

TECHNICAL INSTRUCTIONS FOR THE PREPARATION OF FINAL THESES

NEW UNIVERSITY

© New University, 2026

The publication is available in PDF format at:

<https://www.nova-uni.si/en/library/technical-reviews/>

This work is licensed under the Creative Commons Attribution 4.0 International License. To view a copy of this license, visit <http://creativecommons.org/licenses/by/4.0/> or send a letter to Creative Commons, PO Box 1866, Mountain View, CA 94042, USA.



--

Kataložni zapis o publikaciji (CIP) pripravili v Narodni in univerzitetni knjižnici v Ljubljani

COBISS.SI-ID 292405507

ISBN 978-961-7212-15-0 (PDF)



TECHNICAL INSTRUCTIONS FOR THE PREPARATION OF FINAL THESES



**NOVA
UNIVERZA**

Ljubljana, 2026

Pursuant to the New University Statute Article 51, clean copy of September 24, 2026, the Management Board of New University approved and adopted Technical instructions for the preparation of final theses for the students of New University at its meeting on September 28, 2026.

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

- Student councils of New University members;*
- European Faculty of Law;*
- Faculty of Government and European Studies;*
- Faculty of Slovenian and International Studies.*

*Translation of **Tehnična navodila za izdelavo zaključnih del**, seventh updated edition 2026*

Technical instructions prepared by:

Eva Meze

Editorial board:

Matej Avbelj, Katarina Vatovec, Živa Kristl, Liliana Brožič, Tomaž Ivešić, Mojca Zvezdana Dernovšek

Issued and published by:

New University, Mestni trg 23, 1000 Ljubljana

First edition by Ines Vodopivec and Ana

Češarek: 2018

Second revised edition 2019

Third revised edition 2021

Fourth revised edition 2024

Fifth revised edition 2025

Sixth revised edition 2026

Seventh revised edition 2026

Free publication

TABLE OF CONTENTS

1 FORMATTING RULES	7
1.2 NUMBERING.....	8
1.3 LENGTH OF THE TEXT	8
1.4 PRINTING AND BINDING	9
2 THESIS STRUCTURE	10
2.1 COVER AND INSIDE FRONT COVER	10
2.2 STATEMENT OF AUTHORSHIP	11
2.3 ABSTRACT IN THE LANGUAGE OF THE THESIS AND IN FOREIGN LANGUAGE	11
2.4 INDEXES	12
2.4.1 Table of contents.....	12
2.4.2 Index of figures and index of tables (below the table of contents, if required)	13
2.4.3 List of appendices (below the table of contents, if required)	13
2.4.4 List of abbreviations and acronyms	14
2.4.5 List of translations of foreign terms (below the table of contents, if required)	14
3 THESIS CONTENT.....	15
3.1 INTRODUCTION.....	15
3.2 MAIN PART OF THE THESIS.....	16
3.3 CONCLUSION	16
4 CITING SOURCES, REFERENCES AND NOTES	17
4.1 CITATION STYLE	17
4.1.1 Indication of bibliographic references	18
4.1.2 Figures, tables, graphs and other illustrations	23
4.2 NOTES.....	23
5.1 INDEPENDENT PUBLICATIONS	26
5.2 ARTICLES IN JOURNALS	27
5.3 CONTRIBUTIONS IN CONFERENCE PROCEEDINGS, ENCYCLOPAEDIA ARTICLES AND CHAPTERS IN BOOKS.....	29
5.4 LEGAL SOURCES	30
5.5 CASE LAW	31
5.6 ONLINE SOURCES.....	32
5.7 ARTIFICIAL INTELLIGENCE OUTPUTS	33
5.8 INTERNAL AND UNPUBLISHED SOURCES AND ARCHIVE MATERIAL	34
5.9 OTHER SOURCES	36
6.1 WHAT IS COPYRIGHT THEFT OR PLAGIARISM IN A THESIS	37
6.2 TAKING ACTION IN CASE THE CONTENT OF A THESIS IS SUSPECTED TO BE UNSUITABLE	39
6.2.1 Discovering plagiarism after graduation	40
6.3 TECHNICAL REVIEW PROCEDURE AND BILLING	40
6.4 MENTOR'S ROLE AND STUDENT'S RESPONSIBILITY	41
Appendix 1: Example of the cover of a Bachelor thesis of the Faculty of Government and European Studies	43

