

Pursuant to Article 21 of the Statute of the Euro-Mediterranean University (hereinafter referred as: EMUNI University), the Senate of the EMUNI University adopted at its 29th session on 20 June 2018, with amendments adopted at its 41st session on 14 September 2021, the following

GRADUATION RULES FOR MASTER'S DEGREE STUDY PROGRAMMES AT THE EURO-MEDITERRANEAN UNIVERSITY

1 General Provisions

Article 1

These Rules determine the process of completion of studies for master's degree programmes (Bologna second cycle), implemented by the EMUNI University.

In order to obtain a master's degree, students must write and successfully defend their master's thesis in addition to other study requirements.

These rules determine the conditions and procedure for the application for master thesis approval, master thesis proposal, production, submission and defence of the thesis.

Article 2

Master's thesis is a written product and is a result of independent and academic work of the student.

With the master's thesis, the student demonstrates knowledge and understanding of theoretical concepts and models covered by the study programme; knowledge of the chosen field; application of theoretical knowledge into practice of the chosen organization or field; appropriate approach to addressing and solving specific research problems and a critical approach to his own work and current practices.

Article 3

Based on the successful master's thesis defence, the student obtains a professional title in accordance with the Professional and Academic Titles Act (Official Gazette of the Republic of Slovenia, No. 61/06, 87/11 - ZVPI and 55/17).

2 Master's Thesis Application and Proposal

Article 4

A student proposes the master's thesis on his or her own initiative.

The student is expected to select the supervisor by him- or herself. The student can have up to two supervisors. At least one supervisor shall be a higher education teacher from

EMUNI University, preferably from the study programme within which the master's thesis is being prepared. The other supervisor could be an external higher education teacher.

The supervisor of a student in the master's study programme is a higher education teacher with appropriate habilitation, i.e. with the titles: Assistant Professor, Associate Professor or Full Professor.

The student can submit his or her master's thesis proposal when he or she is left with a maximum of two courses and after fulfilling any research methodology requirements.

Article 5

Students submit a fully completed and signed Application for Master's Thesis Approval (Form G-1) and Master's Thesis Proposal (form G-2) to the Education Department (ED).

The Master's Thesis Proposal (Form G-2), which must be agreed with the supervisor(s), shall be attached to the Application for Master's Thesis Approval (Form G-2).

The Application for Master's Thesis Approval (Form G-1) shall contain information about the student, supervisor(s), the proposed title of the master's thesis with a signed consent of the supervisor(s).

The structure of the master's thesis proposal is defined in the Annex to the Rules (Annex 1: Structure of the Master's Thesis Proposal):

- 1 Title of master thesis
- 2 Key words
- 3 Theoretical background and research problem
- 4 Purpose and objectives of research
- 5 Research questions and/ or hypotheses, assumptions and limitations of research
- 6 Research methodology, methods for data collection, methods for data analysis
- 7 Relevance, academic contribution and practical use of master thesis
- 8 Table of contents
- 9 References
- 10 External Supervisor's Data

Article 6

ED verifies whether the student qualifies for the application of the thesis in accordance with these Rules.

Within 7 days the ED submits the Application for Master's Thesis Approval (Form G-1) and Master's Thesis Proposal (Form G-2) to the Commission for Student and Study Affairs (CSSA). Within 30 days the CSSA evaluates the Master's Thesis Proposal and decides on

approval (with comments for improvement) or rejection (with explanation), and submits the decision to the ED.

The ED records, archives and sends a copy of the Application for Master's Thesis Approval (Form G-1) with decision to the student and the supervisor(s) within 7 days.

In the event that the Application is rejected for the third time, the student shall apply with a new master's thesis and/or another supervisor(s) of the master's thesis.

3 Preparation and Submission of the Master's Thesis

Article 7

As a rule, the master's thesis is written in English.

The master's thesis shall contain abstracts in English, Slovenian, French and Arabic.

Article 8

The student is eligible to defend his/her thesis only when all the other course requirements are met.

The student shall submit the master's thesis no later than 6 months after the confirmation of the application of the thesis. In general, students may, before the expiry of the application, apply in written form to extend the deadline for the finalization of the thesis. The decision on the extension is made by the Study Programme Coordinator (SPC) or the President of the University for a period of 6 months each time, not exceeding 12 months. For these extensions in case of rejection the appeal shall be processed through the Commission for Student and Study Affairs (CSSA). The CSSA could under exceptional circumstances approve an additional extension of 6 months (beyond 12 months). For this third extension in case of rejection appeals shall be processed through the University Senate.

