

Constituent Part of the Graduation Rules

Instructions for the Preparation and Formatting of Final Theses / Bachelor's / Master's Theses at the Faculty of Mechanical Engineering (hereinafter: final theses)

1. General (Formal) Part of the Final Thesis

Regardless of the type and content of the assignment, each final thesis must include the following formal sections, in the sequence provided here (see the *Final Thesis Template at the Faculty of Mechanical Engineering* – in the template, the student replaces the sample (red-colored) text with information relevant to their thesis and changes the text color to black):

1. **Title Page** should be formatted as shown in the example (first page of the *Final Thesis Template at the Faculty of Mechanical Engineering*); enter the appropriate details: thesis title, full name, and information on the type of final thesis, namely:
 - Final Thesis of the University Undergraduate Study Program in Mechanical Engineering – Research and Development Program
or
 - Diploma Thesis of the Higher Professional Study Program in Mechanical Engineering – Project Application Program
or
 - Master's Thesis of the Second Cycle Master's Study Program in Mechanical Engineering

Also include the month and year of the thesis defense (and the code and serial number on the spine of the thesis, which you obtain from the library). According to the *Final Thesis Template at the Faculty of Mechanical Engineering*, the following should come after the title page:

2. A **blank sheet**.
3. A **repeated title page**, but this time with the inclusion of supervisor and co-supervisor information.
4. The **original signed thesis topic approval form** in the copy submitted to the Student Office, and a copy of the signed form in the other copies.
5. **Acknowledgments and/or dedication** (optional). In the acknowledgments, thank those who contributed to the creation of the thesis and without whom it would not have been completed in its current form. Typically, you should first thank the supervisor, co-supervisor, and the institution that may have financially or otherwise supported the thesis. Then acknowledge assistants, other collaborators, and peers who helped with theoretical and experimental work. Finally, it's customary to thank your family.
6. **Abstract of the thesis (in Slovene)**: On one page, the student should provide the following:

- **UDC number**, which must be requested via email at least 3 working days before submission (in PDF format) from: knjiznica@fs.uni-lj.si (Library of the Faculty of Mechanical Engineering), based on keywords and the abstract (e.g., 123.45:678.91:234.56(789.1)),
 - **Serial number of the thesis**, found on the signed topic approval form or obtained from the Student Office (e.g., MAG II/99 or VS I/99 or UN I/99),
 - **Title of the final thesis**,
 - **Student's full name**,
 - **Keywords**: usually 5 to 10 keywords; always written in lowercase (and in plural form, where appropriate),
 - **Abstract**: a concise summary of the content of the document without explanations or critical discussion. It should be 100–200 words long.
7. **Abstract in English**: Same as point 6, but translated into English and placed on a new, separate page (still limited to one page). When translating technical terms, use the most recent literature from the relevant field (e.g., international academic articles).
 8. **Structured table of contents** with page numbers indicating where each chapter or subchapter begins.
 9. **List of figures** with page numbers indicating where each figure appears.
 10. **List of tables** with page numbers indicating where each table appears.
 11. **List of symbols used** with clear and precise explanations and unit indications. Symbols must be listed in alphabetical order. Greek symbols and indices are listed at the end, also in alphabetical order. Basic and derived units must follow the International System of Units (SI). Symbols are typically written in *italic*. **Bold** is used only for vector quantities. If the thesis contains many equations and derivations involving, for example, vectors or average values, this can be noted in a footnote to the table (e.g.: *Note: Bold letters represent vector quantities.*).
 12. **List of abbreviations used** with clearly presented meanings. Abbreviations are listed in alphabetical order. Prefer commonly used abbreviations found in books, scientific articles, and other literature. For abbreviations that are acronyms of foreign phrases, include the translated version in *italic* along with the original foreign phrase.

2. Content Section of the Final Thesis

Regardless of the type of work (research or development-oriented), the content part of the final thesis should be divided into logical chapters as follows:

13. Introduction

The introductory chapter should include at least one introductory paragraph about the topic,

followed by a presentation of the starting points of the thesis, its purpose and significance, and the objectives to be achieved.