Appendix 2: Example of the inside front cover of a Bachelor thesis of the Faculty of Government and European Studies	44
Appendix 3: Example of the cover of Master's thesis of the European Faculty of Law	45
Appendix 4: Example of the inside front cover of Master's thesis of the European Faculty of Law.....	46
Appendix 5: Example of the cover of Doctoral dissertation of the Faculty of Slovenian and International Studies	47
Appendix 6: Example of the inside front cover of Doctoral dissertation of the Faculty of Slovenian and International Studies	48
Appendix 7: Statement of authorship	49
Statement of authorship.....	49
Appendix 8: Proofreader's statement	50
Proofreader's statement.....	50

Technical instructions for the preparation of final theses are designed **for all three members of New University**. Students should check **the Rules and Regulations** of the faculty for procedures and dispositions. The Rules and Regulations are published on the websites of the members. Following the Technical instructions is the responsibility of the student and the mentor, assisted within reasonable limits by the professional staff of the library.

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.

Font and font size for titles: Arial, 12 pt, bold. On both covers, the font size is 16 pt or 18 pt for the title (see appendices). Chapters start on a new page, while subchapters follow sequentially. The individual chapters listed in the table of contents are at least one page long.

Font and font size in footnotes: Arial, 10 pt, regular.

Spacing before and after paragraphs: 0 pt

Line spacing: 1.15.

Paragraphs: there should be a blank line between paragraphs. Each paragraph should constitute a self-contained section of the text, and the transitions between paragraphs should be logical in terms of content.

Text alignment: justified (evenly between the margins).

Master's Thesis: From the introduction to the conclusion, the length must be **between a minimum of 150,000 and a maximum of 200,000 characters (including spaces)**. This word count includes the main text and footnotes but excludes any appendices. For any deviation from these limits, the student must obtain the supervisor's handwritten-signed approval in PDF format. Regardless of the supervisor's approval, the total length of the final thesis (from introduction to conclusion) must not exceed 250,000 characters (including spaces).

Doctoral Dissertation: From the Introduction to the Conclusion, the dissertation must contain **a minimum of 350,000 characters** (including spaces), with no upper limit on its length. The word count includes the main text and footnotes. Any appendices are not included in the specified length.

1.4 PRINTING AND BINDING

If you agree with online publication, there is no need to submit printed copies. If you do not want to have your final thesis published online in the ReVIS repository, you must, nevertheless, submit electronic copies of the thesis in PDF and Word format and additionally 2 printed copies to the Student Affairs Office (in the case of Bachelor and Master's thesis). The final thesis will be entered into COBISS, recorded in the ReVIS repository and available in the search results, but will be under embargo, which means that the text will not be available to the public. Anyone who does not want their work to be available online should state in the authorship statement that they do not consent to publication and provide reasons for their decision. The authorship statement must not be altered after the technical review has been approved by the library.

Single-sided printing for the following pages:

- inside front cover,
- statement of authorship,
- acknowledgements,
- abstracts,
- table of contents and lists of abbreviations, pictures, etc.

Acknowledgements are not considered part of the electronic version of the final thesis and are therefore not included in it. The electronic version must also not contain any blank pages.

Bachelor thesis

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

In the case of doctoral dissertations, students must submit to the Student Affairs Office 4 copies for the library (if they agree with the publication or not). Two copies are intended for the National and University Library in Ljubljana, two copies are kept by University Library of New University. The 5th copy is for the mentor (by agreement).

2 THESIS STRUCTURE

2.1 COVER AND INSIDE FRONT COVER

See the appendices for editing the cover and inside front cover page.

Check **the mentor's name and title** on the Faculty website. Be sure to indicate the appropriate faculty on the covers. Write **the study programme** in full, including the level of study.

The title of the final thesis should contain keywords related to the subject matter and, as a general rule, consist of no more than nine words, excluding prepositions and conjunctions. Acronyms in the title must be written out in full.

