illustrations, and similar but in such a way that it is clearly indicated and shown where they are taken from. In case of citing (copy-paste), quotation marks (»…«) have to be used. Long quotations should be avoided.

Other emphasis, Latin phrases, new terms, etc. should be used consistently in the text, always in *italic font*. It is not allowed to use different ways for emphasising the text, e.g. bold and underlined or bold and italic.

4.1 CITATION STYLES

In theses by students of the faculties, members of New University, students have to use the citation style, described below and based on internationally applicable scientific standards.

In all theses and other publications, New University uses **citing in footnotes.**

Students have to use this style consistently in the entire thesis.

All the used works and sources have to be citied, regardless of whether they are monographs, articles, recommendations by institutions, laws, guidelines, websites or other sources or documentation (may be internal as well).

Example of footnotes:

Text, text, text, text, text, text, text, text, text, text, text, text, text[4]. Text, text, text, text, text, text, text.[5]

Text, text.[6]

…

4 Explanation of a term. Citation before the full stop.
5 Reference to source. Citation after full stop.
6 Reference at the end of the paragraph.

4.1.1 INDICATION OF BIBLIOGRAPHIC REFERENCES

The following information has to be given for all the cited books, articles, chapters in books, etc.: **SURNAME or SHORTENED TITLE, YEAR, PAGE**

In case of a single author: **Surname, year, p.** (for the page). In case of two authors, give both surnames. In case of three authors, give all three surnames. In case of texts with more than three authors, give the surname of the first author and then add **et al.** In case several sources are given, they are separated by a **semicolon.**

If multiple works written by the same author and published in the same year are cited, they are ordered alphabetically within the same year by adding a corresponding lowercase letter to the year of publication – **a, b, c.** When citing several works by the same author with different years of publication, the years are separated by commas. If the name of the author is already included in the text, the quotation should include only the year and page of the source.

When citing anonymous sources, give: **Title, year, p.** Shorten long titles, but use the same shortened title throughout the thesis.

Examples of citing copyright work:

Grum, 2010, p**.** 13.
-
Jambrek, Čebulj, 1995, p. 125.
-
Jerovšek**,** Čebulj, Jambrek, 1995, p. 125.
-
Jambrek **et al.,** 1995, p. 15.
-
Avbelj, 2012**a**, p. 101; Roback, 1982, 1988.
-
Statistical Yearbook, 1995, p. 57.
-
Guidelines for the information solutions development, 2010, p. 8.
-
Jambrek, 2006, p.. 37**;** Avbelj, 2017, pp. 85–86.
--
Similar perspective is mentioned by **Jambrek**[4] in ...

---

4 Jambrek, 2006, p. 307.

Avoid citing secondary sources and try to find the **original source.** When the latter is not possible, secondary source can be cited. In such cases, give the original author first, followed by the author / title of the cited work, using »**in**:« The same applies to articles in collections and chapters in monographs by several authors.

If the same footnote is repeated in the following note, use **»Ibid.«** for the next note. Different pages are given, if required.

Examples of citing copyright work:

Jambrek, **in:** Novak, 2013, pp. 42–45.
-
Mulec, Giacomini, **in:** Zbornik prispevkov VII. Mednarodne doktorske konference, 2017, p. 84.
-
Krek, **in:** Korošec, 2005, p. 15.
-
Ibid, p. 22

When citing **laws and regulations**, **the abbreviation of the law and the cited article**, also paragraph if relevant, are given. When citing legal sources with no generally applicable abbreviations, give full title and date. Shorten long titles, but use the same shortened title throughout the thesis. Do not write EU legislation in a foreign language as all of it has been translated intothe official languages of the EU.

Examples of citing legal sources:

ZLS, Article 34.
-
ZLS, Article 34, Paragraph 1.
-
Directive 2011/83/EU.
-
Directive 2006/54/EC.
-
Regulation (EU) No 604/2013.
-
Dublin III Regulation.

When citing **case law**, give the abbreviation of the court, title of the court decision with the reference number (if known) and date.

Examples of citing case law:

UPRS Case III U 378/2014, 9. 2. 2015.
-
GS II Ip Decision 77/2018, 23. 1. 2018.
-
ECHR Case of Lekic v. Slovenia, No 36480/07, 14. 2. 2017.
-
CJEU Detiček, C-403/09 PPU, 23. 12. 2009.