14. Theoretical Background and/or Literature Review

Regardless of whether the thesis is theoretical or experimental in nature, it is necessary to first cover the theoretical foundations of the chosen topic.

15. Research Methodology

This chapter should provide detailed and clear information about the methods, procedures, and materials used in the thesis. It can be divided into sub-chapters, for example:

- **Methods and Procedures:** Present and justify the methods and procedures of measurements, calculations, modeling, and other processes, including experimental parameters, load collectives, etc.
- **Materials and Samples:** Present the selection of materials and samples used in the thesis.

16. Results

This chapter presents the results of measurements, analyses, calculations, etc.

17. Discussion

Provide an explanation of the results and commentary. For clarity and readability, the Results and Discussion chapters can be merged into a single chapter ("Results and Discussion") where results are discussed immediately. The final form must be as clear, structured, and understandable as possible.

18. Conclusions

This final chapter should concisely present the main contributions of the thesis. Suggestions for further work may be added if necessary. This chapter should not contain images, tables, or graphs.

19. References

A list of all literature and sources used. For citation and referencing, refer to the FS Thesis Template.

20. Appendix (if necessary)

Contains information necessary for completeness but which would disrupt the main report (e.g., lengthy derivations, numerical calculations, repeated diagrams, program printouts, etc.). Name them "Appendix A," "Appendix B," etc.

21. Blank Page

22. Drawings or Engineering Plans (if needed)

Include in a special pocket on the inside of the back cover or on a CD, also placed in the pocket.

23. Extensive Calculations, Printouts, Tables, etc.

Any material required for objective evaluation but too bulky for the main report may be

attached as a separate supplement to the mentor's copy. These must be referenced in the main report.

3. Format of the Final Thesis – Printed Edition

- Use **Times New Roman**, size **12 pt**, single spacing, on **A4 paper**.
- Page margins: **3 cm (inner), 3 cm (top), 2.5 cm (outer), 2.5 cm (bottom)**.
- Write in the **first-person plural** (“we” form).
- Use color **only when it significantly improves clarity**, e.g., stress, strain, or temperature fields.

Length Requirements:

- University undergraduate (1st cycle, RRP): at least **20 pages**
- Professional undergraduate (1st cycle, PAP): **40–60 pages**
- Master’s thesis (2nd cycle): **50–100 pages**

Binding Requirements:

- Hard covers in **dark color** (black, dark blue, dark green, dark brown, or dark gray).
- The **spine** must include the code and sequential number of the thesis as provided by the Student Office (e.g., MAG II/99, VS I/99, or UN I/99), **3 cm** from the top edge.
- Text on the spine must run **from bottom to top**.
- Font size: **16 pt or smaller**.

Printing Guidelines:

- University theses (RRP): single-sided printing.
- All other theses: double-sided printing with **mirror margins**. Each non-content part (title page, acknowledgments, table of contents, etc.) must start on a **right-hand (odd-numbered) page**. The same applies to each main chapter (Introduction, Theoretical Background, etc.).

Page Numbering:

- Content pages (Sections 14–21): use **Arabic numerals**, starting with the Introduction.
- Non-content (formal) pages (Sections 3–13): use **lowercase Roman numerals**, beginning with the Acknowledgments or Dedication.
- Numbering starts from the repeated title page, but the first numbered page is the Acknowledgment.

4. Submission of the Final Thesis

- All theses must be written in **grammatically and terminologically correct Slovenian**.

For PAP (1st cycle, professional) and MAG (2nd cycle) programs:

- Submit your thesis in **PDF format** to the **Student Office** at: **studentski.referat@fs.uni-lj.si**
- **IMPORTANT:** Before submitting, ensure your **mentor agrees** and confirms approval in **VIS**. Without the mentor's approval, the thesis will not be processed.
- After review, the Quality Committee will send comments and suggestions. You must incorporate these changes and upload the corrected version to **VIS** for plagiarism check.
- You may defend your thesis only **after your mentor has reviewed the similarity report**.