Examples for indication of study programmes:

- Undergraduate university study programme Law (1st degree)
-
- Undergraduate university study programme Slovenian studies (1st degree)
-
- Undergraduate university study programme Public Administration (1st degree)
-
- Undergraduate higher education study programme Government and European Studies (1st degree)
-
- Undergraduate higher education study programme Law and Management of Infrastructure and Real Estate (1st degree)
-
- Postgraduate study programme Public Administration (2nd degree)
-
- Doctoral study programme Law and Management of Real Estate (3rd degree)

2.2 STATEMENT OF AUTHORSHIP

Submit “Statement of authorship” to the Student Affairs Office: see **Appendix 7**. It is compulsory to sign the statement before submitting it. Place it after the inside front cover. Theses have to be proofread after the submission for technical review. When submitting the latest version of the thesis, a signed “Proofreader’s statement” must be enclosed: see **Appendix 8**.

The proofreader performs a linguistic review and ensures the spelling, grammatical and stylistic adequacy of the text. The proofreader of the Final thesis in English is a person with a university degree in the field of English language. In the case of another language the proofreader is a person with university degree in the field of that language.

After the approval of the technical inspection by the library, the student sends the thesis for proofreading.

2.3 ABSTRACT IN THE LANGUAGE OF THE THESIS AND IN FOREIGN 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 350 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).

The extract is in the form of a single paragraph without formatting (nothing bold, italic, etc.). At the end state **from at least 5 to not more than 10 key words**, which describe the content.

On the next page, add the title 'Abstract,' followed by the translated title of the final paper, then the translated abstract, and finally the keywords in the foreign language. The title of the thesis in a foreign language must be placed under the citation of the abstract in a foreign language and formatted in bold.

ABSTRACT

[illegible]

2.4 INDEXES

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. Sections are marked by numbers from 1 onwards. Subsections are separated by a full stop (e.g. 1.1). Do not write a full stop after the last digit. The index must be embedded with the Word function (not manually), and should be justified on both sides.

1 TITLE.....	22
1.1 FIRST SUBTITLE	24
2 1.2.....	25
2.1 THIRD SUBTITLE.....	27
1.3.1 First subsubtitle	28
1.3.2 Second subsubtitle	29
1.3.3	31
1.3.3.1 First and every further lesser subtitle	31
1.3.3.2 First and every further lesser subtitle	33
1.4 FOURTH SUBTITLE.....	35
1.5	38

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. The index is a mandatory element of a thesis if it includes at least one figure, table or graph.

Example:

Figure 1: Figure layout in the thesis.	22
Figure 2: Example of a graph	43
Figure 3: Example of a table	67

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

Questionnaires, tables, interviews and other documents used, which are added at the end of the thesis as appendices, are numbered sequentially and listed in the list of appendices. If necessary, page numbers can also be indicated.

Example:

Appendix 1: Student satisfactionquestionnaire	
Appendix 2: Interview template.....	
Appendix 3: Statistical data.....	

2.4.4 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 their meanings, following the format abbreviation: meaning.

Example:

ECHR: European Court of Human Rights
EU: European Union
ILO: International labour organization
NATO: North Atlantic Treaty Organization
OECD: Organisation for Economic Co-operation and Development
UN: United Nations
UNESCO: United Nations Educational, Scientific, and Cultural Organization

2.4.5 List of 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 in principle – foreign term – translation.

Write the foreign terms in italics. In particular, include the translations of the foreign terms which are not well known or not used widely.

Example:

Translations from Latin into English:

de facto – in fact
ius civile – civil law
traditio –
extradition
ex curia – out of court

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.

In scientific works we can write in the first person singular (I will present, summarize, and find out), in the first person plural (we will compare, show) or in a kind of professional passive (in the final part it was presented, in the survey it was covered, it was found, the survey showed...). Writing in a professional passive is encouraged, since it creates the appearance of objectivity, impartiality and non-involvement of the writer. Whichever method is chosen, it is important to use it consistently throughout the work.

For all relevant and verifiable information, facts, data, and anything derived from other sources, the source must be cited in a footnote and included in the bibliography and sources list at the end of the final paper.