Online sources: it is often not given on websites who the author is; in such cases the address and the holder (copyright, moral, material) rights are given. Add »**e-source**« and the end of the quotation.

Examples of citing e-sources:

Library, New University, 2018, **e-source**
-
National Assembly, State Election Commission, 2018, e-source
-
Launch of the Centre for Sport and Human Rights, IHRB, 2018, e-source

The same rules as for printed sources (author, year, page) apply to literature (articles, collections, books, recommendations, legislation, etc.), published online (PDF, Word documents). **They are not categorised as online sources.**

Other: In quotations, where some parts are omitted or added – even if it is only one word – the **symbol for omission or addition by the author** (**/.../**) is used.

In case of text which is already in quotation marks, **single quotation marks** are used when we want to point out something or mark a quotation within the quotation. (**» … ‚…‘ …«**).

When works are given as an example or illustration, start with **»see«** or **»for example«.**

Quotations from unpublished sources, e.g. statements by respondents, have to be **within quotation marks and in italics.**

If a work is still being printed, write »**in print«** instead of the year.
For surnames, consisting of several parts, language rules and national use has to be observed.

Examples:

Zupančič[4] states »only high mobility ***/.../*** enables intensive use of space«.
-
"*I had bought my apartment when the process of denationalisation was finished,***"** was given by the respondent. He also mentioned he takes good care of his property but added: *"I was taking good care of my home when I was a tenant as well."*
-
See Genorio, 1978; or Pak, 2000.
-
For example, Pak, 2000; Rebernik, 2000, and Marc, 2002.*
-
Backer[5] states …
-
Taylor, 1998; Koolhaas, 1999; Backer, **in print.**
-
Charles de Gaulle, 2000 cite as: **de Gaulle, 2000.****
-
Martin Van Buren, 2000 cite as: **Van Buren, 2000.**
--
[4] 2010, p. 8.
[5] In print.

Notes:
**Citation at the bottom of the page always starts with a capital letter and finishes with a full stop.*
In the list of literature and sources list* ***de Gaulle under letter D *and* ***Van Buren under letter V.***

4.1.2 FIGURES, TABLES, GRAPHS AND OTHER ILLUSTRATIONS

Theses may include pictures and graphs (photographs, graphs, maps, sketches, diagrams and similar) and tables, which have to be numbered and titled and the relevant sources have to be given. The title has to be above the picture, and the source below. Students can use their own sources as well. The layout of the picture, title and source has to be aligned to the center.

Each picture, graph or table has to be numbered, titled and accompanied by the source.

Example:

Figure 1: Layout of image in the section

Source: New University, 2018, e-source

4.2 NOTES

Footnotes should be used, numbered with consecutive Arabic numerals from the beginning to the end of the text. They include additional text and they are divided to:

- **Explanatory notes:** additional explanations to individual paragraphs, data, information, views and facts, included in the text.
- **Referring notes:** they refer the reader to another bibliographic unit which deals with the same issues or to more extensive work, not included in the thesis.
- **Bibliographic references:** they include bibliographic references or quotations.

URL/URN links to the websites accessed should also be included in notes when this can refer the reader to an original source or additional reading. A full stop is used at the end of each footnote.

Examples of footnotes:

Legal interpretation and history of the term development was partly explained in two other publications, published in 2002 by …

-

The leading researcher of research team conducted the interview at the time …The interview is available in an online archive of the Radio and Television of Slovenia on: https://4d.rtvslo.si/arhiv/intervju-tv/174512433.

-

Transcript is made on original author's correspondence …, kept in the National and university library under Shelf Mark …

-

Translation of the Latin phrase was made by … published by Cambridge in …

-

For more insight into the field …also see another work of the same author entitled …, published in …

-

The Census, being carried out by the Area di attività per la bibliografia, la catalogazione e il censimento del libro antico of the ICCU, is a growing collection of the editions ... For more information see: http://edit16.iccu.sbn.it/web_iccu/ihome.htm.

