



Pursuant to the Rules on Graduation passed by the Faculty of Mechanical Engineering Senate at its 13<sup>th</sup> annual meeting on 24 May 2007 and its 8<sup>th</sup> annual meeting on 22 March 2012, I hereby issue the following:

## THESIS DEFENCE GUIDELINES AT THE FACULTY OF MECHANICAL ENGINEERING, UNIVERSITY OF LJUBLJANA

### I. Preliminary provisions

#### Article 1

These Guidelines regulate the oral defence process for undergraduate theses at the Faculty of Mechanical Engineering, University of Ljubljana.

The student (hereinafter: the Candidate) may defend the thesis once the Oral Defence Committee (hereinafter: the Committee) has awarded the submitted thesis a passing grade, and set the date for the oral defence and drafted a list of Candidates scheduled to have their oral defence.

### II. Preparing for the oral defence

#### Article 2

- The Candidate shall prepare a presentation based on the provided template as approved by the Faculty Senate on 28 November 2011, which may be viewed on the Faculty website.
- The Candidate shall arrive at the Office of the Registrar at least 30 minutes before the oral defence to take care of administrative matters.
- The Candidate may use audiovisual and other technical equipment to facilitate an effective presentation. The Candidate shall prepare everything needed for a seamless presentation (such as an overhead projector, pens or flip charts) and save the presentation onto the computer in the room at least 10 minutes before the start of the oral defence. The Candidate shall check software compatibility and test audiovisual equipment.
- The oral defence shall be public. The Candidate may also invite friends and family to attend the event; any such attendees shall be seated in the designated area at least 5 minutes before the start of the oral defence.
- The Candidates shall be seated in the front row.
- The Candidates typically defend their theses in alphabetical order.

### III. The oral defence procedure

#### Article 3

- As the Committee enters the room, the Candidates and any audience members shall stand up. The Committee shall proceed to their designated area.
- The Chair of the Committee shall invite the attendees to take a seat.
- The Chair of the Committee shall begin by introducing the Candidate and stating the title of the thesis. The Chair shall explain the oral defence procedure to the Candidate and invite the Candidate to present the thesis.
- The Candidate shall proceed to present the thesis (10–15 minutes), highlighting the motivations behind selecting the topic at hand, the methodology used and the most significant findings arising from the Candidate's independent research.
- Following the presentation of the thesis, the Candidate shall respond to examiners' questions. The order of examiners shall be set by the Chair of the Committee, typically as follows: advisor and co-advisor, members of the Committee, Chair of the Committee, audience members.

f. Following the oral defences of all Candidates, the Chair of the Committee shall ask the Candidates and the audience to leave the room. The Committee shall hold an in camera session to evaluate the oral defence and determine the final grade of each Candidate.

g. After the session, the Chair of the Committee shall invite audience members and the Candidates to return to the room and announce and explain whether the Candidate has successfully completed his/her studies, announce the professional title awarded to the Candidate and conclude the oral defence procedure with a ceremonial speech.

h. Upon completing the oral defence, the graduates shall receive a certificate of graduation from the Office of the Registrar.

### IV. Rescheduling the oral defence

#### Article 4

Should the Candidate be unable to attend the oral defence due to compelling reasons (such as a medical emergency), the Candidate shall submit a request to reschedule the oral defence along with relevant evidence to the Office of the Registrar before the scheduled oral defence, barring exceptional circumstances. Requests for postponing the oral defence up to a month, up to three months or in excess of three months shall be reviewed by the Chair of the Committee, the Vice Dean of Teaching, or the Faculty of Mechanical Engineering Senate, respectively.

### V. Oral defence dress code

#### Article 5

The Candidate shall arrive at the oral defence dressed for the occasion within the following guidelines:

Female Candidates: a suit (a blazer and skirt or trousers) in a classic, eloquent and sophisticated cut with a colour-coordinated blouse; a simple, sophisticated dress (no plunging necklines or backs or spaghetti straps) with sleeves; colour-coordinated socks (even in the summer); shoes – pumps if possible, classic shapes, closed toes and heels; light touch should be used with makeup, fragrance and jewellery.

Male Candidates: a suit or a colour-coordinated blazer and a pair of trousers in deep grey, black or deep blue shades; a shirt in a lighter shade and a necktie or bow tie; dark dress shoes and colour-coordinated socks.

Candidates wearing attire deemed inappropriate for the occasion shall be refused entry to the oral defence.

### VI. Final provisions

#### Article 6

Candidates shall receive a copy of these Guidelines upon submitting their thesis to the Office of the Registrar.

These Guidelines shall also be published on the Faculty of Mechanical Engineering website under Educational process.

Ljubljana, March 22, 2012

Prof. Dr. Jožef Duhovnik

Dear