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 topic, problem and research questions.
- Purpose and objectives of the bachelor thesis.
- Theoretical background and review of the research up to date. (We present the theoretical basis and reviewed sources that are crucial for the final work, we define them and emphasize those aspects that relate to the research topic.)
- 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.
- A brief summary of each section.

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

The final work may deviate from the stated guidelines in accordance with the agreement with the mentor.

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, their 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.

In the final part, master's thesis and doctoral dissertation 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 the scope and course of the summarized text from the cited source is completely clear and evident. Citation is mandatory both in summaries and in literal transcripts from other sources. In case of citing (copy-paste), quotation marks («...») have to be used. Long quotations should be avoided. The student's own text does not need citations.

Other emphases, Latin phrases, foreign terms, new terminology, parties in disputes when citing case law, etc., should be consistently marked in the text using *italic font*. Before foreign terms, use the established language abbreviation. Different methods of text emphasis, such as bold and underlined or bold and italicized, should not be used."

4.1 CITATION STYLE

By submitting the final theses at any of the faculty members of NU, 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 throughout the entire thesis.

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

If the same note is repeated in succession, we use **ibid.** in the next, but always the same throughout the text. If necessary, indicate the changed pages / articles.

Example of a footnote citation:

Text, text, text, text, text, text, text, text, text, text, text, text, text, text⁴. Text, text, text, text, text, text, text.⁵

Text, text, text, text, text, text, text, text, text, text, text, text, text. Text, text, text, text, text, text, text, text, text, text.⁶

⁴ Explanation of the term. *The number of the note before the full stop.*

⁵ Source reference. *The number of the note behind the full stop.*

⁶ Reference at the end of the paragraph. *The number of the note behind the full stop.*

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, year of publication, page.**

OR (if there is no author):

Title, year, 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**. Start citations in footnotes always with a capital letter and end with full stop.

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 in the same footnote, the years are separated by a semicolon.

The author can only be a natural person. Corporate authors are listed only in the role of publishers or holders of responsibility. If the author is not known, we talk about anonymous works. When citing anonymous sources, give: Title, year, p. Shorten long titles, but use the same shortened title throughout the thesis.

Avoid citing secondary sources. 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:”**

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, cited article, (can also be a page)**. Shorten long titles, but use the same shortened title throughout the thesis.

Examples of citing legal sources:

Treaty establishing a Constitution for Europe, preamble.

-

OZ, Article 33.

-

Regulation (EU) 2016/679, Article 36.

-

Regulation (EU) No 604/2013, Article 18.

-

Directive 2000/31/EC, Article 21.

-

Communication from the Commission — Guidelines on State aid for rescuing and restructuring non-financial undertakings in difficulty, Paragraph 97.

-

European Convention on Human Rights, Article 5.

When citing **case law**, include the court's abbreviation, the title of the judicial decision along with the case reference number (if known), the date, and the specific point of the reasoning (if referring to a particular position or statement by the court and if the decision is structured into numbered points). The indication of the parties to the dispute should always be written in italics.

Examples of citing case law:

ECHR *Case of M. A. v. Denmark*, No. 6697/18, 9. 7. 2021.

-

ICJ *Legality of use of force (Yugoslavia v. United States of America)*, No. 114, 29. 4. 1999.

-

SCOTUS *Foster v. Florida et al.*, 537 U.S. 990 (2002), 21. 10. 2002.

-

CJEU *Jasna Detiček v. Maurizio Sgueglia*, C-403/09 PPU, 23. 12. 2009.

-

CJEU Opinion of advocate general Jääskinen, Case C-163/10, 9. 6. 2011.

-

USRS Decision U-I-47/95, 20. 6. 1996.

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

If there is an author:

Author, year (if known), e-source.

If there is no author:

Title, holder of responsibility, year (if known), 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.**

Examples of citing e-sources:

Library, New University, e-source.

-

Main Bodies, United Nations, e-source.

-

Oliver, 2021, e-source.

-

A European Green Deal, European Commission, e-source.

-

Avbelj, 2021, e-source.

Artificial Intelligence Outputs: When citing information obtained through the use of the OpenAI tool, we provide the following details:

»Short title describing the content of the prompt, the algorithm used«, and the date on which the algorithm's result was obtained.