-

The habilitation procedures at the New University are managed by the faculties in accordance with the Minimum Standards for the Election to the Title published by Nakvis and Standards for Election into Titles of Higher Education Teachers, Scientific Workers, Higher Education Associates and Research Associates at New University. See: https://nova-uni.si/index.php/sl/o-univerzi/habilitacije.

-

More on p. 72.

-

Although the term is not entirely appropriate for the collection of legal provisions and acts, it is used in the thesis because of its well-established use in the field.

5 LITERATURE AND SOURCES

At the end of the thesis in chapter **LITERATURE AND SOURCES** full bibliographic references for all the cited sources have to be given. All the cited sources (given, used) in the thesis have to be **numbered and listed in alphabetical order.**

They have to be divided according to typology into the following subsections:

1. Independent monograph publications;
2. Articles in journals;
3. Chapters in books or collections;
4. Legal sources;
5. Case law;
6. Online sources;
7. Internal material, and similar.

The list includes only the sources, which are actually given, cited, mentioned or summarised in the text of the thesis. The sources, which were only read during the research, but not used in the thesis, should not be included in the list of all sources.

Scientific articles, books, chapters and parts of collections, published and accessible in electronic form, are given according to the parameters, defined for each individual type of material. If possible, add URN or URL address and date of the latest access.

Students are advised to **save a copy of the website in Word or PDF format.** In case the website is no longer accessible, the reference to the source used will be saved.

Full stop has to be used at the end of each reference in the list of literature and sources.

Minimum number of the relevant scientific sources:[1]

- **Bachelor thesis: not fewer than 10 units,**
- **Master's thesis: not fewer than 50 units, of which at least 1/5 is foreign,**
- **Doctoral dissertation: not fewer than 100 units, of which at least 1/3 is foreign,**[2]

[1] Scientific suitability of the sources for the relevant content is checked by the mentor.
[2] Deviations from the issue discussed are allowed only when agreed with the mentor.

5.1 INDEPENDENT PUBLICATIONS

Basic rule for references by authors:
Surname, first letter of the name. (year of publication). Title of the work. Place: Publisher.

If there are two or three authors, they are separated by commas. In case of more then three authors use »**et al.**« after the comma. If the source is anonymous, the reference begins with the title. Independent publications also include faculty theses, where a typology of the thesis is given after the title.

Examples:

Mulec, B. (2017). Ponižani in razžaljeni funkcionarji, uradniki in javni uslužbenci. Ljubljana: Nova obzorja.

-

Temeljotov Salaj, A., Zupančič, D. (2017). Attitude towards real estate and organizational environment. Ljubljana: New University, European Faculty of Law.

-

Šturm, L.**,** Drenik, S., Prepeluh U. (2004). Sveto in svetno: pravni vidiki verske svobode. Celje: Mohorjeva družba.

-

Šepec, M., **et al.** (2001). Začasne odredbe v civilnih, sodnih postopkih, postopkih pred delovnimi in socialnimi sodišči, upravnimi sodišči, ustavnim sodiščem ter v upravnem postopku. Ljubljana: GV Založba.

-

Annual 2015 Report. (2016). Ljubljana: The State Attorneys Office of the Republic of Slovenia.

-

Vatovec, K. (1999). Predlogi za reformo Organizacije Združenih narodov **(bachelor thesis).** Ljubljana: Univerza v Ljubljani, Pravna fakulteta.

-

Brožič, L. (2007). Evalvacije programov usposabljanja v državni upravi **(master thesis).** Ljubljana: Univerza v Ljubljani, Fakulteta za družbene vede.

-

Polak Petrič, A. (2014). International legal protection of persons in the event of natural disasters **(doctoral dissertation).** Ljubljana: New University, Evropska pravna fakulteta.

5.2 ARTICLES IN JOURNALS

Basic rule:

Surname, first letter of the name. (year of publication). Title of the article. Title of the journal, year of publication, volume number, pages.

If there are two or three authors, they are separated by commas. In case of several authors use »**et al**.« after the comma. For articles, accessible online, **add the date of publication online** (if known), **URL address and date latest accessed.**

Examples:

Letnar Černič, J. (2013). Pravica do družinskega življenja v sodni praksi Evropskega sodišča za človekove pravice. Dignitas, No. 59/60, pp. 183–202.