Article 9

The components of the master's thesis, which the student must consider, are specified in the following Annexes to these Rules:

- Annex 1: Structure of the master's thesis proposal at the EMUNI University,
- Annex 2: Basic instructions for creating written works at the EMUNI University,
- Annex 3: Basic instructions for the use of scientific apparatus at the EMUNI University.

Article 10

The student prepares the master's thesis under the guidance of the supervisor(s).

The supervisor(s) provide guidance, instructions for changes and amendments to the student in writing no later than 30 days after the receipt of the thesis draft.

The top right of the front page of the master's thesis draft contains a mark on the serial number of the draft (1st, 2nd draft, etc..) and the date of the submission of the draft to the supervisor(s). The student shall keep all the documentation until the end of the defence. The Defence Commission (DC) may request the student to submit this documentation.

Article 11

After the completion of the master's thesis, the student submits to the ED:

- A copy of the master's thesis in e-form (Word and PDF format),
- Report of the supervisor on the master's thesis (Form G-4),
- Certificate of grammatical adequacy of the master's thesis (Form G-5),
- A completed checklist (self-assessment) of the technical assessment of the master's thesis (Form G-6).

ED provides a technical review of the master's thesis. The ED issues a certificate on the assessment of the technical adequacy of the master's thesis (Form G-3) within 14 days of the receipt of the thesis. The certificate is sent in a scanned version by e-mail to the student and supervisor(s) for information.

The student must follow the basic instructions for creating written assignments at the EMUNI University (Annex 2) and basic instructions on use of scientific apparatus at the EMUNI University (Annex 3). In the event of irregularities, the student shall resolve them and repeat the procedure for the assessment of technical adequacy of the thesis.

The student must, within 15 days after the confirmation of technical adequacy of the master's thesis, submit to the ED a final version of the master's thesis in the MS Word format and in the PDF format by e-mail.

4 Appointment of the Defence Commission for the Master's Thesis Defence and the Determination the Date of the Defence

Article 12

The Defence Commission is appointed by the CSSA. The Defence Commission has three to four members, of which one (or two) is/are the supervisor(s) and two are members of the CSSA or Senate or external examiners whose area of expertise is related to the master's thesis topic.

ED sends to the members of the Defence Commission a decision on the appointment of the Defence Commission, a report of the supervisor(s) on the master's thesis, and the final version of the master's thesis.

Article 13

The ED determines (in agreement with the Defence Commission members) the date of the defence and informs the student of the date of defence no later than 7 days prior to the defence.

Master's thesis defence is held generally in March, June, September and/or December.

5 Master's Thesis Defence

Article 14

The date of the master's thesis defence is announced at least seven days prior to the defence on the bulletin board of the EMUNI University and the EMUNI University website.

Documentation for the defence includes:

- Master's Thesis Proposal form (Form G-2)
- Report of the Supervisor on the Master's Thesis (Form G-4) and
- Decision on the nomination of the Defence Commission for the defence of the thesis.

Article 15

Master's thesis defence is public and is held in English.

The defence preferably takes place at EMUNI University, but can also take place at an institution, member of the EMUNI network. At the defence, at least one member of the Defence Commission must be present in person. The other two members can be present through suitable virtual means.

In case the defence cannot be performed in person due to objective reasons or force majeure, the master's thesis defence can be performed entirely through suitable and reliable videoconference and virtual means.

Master's thesis defence is held in the following way: the Chairperson of the Defence Commission introduces the student, notes that the conditions for the defence are fulfilled, and explains the procedure of the defence to the student.

The student presents his or her master's thesis, in particular the reasons for the choice of the topic, key findings and applicability of the results.

The student is allowed 15 minutes for the presentation. He or she may distribute handouts with important findings to the participants of the defence.

Members of the Defence Commission and others present may ask the student questions.

The student shall respond to the questions and to any supplementary questions of the members of the Defence Commission and other participants of the defence.

The defence shall last between 45 and 60 minutes including presentation and discussion.

After the defence, the Defence Commission determines the assessment of the thesis at a closed session.

The Chairperson of the Defence Commission briefly explains the final assessment, declares the obtained professional title and ends the defence with a speech.

Article 16

The Chairperson of the Defence Commission shall keep records of the defence and result of defence of the master's thesis (Form G-7).