Example of citing AI outputs:

»Jurisdiction of the Court of Justice of the European Union«, ChatGPT, 29 September 2025.

-

"How is the criminal offence of theft treated under the law of the Republic of Slovenia, and what penalties may apply for this offence under the applicable legislation?" ChatGPT, 29 September 2025.

More examples of citing literature in footnotes:

Pallaska, 2020, p. 33.

-

Craig, de Búrca, 2015, p. 55.

-

Gerner-Beuerle, Paech, Schuster, 2013, p. XXII.

-

Letnar Černič et al., 2020, p. 15. (*More than three authors.*)

-

Avbelj, 2012a, p. 101; Roback, 1982; 1988. (*Multiple sources in one note.*)

-

Jambrek, 2006, p. 37; Avbelj, 2017, pp. 85–86.

-

Avbelj, 2012b, p. 28. (*Two sources by one author with the same year of publication.*)

-

The year in review: annual report 2020, 2021, pp. 28–30. (*Source with no author.*)

-

Guiding Principles on Business and Human Rights, 2011, pp. 13–15.

-

Ibid., p. 9. (*Sequential reference to the same source.*)

-

Jambrek, in: Novak, 2013, pp. 42–45. (*Secondary citation.*)

-

Novak, 2016; 2017; 2021. (*Several works by the same author in one note.*)

-

Avbelj, 2020, e-source. (*An online source with an author.*)

-

When should you turn to the Ombudsman? Human rights
Ombudsman, e-source. (*An online source with no author.*)

-

Butler, 2021. (*Article on the website of newspaper.*)

--

Jambrek⁴ mentions a similar perspective when he cites ... Text, text, text,
text, text, text, text, text.⁵ Text, text, text, text, text, text, text, text,
text, text, text, text, text.⁶

⁴ Jambrek, 2006, p. 307.

⁵ Ibid.

⁶ Ibid., p. 308

Other:

Quotations from unpublished, internal sources, e.g. statements by survey respondents or interviewees, have to be within quotation marks and in italics. Quotations from published sources have to be within quotation marks, but not in italics.

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**”.

If a work is still being printed, write “**in print**” instead of the year.

Find **double spaces** with the CTRL + H function and replace them with single spacing. Make sure that the **punctuation marks** in the footnotes and in the references are used appropriately. For surnames, consisting of several parts, language rules and national use has to be observed.

Examples:

Zupančič states “only high mobility /.../ enables intensive use of space”.⁴

-

See Genorio, 1978; or Pak, 2000.

-

For example, Pak, 2000; Rebernik, 2000; Marc, 2002.*

-

Backer states ...⁵

-

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 Zupančič, 2010, p. 8.

⁵ Backer, in print.

--

Notes:

*Citation in footnote 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. Titles should be written in black as well. The layout of the picture, title and source has to be **aligned to the centre**. The source of each visual material must also be listed in the bibliography (unless it is original work).

The source is cited in the same way as in the footnotes, but it can also be one's own, which is referred to as "Source: own work" or "Source: author". It can also be a combined source, which we refer to as "Source: own work based on data from _____ (and provide a reference)."

Example:

Figure 1: Layout of image in the final thesis



Source: About University, New University, e-source.

4.2 NOTES

Footnotes should be written under a line at the bottom of the page, numbered with consecutive Arabic numerals (10 pt) 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. At the end of such a note, we also cite the source from which we obtained the information.
- **Referring notes:** they refer the reader to another bibliographic unit which deals with similar 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 at the time conducted the interview...The interview is available in an online archive of the Radio and Television of Slovenia on: <https://4d.rtvsto.si/arhiv/intervju-tv/174512433>.

-

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

-

The Slovenian translation was based on the English translation of the Latin phrase ...

Translation made by ... published by Cambridge in ...

-

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

-

The EDIT 16 online database is published by Centrale per il Catalogo Unico delle biblioteche italiane e per le informazioni bibliografiche - ICCU. See: http://edit16.iccu.sbn.it/web_iccu/ihome.htm.

-

More about international collaborations is available on the website <https://www.nova-uni.si/en/international-exchange/>.