-

Rupel, D. (2018). Močna voditelja in ranjeni lev. Delo, **29. 3. 2018. URL:** http://www.delo.si/mnenja/gostujoce-pero/mocna-voditelja-in-ranjeni-lev.html, **9. 5. 2018.**

-

Tacol, T., Fortin, M. (2017). Kdo “odpusti” direktorja. Pravna praksa, let. 36, No. 22, pp. 12–15.

-

Brožič, L., Pešec, M. (2017). Ženske v oboroženih silah: primer Slovenske vojske. Teorija in praksa: revija za družbena vprašanja, Vol. 54, No. 1, pp. 112–128.

-

Oman, Ž., Darovec, D. (2018). In landt hochverbotten - sovražnosti med plemstvom v 17. stoletju na Štajerskem, Kranjskem ter v Istri ali o reševanju sporov med običajem maščevanja in novoveškim kazenskim pravom. Studia Historica Slovenica, Vol. 18, No. 1, pp. 83–120.

-

Manrique, M. L., Navarro, P., Peralta, J. M. (2017). Criminal law and legal dogmatics. Revus, No. 31, pp. 61–84.

-

Cherkasov, A. A., **et al.** (2017). The list of captives from the Turkish vessel belifte as a source of information on the slave trade in the north-western Caucasus in the early 19th century. Annales, Vol. 27, No. 4, pp. 851–862.

5.3 CONTRIBUTIONS IN PROCEEDINGS, ENCYCLOPAEDIA ARTICLES AND CHAPTERS IN BOOKS

Basic rule:

Surname, first letter of the name. (year of publication). Title of the contribution. In: Title of the publication / Surname and first letter of the name of the editor. Place: publisher, pages.

Examples:

Brožič, L. (2017). European migrant crisis 2015 in selected Slovenian printed media. In: Zbornik prispevkov: VI. mednarodna doktorska znanstvenoraziskovalna konferenca / Brožič, L. and Vodopivec, I. (Ed.). Ljubljana: New University, Fakulteta za državne in evropske študije, pp. 15–22.

-

Bembič, L. (2006). Vloga slovenskih organov v zvezi s postopki pred Sodiščem ES v Luksemburgu. In: Dnevi slovenskih pravnikov 2006, od 12. do 14. oktobra, Portorož. Ljubljana: Gospodarski vestnik, pp. 1092–1100.

-

Novak, M. (2018). Ideal types of law from the perspective of psychological typology. In: Jung and sociological theory / Walker, G. (Ed.). London, New York: Routledge, pp. 175–191.

-

Avbelj, M. (2016). (Mednarodno) pravo in občutek za pravičnost. In: Slovenske misli o mednarodnih odnosih in pravu / Zidar, A. in Štiglic, S. (Ed.). Ljubljana: Fakulteta za družbene vede, pp. 241–257.

-

Dugar, G. (2018). Trinajsta plača. In: Pravni terminološki slovar / Accetto, M. (Ed.) et al. Ljubljana: ZRC SAZU.

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Examples of citations in the text:

Brožič, 2017, pp. 17.
Bembič, 2006, pp. 1095–1097.
Novak, 2018, pp. 176.
Avbelj, 2016, pp. 241.
Dugar, 2018, pp. 364.

5.4 LEGAL SOURCES

Basic rule:

Title of the document (abbreviation). First publication and corrections. For EU documents, add reference number and date of publication if they are known. Throughout the thesis, **use the same style of listing the first publication of the source**:

- either UL L or UL C or Official Journal of the European Union.

Examples:

Civil Servants Act (CSA). Official Gazette of RS, No. 63/07 – official consolidated text, 65/08, 69/08 – ZTFI-A, 69/08 – ZZavar-E in 40/12–ZUJF.

-

Mental Health Act (ZDZdr). Official Gazette of RS, No. 77/2008.

-

Code of Obligations (OR). Official Gazette of RS, No. 97/07 – official consolidated text and 64/16 – odl. US.

-

Regulation (EU) 2016/679 of the European Parliament And of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation). Official Journal of the European Union, L 119, 4. 5. 2016, pp. 1–88.