The Defence Commission shall grade the master's thesis with one of the following assessments: pass "cum laude", pass, fail.

Article 17

The Chairperson of the Defence Commission provides a Report on defence of the master's thesis (Form G-7) within 7 days after the defence of the thesis.

Article 18

In case deficiencies or irregularities are identified in the defence of the master's thesis, the Defence Commission Chairperson may state the corrections and amendments needed, and record them in the minutes of the defence. The Chairperson also determines the period in which corrections must be made, which is up to 3 months.

If a student is unable to submit a completed or corrected master's thesis in time, he or she may, due to justified reasons (longer sickness, maternity, etc..), request to extend the deadline for the submission of corrections. The Chairperson of the Defence Commission decides on the extension.

Within 7 days after the receipt of the revised master's thesis, the Chairperson of the Defence Commission, in agreement with the members of the Commission, reviews the corrections, completes the minutes of the defence, and determines the grade of the thesis. He submits the signed Minutes to the ED.

In the case of the above, the date when the Chairperson of the Defence Commission completes the Minutes on the defence, is considered as the date of the student's completion of studies.

Article 19

If the student does not submit the improved version of the master's thesis within the prescribed period or if the Chairperson of the Defence Commission assesses that the amendments are inadequate, the assessment of the master's thesis is 'fail'. The Chairperson of the Defence Commission completes the Minutes of the defence and submits a signed version to the ED, which shall inform the student on the assessment of the thesis.

Article 20

If a student does not agree with the assessment of the master's thesis, he or she may file a written appeal.

Rules on Assessment of Knowledge of the EMUNI University are considered *mutatis mutandis* in resolving the appeal.

Article 21

Within 15 days after the successful completion of the defence, the student shall submit the last or the revised thesis to the ED – at least one hard bound copy of the Master's thesis and one electronic copy in Word and .pdf format.

The EMUNI University shall issue a certificate of completion of studies to the student within 7 days after the receipt of the last/revised version of the master's thesis. The certificate is signed by the Head of Academic Affairs and the President of EMUNI University.

Article 22

The following documents are kept at the ED for each master's thesis:

- Forms G-1 to G-7,
- The decision on the appointment of the Commission for the master's thesis defence,
- Minutes of the master's thesis defence and
- Written questions of the Commission for the defence of the Master's thesis.

A hard bound copy of the master's thesis is submitted to the EMUNI library.

Article 23

As a rule, diplomas of the completion of the study are issued by the EMUNI University once a year upon the recommendation of CSSA and after the approval of the Senate of EMUNI University; a graduation ceremony is organized. The date of the graduation

ceremony is determined by the Senate of the EMUNI University as an integral part of the Academic Calendar, usually on the same day as the General Assembly or the EMUNI Annual Conference.

6 Transitional and Final Provisions

Article 24

Any issues that are not specifically determined in these Rules are subject to the decision of the Commission for Student and Study Affairs.

The provisions of the Copyright and Related Rights Act (Official Gazette of RS, no. 16/2007, 68/2008) shall apply *mutatis mutandis* for the authorship and co-authorship of the master's thesis and the rights and obligations arising therefrom.

Forms, Annexes and Samples that are used in the procedure of the master's thesis preparation are available on the EMUNI website and on the Moodle e-learning platform.

Article 25

(Validity of the Rules)

These rules shall enter into force on the next day of the adoption of the Senate of EMUNI University and will be published on the EMUNI bulletin board and EMUNI website.

Prof. Dr. Abdelhamid El-Zoheiry
President of the EMUNI University

Forms, Annexes and Samples:

Form G-1: Application for Master thesis approval

Form G-2: Master thesis proposal

Form G-3: Certificate on the assessment of technical adequacy of the Master's thesis.

Form G-4: Report of the supervisor on the Master's thesis.

Form G-5: Certificate of grammatical adequacy of the Master's thesis.

Form G-6: Technical assessment checklist of the text of the Master's thesis.

Form G-7: Report of the Commission members on the Master's thesis and its defence.

Annex 1: Structure of the Master's thesis proposal at the EMUNI University.

Annex 2: Basic instructions for written assignments at EMUNI.

Annex 3: Basic instructions on use of scientific apparatus at EMUNI.

Sample 1: Cover page

Sample 2: Front page

Sample 3: Authorship statement

Sample 4: Diploma certificate