-

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.

-

More about this: Vatovec, 2010, p. 50.

-

ZDZdr, Article 2.

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 publications;
2. Articles in journals;
3. Contributions in conference proceedings, encyclopaedia articles and chapters in books;
4. Legal sources;
5. Case law;
6. Online sources;
7. Artificial Intelligence Outputs;
8. Internal material;
9. Other sources.

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, include a DOI, URN, or URL, as well as the date of last access, which must not be older than six months.

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:²

- **Bachelor thesis: not fewer than 15 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.**³

A foreign source is the work of a foreign author or institution in a foreign language.

The final thesis must cite **only sources that are available in physical or online formats and are relevant to the topic under discussion**. Wikipedia and websites containing unverified information or content that can be modified by anyone do **not constitute appropriate academic sources** and should not be used. Lecture notes

and presentation slides are also considered unsuitable sources. The use of artificial intelligence tools for locating sources is permitted. However, when using AI to search for literature, the student must verify the existence and suitability of the suggested sources and cite only the **original or primary sources**. The student is responsible for verifying the existence and suitability of the suggested sources, although the supervisor may also review their appropriateness. The student bears full responsibility for the content, accuracy, credibility, and proper citation of the information included in the final thesis.

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.

For references without author, the citation begins with the title:

Title of the work. (year of publication). Place: Publisher.

If there are two or three authors, they are separated by commas. In case of more than 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:

Pallaska, F. (2020). Sustainable refurbishment of the building stock in Kosovo (Doctoral dissertation). Ljubljana: New University, European faculty of law.

-

Craig, P., de Búrca, G. (2015). EU law: text, cases, and materials. Oxford: Oxford University Press.

-

Gerner-Beuerle, C., Paech, P., Schuster, E. P. (2013). Study on Directors' Duties and Liability. London: Department of Law, London School of Economics.

-

Letnar Čerňič, J., et al. (2020). Slovenski državni holding, d. d., in spoštovanje človekovih pravic v gospodarstvu. Ljubljana: Nova univerza, Fakulteta za državne in evropske študije.

-

The year in review: annual report 2020. (2021). Luxembourg: Court of Justice of the European Union.

-

Guiding Principles on Business and Human Rights: Implementing the United Nations "Protect, Respect and Remedy" Framework. (2011). New York, Geneva: United Nations. URL: https://www.ohchr.org/documents/publications/guidingprinciplesbusinessshr_en.pdf, 21. 10. 2021.

5.2 ARTICLES IN JOURNALS

Basic rule:

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

The year and volume number of the journal are indicated **only by number**. If the year is not known, only the number without parentheses is given.

If there are two or three authors, they are separated by commas. In case of several authors use **et al.** after the comma. Cite articles from the websites of newspapers and magazines, such as The Guardian, The New York Times, Der Spiegel, Financial Times, Delo, Dnevnik ... in the same way as articles and magazines in printed version. For articles available online, include **the online publication date** (if known) and a **DOI, URL, or URN link**. If a **URL link is used**, also include the **date of last access**.

DOI and URN identifiers are frequently used to identify online journal articles. For articles published in scholarly journals, the DOI or URN link is provided at the end of the citation, as it is more reliable. For newspapers such as *Delo*, a URL link is provided to facilitate retrieval. Links should be black and not underlined.

Examples:

Letnar Černič, J. (2013). Pravica do družinskega življenja v sodni praksi Evropskega sodišča za človekove pravice. *Dignitas*, 59/60, pp. 183–202.

-

Butler, P. (2021). British leavers and remainers as polarised as ever, survey finds. *The Guardian*, 21. 10. 2021. URL: <https://www.theguardian.com/politics/2021/oct/21/british-leavers-and-remainers-as-polarised-as-ever-survey-finds>, 22. 10. 2021.

-

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.

-

Birchall, D. (2019). The Consequentialism of the UN Guiding Principles on Business and Human Rights: Towards the Fulfilment of 'Do No Harm'. *Journal of Business Ethics and Organization Studies*, 24(1), pp. 28–29.

-

Augenstein, D., Lindahl, H. (2015). Introduction: Global Human Rights Law and the Boundaries of Statehood. *Indiana Journal of Global Legal Studies*, 23(1), pp. 1–14.