-

Commission Regulation (EC) No 1737/2005 of 21 October 2005 amending Regulation (EC) No 1726/1999 as regards the definition and transmission of information on labour costs. Official Journal of the European Union, L 279, 22. 10. 2005, pp. 11–31.

-

Council Directive 75/117/EEC of 10 February 1975 on the approximation of the laws of the Member States relating to the application of the principle of equal pay for men and women. Official Journal of the European Union, L 45, 26. 7. 2006, pp. 19–20.

-

Guidelines on State aid for rescuing and restructuring non-financial undertakings in difficulty (2014/C 249/01). Official Journal of the European Union, C 249, 31. 7. 2014, pp. 1–28.

5.5 CASE LAW

Basic rule for case law of courts:

Title of the decision, full name of the court, date, European Case Law identifier – designation ECLI:SI or another reference number (if known).

Examples:

UPRS Case III U 378/2014, Administrative Court of the Republic of Slovenia, 9. 2. 2015, ECLI:SI:UPRS:2015:III.U.378.2014.

-

GS II Ip Decision 77/2018, Higher Court in Ljubljana, 23. 1. 2018, ECLI:SI:VSLJ:2018:II.IP.77.2018.

Basic rule for case law of foreign courts:

Title of the decision, full name of the court, reference number, date, European Case Law identifier – designation ECLI:SI or another reference number (if known).

Examples:

ESČP Lekić v. Slovenia, Evropsko sodišče za človekove pravice, No. 36480/07, 14. 2. 2017, ECLI:CE:ECHR:2017:0214JUD003648007.

-

SEU Detiček, C-403/09 PPU, Sodišče Evropske unije, 23. 12. 2009, ECLI:EU:C:2009:810.

SEU Spain and others v. Commission, T-319/12 in T-321/12, 3. 7. 2014, ECLI:EU:T:2014:604.

-

Legality of use of force (Yugoslavia v. United States of America), International Court of Justice, No. 114, 29. 4. 1999.

5.6 ONLINE SOURCES

Basic rule:
Surname, first letter of the name. Address. Holder of responsibility, date of online publication (if known). **URL address, date of latest access.**

In case the author or holder of the moral right is not known, the title and owner of the material copyright (company, institution…) should be given instead of the name of the author.
Title. Holder of material copyright, date of online publication (if known). URL address, date of latest access.

Articles, electronic books, collections or other documents, which can be classified to other typologies, are not included in online sources. Online sources are only websites such as blogs, websites of organisations, statistical data and other publications, and similar.

It is compulsory to check prior to submitting the thesis whether all the web links, included in the thesis, are functional.

Examples:

When should you turn to the Ombudsman? The Human Rights Ombudsman of the Republic of Slovenia. URL: http://www.varuh-rs.si/looking-for-help/ombudsmans-help/when-should-you-turn-to-the-ombudsman/?L=6, 25. 7. 2018.
-
Population of Slovenia, 2019. Statistical Office of the Republic of Slovenia, 17. 7. 2018. URL: https://www.stat.si/StatWeb/en, 25. 7. 2019.
-
Normative Meter. Legal Information System of the Republic of Slovenia. URL: http://www.pisrs.si/Pis.web/normativniStevec, 9. 5. 2019.
--

Examples of citing within the text of the thesis:

Population of Slovenia, 2019, e-source.
Normative Meter, 2019, e-source.

5.7 INTERNAL AND UNPUBLISHED SOURCES AND ARCHIVE MATERIAL

The list of literature and sources should also include any other sources, used by the student in the thesis, although they are not published or accessible publicly. These are the following:

- primary archive material (old prints, photographic material, maps, files, plans, and similar), unpublished manuscripts and typescripts;
- list of interviews or surveys;
- unpublished conference or meeting papers, and similar.

Title and storage signature number are given for primary archive material and manuscripts and typescripts in the text while all the details which allow an unambiguous identification of the document used are given in the list of literature and sources.

In case of interviews and surveys attention has to be paid to the anonymity of information and numbers should be used to differentiate records (e.g. number of the questionnaire, interviewee's initials, and similar):
Title of the survey, survey identification number, date of the survey, (personal archives).

The questionnaires have to be kept in personal archives, and submitted to the defence committee if required.

Basic rule for citing authors and giving the place and time of the event apply to conference and other unpublished contributions.