For UNI (1st cycle, university program) theses:

- Reviewed only by the **mentor**, not the committee.
- Submit in **PDF format** to the Student Office for a **technical review**.
- The Office will send feedback; implement changes, upload to **VIS** for plagiarism check, and await mentor approval for defense.

By the day of the defense, submit the **final printed (bound)** version in A4 format:

- **One original copy** to the Student Office.
- **One copy** to the mentor (and co-mentor if applicable).

Confidential Data Clause:

- If the thesis contains confidential data, the student may **request a publication delay** for up to one year (renewable once).
- Submit the **Request for Thesis Publication Delay** to the Student Office along with the printed copy.

Defense Scheduling:

- For PAP (professional program): defenses are usually held in the **first half of the month**.
- For MAG (master's program): in the **second half of the month**.
- The schedule is announced **at least two days** in advance on the FS website.

For UNI (university program):

- The defense date is set **by the mentor**, after the similarity report is reviewed.

5. Respect for Intellectual and Material Property

5.1. Citation of Primary Sources

Every written work (including seminar papers, bachelor's, master's, and doctoral theses) must cite the source of:

- Any summarized explanation,
- Images, tables, formulas, design solutions, etc.

Citations must be made **even if an entire chapter is based on a single source**. This includes citing:

- Other theses and dissertations,
- Reports, studies, and even unpublished material.

It is **not acceptable** for a final thesis to be **a mere summary of foreign work**. The distinction between cited material and your own contribution must be made both in writing and during defense.

5.2. Material Ownership

- A thesis topic may come from the mentor, student, doctoral student, a company, public institution, or others.
- If fully funded externally, the **sponsor owns** the results.
- If publicly funded, the results belong to **Slovenian citizens** under government regulation.
- If not funded or only partially funded, the laboratory where the thesis was done retains **material ownership** (or co-ownership).
- The student may become a co-owner if they contributed significantly to the **idea and execution** of the thesis.

This co-ownership must be **formally agreed upon** when the thesis is submitted.

A formal written **acknowledgment** to sponsors is also expected.

5.3. Intellectual Property

Regardless of material ownership, the **intellectual property** is shared between the student and contributors in proportion to their contributions.

This applies to:

- Authorship in publications,
- Patent claims.

6. Appendices

An integral part of these guidelines is the “*Template for Final Theses at the Faculty of Mechanical Engineering (FS)*”, which students should use when preparing their final thesis. The template defines the style and formatting of text, chapter titles, figure and table captions, indexes, citation methods, etc., all of which students must consistently follow in their thesis.

Attachments to these guidelines:

- Template for Final Theses at FS
- Request for Postponement of Thesis Publication
- Thesis Spine Template

Ljubljana, May 5th, 2025

Spine of the Final Thesis

(the side visible when the book is on a shelf)

The text should be offset 3 cm from the top edge of the thesis. The writing should run **from bottom to top** (see example). The font size should be **16 points or smaller**.



SUBJECT: Request for Postponement of Publication of Final Thesis / Diploma / Master's Thesis

I, the undersigned, _____, born on _____ in _____, hereby request a postponement of the publication of my final thesis / diploma / master's thesis for a period of one (1) year from the date of the defense.

Title of the final thesis / diploma / master's thesis:

Thesis number: _____

Mentor: _____

Co-mentor: _____

Justification for postponement: _____

In Ljubljana, on _____ Student's signature: _____

2. To be completed by the Faculty of Mechanical Engineering (FS):

- Approved
- Not approved

Decision number: _____

Date: _____ Dean's signature: _____

3. To be completed by the Faculty of Mechanical Engineering (FS):

DECISION:

The final thesis / diploma / master's thesis of the graduate _____, diploma number _____, is, due to justified reasons, based on the Dean's decision no. _____ dated _____, to be stored in the Library of the Faculty of Mechanical Engineering with postponed public release until _____.