-

Avbelj, M. (2020). Constitutional Pluralism and Authoritarianism. *German law journal*, 21(5), pp. 1023–1031.

-

Torkar, G., Krašovec, U. (2019). Students' attitudes toward forest ecosystem services, knowledge about ecology, and direct experience with forests. *Ecosystem Services*, 37, <https://doi.org/10.1016/j.ecoser.2019.100916>.

-

Manrique, M. L., Navarro, P., Peralta, J. M. (2017). Criminal law and legal dogmatics. *Revus*, 31, pp. 61–84.

-

Dubovicki, S., Banjari, I., Štefanc, D. (2014). Odnos študentov do kakovosti visokošolskega pouka. *Sodobna pedagogika*, 65(2), pp. 80–97. URN:NBN:SI:doc-RE621ZXR.

5.3 CONTRIBUTIONS IN CONFERENCE 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 (ed.). Place: publisher, pages.

Examples:

Alfredsson, G. (2010). Minority Rights: Norms and Institutions. V: New Institutions for Human Rights Protection / Boyle, K. (Ed.). Oxford, New York: Oxford University Press, pp. 175–206.

-

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

-

Craig, P. (2011). Legitimacy in Administrative Law: European Union. V: Legitimacy in European administrative law: reform and reconstruction / Ruffert, M. (Ed.). Groningen: Europa Law Publishing, pp. 197–215.

-

Supreme Court. (2006). In: Collins dictionary of law / Stewart, W. J. Glasgow: Collins.

-

Property. (2021). In: WordReference English-Spanish Dictionary / WordReference.com. URL: <https://www.wordreference.com/es/translation.asp?tranword=property>, 21. 10. 2021.

-

Laffan, B. (2019). Future Scenarios of the European Union. In Oxford Research Encyclopedia of Politics / Thompson, W. R. (Ed.). Oxford University Press.

URL: <https://oxfordre.com/politics/view/10.1093/acrefore/9780190228637.001.0001/acrefore-9780190228637-e-1493?rskey=3XrKyA>, 21. 10. 2021.

-

Duignan, B. (2021). George W. Bush. In: Encyclopedia Britannica / Augustyn, A., et al. (Ed.). Encyclopædia Britannica, Inc. URL: <https://www.britannica.com/biography/George-W-Bush>, 1. 9. 2021.

Examples of citations in the text:

Alfredsson, 2010, p. 178.

Novak, 2018, p. 176.

Craig, 2011, p. 200.

Supreme Court, in: Collins dictionary of law, 2006.

Property, in: WordReference English-Spanish

Dictionary, 2021. Laffan, 2019.

Duignan, 2021.

5.4 LEGAL SOURCES

The classification of a certain source among legal sources is arranged by the student in cooperation with the mentor.

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:**

– OJEU or Official Journal of the European Union.

Examples:

Treaty establishing a Constitution for Europe. Official Journal of the European Union, C 310, 16. 12. 2004, pp. 3–474.

-

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

-

Obligations Code (OZ). 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.

-

Regulation (EU) No 604/2013 of the European Parliament and of the Council of 26 June 2013 establishing the criteria and mechanisms for determining the Member State responsible for examining an application for international

protection lodged in one of the Member States by a third-country national or a stateless person. Official Journal of the European Union, L 180, 29. 6. 2013, pp. 31–59.

-

Directive 2000/31/EC of the European Parliament and of the Council of 8 June 2000 on certain legal aspects of information society services, in particular electronic commerce, in the Internal Market ('Directive on electronic commerce'). Official Journal of the European Union, L 178, 17. 7. 2000, pp. 1–16.

-

Communication from the Commission — 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.

-

European Convention on Human Rights, as amended by Protocols Nos. 11, 14 and 15, supplemented by Protocols Nos. 1, 4, 6, 7, 12, 13 and 16. Council of Europe, European Court of Human Rights, 4. 11. 1950.

5.5 CASE LAW

The classification of a certain source among the case law is arranged by the student in cooperation with the mentor. Basic rule for case law of courts:

Abbreviation of the court 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).