Examples:

The National Insurance Act of 1911 introduced health insurance for employees. Borthwick Institute for Archives, University of York, GB/193/RET/3/6/1/1.

-

Hergel, A. (1998). An essay on architecture. Typescript (received 24. 1. 1998).

-

Questionnaire on students satisfaction on New University, questionnaire No. NU/A 103/2018, 25. 3. 2018, (personal archive).

-

Smith, B. (2008). Urban planning in Canada. Conference contribution on 7th Biennial Conference of the International Society for Urban Planning, 6.–9. 3. 2008, Vienna, Austria.

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Examples of citing within the text of the thesis:

See BIA UY, GB/193/RET/3/6/1/1.
See questionnaire No. NU/A 103/2018, 25. 3. 2018.
Smith, 2008.

6 RESPECT FOR COPYRIGHT AND CHECKING SIMILARITY OF CONTENTS AT NEW UNIVERSITY[3]

A thesis is an individual intellectual creation by the author - student. All theses submitted at New University must comply with the Slovenian copyright legislation in force, including the **Copyright and Related Rights Act, Official Gazette of the RS, No. 16/07 – official consolidated text, 68/08, 110/13, 56/15 and 63/16 – ZKUASP.**

This document and Rules on studying at New University members include basic instructions for writing theses, and therefore students and mentors are asked to respect them.

The student and the mentor are responsible for the content of the thesis. In case it is shown in the future that a part or whole thesis is plagiarism/copyright theft, e.g. because of a complaint, report, etc., specialist services of the faculties and New University assume no responsibility for any moral or material damage.

6.1 WHAT IS COPYRIGHT THEFT OR PLAGIARISM IN A THESIS

Plagiarism is the representation of the work of another author as one's own original work without citing the real author or the source. If plagiarism is detected in a submitted thesis, disciplinary proceedings may be initiated against the student.

A thesis is plagiarism when:

- **a student labels copyright work by another author under their own name.**
- **a student does not give the name of the (actual) author when using parts of texts by other authors.**

The following is also considered plagiarism:

- appropriation and **representation of other people's ideas or words as one's own.**
- presenting an idea or product which has been taken from an existing source by another author as new and original.
- including text as one's own without giving the name of the actual author or source.

Self-plagiarism or self-copying – reuse of own texts without appropriate citing – i.e. without giving the source, is not allowed.

Self-citing, i.e. copying students own text with appropriate citation, should not exceed 10%.

[3] Compiled on the basis of the legislation in force, website www.plagiarism.org, other relevant working materials of Slovenian universities and Intellectual Property Institute.

Examples:

A student signs a seminar paper or thesis written by another author with their own name and submits it as their own original work.

-

A student includes a paragraph in the thesis which has been copied from a book but does not mention the book's author as its author, but instead presents it as an original piece of text.

-

A student presents a colleague's idea, heard at a conference, as their own hypothesis in the conclusion.

-

A student copies a part of their own bachelor thesis in the master's thesis but fails to give self-citing.

All the literature used has to be cited in the theses, however, theses must not consist only of quotations and summaries of works by others, **without student's own thoughts, observations, opinions, analyses, critical evaluation, etc.** The submitted thesis is considered appropriate if the report of the Duplicate content detection shows matching with other texts in lower percentages than shown below.

THESIS IS SUITABLE FOR SUBMISSION AND DEFENCE if there is

- **25 % or less matching** with other texts for Level 1.
- **20 % or less matching with other texts for Levels 2 and 3.**

THE CANDIDATE HAS TO CORRECT THE THESIS if there is:

- **from 26 % to 40 %** matching with other texts for Level 1.
- **from 21% 35 %** matching with other texts for Levels 2 and 3**.**

THE CANDIDATE HAS TO CORRECT AND EDIT THE ENTIRE THESIS UNDER THE SUPERVISION OF THE MENTOR and technical assistant if there is:

- **41 % or more** matching with other texts for Level 1.
- **36 % or more** matching with other texts for Levels 2 and 3.

In case the percentage is higher than allowed, the technical assistant sends a report on the similarities with other texts to the candidate and mentor by email. The candidate must correct the thesis and eliminate potential flaws (incorrect citations, summarizing, removing copied paragraphs, etc.) within reasonable deadline, and resend the thesis for technical review to be re-checked. If the thesis is still unsuitable as regards similarities with other

texts, the technical assistant informs the mentor and the Associate Dean for Academic and Student Affairs, who then take appropriate action. Disciplinary proceedings may be initiated. The aforementioned percentages are **raised by 10 per cent** if the student's previous works were used in writing the thesis (e.g. seminar works).

6.2 TAKING ACTION IN CASE THE CONTENT OF A THESIS IS SUSPECTED TO BE UNSUITABLE

There are four levels of taking action in case the content of a thesis is suspected to be unsuitable:

- Step 1: identifying plagiarism,
- Step 2: confirming the suspicion of plagiarism;
- Step 3: assessing the gravity of plagiarism, and
- Step 4: taking action in the event of confirmed plagiarism.

Plagiarism may be detected by the technical assistant in the Student Affairs Office or during technical review in the library. When the thesis has been submitted, plagiarism may be detected also by somebody else, e.g. member of the Defence Committee, Associate Dean, etc. In this case, the mentor and the Associate Dean for Academic and Students Affairs are informed about the suspected plagiarism. Evidence or statements, if any, confirming the suspicion, are enclosed to the notice. Members of the Defence Committee are advised to inform other members about their findings.

Further procedures:

- Mentor talks to the student during regular mentoring sessions.
- Mentor requests the initiation of disciplinary proceedings.
- Mentor carries out the defence but demands that the thesis is appropriately corrected and supplemented.

The Committee may take the following actions based on the assessment of the gravity of plagiarism:

- When the gravity of the instance of plagiarism as regards quantity and content is great ("a severe violation"), the defence Committee establishes prior to the official start of the defence (either a few days prior or upon the hour scheduled for the start of the defence) that not all the conditions for defence have been met and the defence does not begin. In the defence minutes, the Committee states that the defence was not carried out due to suspected plagiarism and proposes the initiation of disciplinary proceedings.

- When the gravity of the instance of plagiarism as regards quantity and content is small ("a minor violation"), the Committee carries out the defence, but discovers minor errors in the thesis and demands that the student supplements the thesis or eliminates the errors. The student is informed about the requested changes and the deadline (a maximum of 30 days) directly at the defence (orally), and both are entered in the defence minutes. The minutes are submitted to the Student Affairs Office which delivers it to the student. The Defence Committee shall review the corrections within seven days after receiving them.

Further procedures before graduating:

- If the corrections are suitable, the Defence Committee supplements the defence minutes with the final thesis grade and with a decision on successful thesis defence.
- If the student fails to submit a corrected thesis within the agreed deadline or if the Defence Committee determines that the errors have not been eliminated, the Defence Committee supplements the defence minutes with an unsatisfactory (5) final thesis grade. The Chairman of the Committee submits the supplemented minutes to the Student Affairs Office of the faculty concerned, which informs the student of their (un)successful defence and thesis grade.

6.2.1 Discovering plagiarism after graduation

If after a successful thesis defence or after the graduation ceremony, there are reasonable grounds for suspecting that the student’s thesis is plagiarism (in its entirety or only in part), the Associate Dean for Student Affairs is informed, who then initiates the proper proceedings in accordance with the regulations in force.

Disciplinary proceedings or the proceedings for the withdrawal of the title obtained may be initiated.

6.3 MENTOR'S ROLE AND STUDENT'S RESPONSIBILITY

When the mentor begins working with the student, they make certain that the student is familiar with the policy of the New University member faculties regarding copyright protection and plagiarism prevention, and with the consequences of copyright violation. Among other things, the mentor must inform the student that when a thesis is submitted it is appropriately checked using software for the detection of academic plagiarism.

The student's and the mentor's responsibilities have to be divided clearly:

- When writing the thesis, the student has to cite works by other authors consistently and correctly, respect the copyright legislation and follow the instructions, issued by New University.
- The mentor advises the student by guiding them and pointing out mistakes.

The student is responsible for respecting copyright when choosing the topic and preparing the thesis. The mentor guides the student, gives advice about the methodology, structure of writing the thesis, gives instructions and suggestions for changes and corrections of the content of the thesis. The mentor knows the relevant sources best and therefore guides the student to choose the relevant scientific sources.

It is mentor's responsibility to encourage the student to use appropriate terminology and respect the formatting rules of professional and scientific writing. The mentor gives advice about the length of the text according to the topic and content chosen.

Before confirming the suitability of the thesis for defence, the mentor is obliged to ensure compliance with the Technical instructions for the preparation of New University theses. In case of suspected unsuitability of the content of the thesis, the mentor is obliged to ask the competent specialist service for a report of the duplicate content detection of plagiarism.

All theses, registered from October 1st 2018 inclusively have to comply with these Instructions. Theses, registered until 30 September 2018 may comply with the preceding instructions or these Instructions, subject to the decision by the student and their mentor.

These instructions enter into force and begin to apply on the day of adoption by the Management Board of the New University.

Date: 11 October 2018

Chairman of the Management Board
of New University
prof. dr. Peter Jambrek

Appendix 1: Example of the cover of a Bachelor thesis of the Faculty of State and European Studies

New University
Faculty of State and European Studies

Title of thesis

Bachelor thesis

Name and Surname

Place, year

Appendix 2: Example of the inside front cover of a Bachelor thesis of the Faculty of State and European Studies

New University
Faculty of State and European Studies

Title of thesis

Bachelor thesis

Candidate: Name and Surname
Enrolment No.
Study programme:
Mentor: title Name and Surname

Place, year

Appendix 3: Example of the cover of Master's thesis of the European Faculty of Law

New University
European Faculty of Law

Title of thesis

Master's thesis

Name and Surname

Place, year

Appendix 4: Example of the inside front cover of Master's thesis of the European Faculty of Law

New University
European Faculty of Law

Title of thesis

Master's thesis

Candidate: Name and Surname
Enrolment No.
Study programme:
Mentor: title Name and Surname

Place, year

Appendix 5: Example of the cover of Doctoral dissertation of the European Faculty of Law

New University
European Faculty of Law

Title of dissertation

Doctoral dissertation

Name and Surname

Place, year

Appendix 6: Example of the inside front cover of Doctoral dissertation of the European Faculty of Law

New University
European Faculty of Law

Title of dissertation

Doctoral dissertation

Candidate: Name and Surname
Enrolment No.
Study programme:
Mentor: title Name and Surname

Place, year

Appendix 7

Declaration of authorship and indication of the proofreader

I hereby confirm by my signature that:

- this thesis is solely the result of my own research;
- this thesis has been prepared in accordance with Technical instructions for the preparation of New University theses and revised as requested by my mentor and the thesis committee;
- I have made certain that the works and views of other authors that I have used in this thesis have been referenced or cited in accordance with the instructions of the Faculty;
- I am aware that plagiarism – presenting the original work or idea of another, whether in the form of a quotation, paraphrase or graphical representation, as my own work or idea – is punishable by law (Copyright and Related Rights Act (ZASP) – Official Gazette of the Republic of Slovenia Nos. 21/1995, 9/2001, 30/2001 – ZCUKPIL, 43/2004, 17/2006, 114/2006 – ZUE, 139/2006, 68/2008;
- the electronic version of this thesis has been technically approved and it is suitable and I hereby give my consent to the New University University Library to publish it on the website, subject to the conditions which allow unlimited reproduction, distribution and making it publicly available and translation for non-commercial purposes and provided the authorship of the original work is given appropriately. In case only a part of the thesis is reproduced or disseminated, that has to be indicted clearly. Permission for further transfer of the acquired rights in accordance with this indent applies also to the transfer of rights to freely accessible digital libraries and repositories.
- the thesis has been proofread by _____.

Place and date Name and Surname

(signature by hand)

Appendix 8

Statement by the proofreader:

The undersigned

_____,

(name and surname and professional title of the proofreader)

born on _____,

hereby confirm that this thesis entitled:

_____

_____

_____

written by:

_____,

(name and surname of the author of the thesis)

is grammatically, linguistically and terminologically correct.

Place and date: _____

_____

(Signature by the proofreader)

**Note: Proofreader's statement is not a part of the thesis. Please submit the completed and signed statement to the Student Affairs Office.*