The abbreviation of the court is given if this abbreviation is official. The indication of the parties to the dispute should always be written in italics.

Examples:

ECHR, *Case of M.A. v. Denmark*, European Court of Human Rights, No. 6697/18, 9. 7. 2021, ECLI:CE:ECHR:2021:0709JUD000669718.

-

ECHR, *Case of Benedik v. Slovenia*, European Court of Human Rights, No. 62357/14, 24. 4. 2018, ECLI:CE:ECHR:2018:0424JUD006235714.

-

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

-

SCOTUS, *Foster v. Florida et al.*, Supreme Court of the United States, 537 U.S. 990 (2002), 21. 10. 2002.

CJEU, *Jasna Detiček v. Maurizio Sgueglia*, Court of Justice of the European Union, C-403/09 PPU, 23. 12. 2009, ECLI:EU:C:2009:810.

-

CJEU, Opinion of advocate general Jääskinen, Court of Justice of the European Union, 9. 6. 2011, C-163/10, ECLI:EU:C:2011:379.

-

USRS, Decision U-I-47/95, Constitutional Court of the Republic of Slovenia, 20. 6. 1996, ECLI:SI:USRS:1996:U.I.47.95.

-

USRS, Decision U-I-108-91, Constitutional Court of the Republic of Slovenia, 13. 7. 1993, ECLI:SI:USRS:1993:U.I.108.91.

5.6 ONLINE SOURCES

Basic rule:

Surname, first letter of the name. Title. Holder of responsibility, date of online publication (if known). **URL address, date of latest access, which is not older than six months.**

In case the author or holder of the moral copyright 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 responsibility, date of online publication** (if known). **URL address, date of latest access, which is not older than six months.**

Articles, electronic books, collections, publications, legislation and 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.

Prior to submitting the thesis, it is necessary to check whether all the web links included in the thesis are functional. The e-source for references in footnotes is used only for online resources.

Examples:

Epstein, S. What does being a 'cultural fit' actually mean?. BBC, 20. 10. 2021. URL: <https://www.bbc.com/worklife/article/20211015-what-does-being-a-cultural-fit-actually-mean>, 21. 9. 2024.

-

A European Green Deal. European Comission. URL: https://ec.europa.eu/info/strategy/priorities-2019-2024/european-green-deal_en, 21. 9. 2024.

-
When should you turn to the Ombudsman?. The Human Rights Ombudsman of the Republic of Slovenia. URL: <https://www.varuh-rs.si/en/activities/how-to-reach-us/when-should-you-turn-to-the-ombudsman/>, 1. 9. 2024.

-
About the fund. Norges Bank Investment Management, 27. 2. 2019. URL: <https://www.nbim.no/en/the-fund/about-the-fund/>, 20. 7. 2024.

Examples of citing within the text of the thesis:

Epstein, 2021, e-source.

About the fund, Norges Bank Investment Management, 2019, e-source.

5.7 ARTIFICIAL INTELLIGENCE OUTPUTS

Basic rule: “A short title describing the content of the prompt.” The algorithm used, and the date on which the algorithm’s result was obtained.

Students may use text-generating algorithms (“A.I.”) based on machine learning from existing text corpora (so-called large language models) when preparing their written work.

The use of such algorithms must be properly documented. Students are required to save both the prompts they entered and the algorithmically generated texts (output results), together with the date of the query. Upon request, this information must be submitted to the higher education teacher responsible for reviewing the written work.

Every use of text-generating algorithms must be recorded in the list of references. Students must provide a numbered list of all prompts used in the written work, arranged in chronological order, and indicate the algorithm used for each entry. This list is not counted as part of the total length of the final thesis.

If students refer to or cite the results of text-generating algorithms in their work, these must also be properly cited. This is in accordance with the principle of good academic practice, which requires all sources to be clearly indicated. The citation must include:

- the number of the corresponding prompt in accordance with the list,
- a short title describing the content of the prompt (e.g. Definition of generative artificial intelligence),
- the algorithm used (e.g. ChatGPT),
- the date on which the algorithm’s result was obtained.

Examples:

»Is it allowed, in accordance with the laws of the Republic of Slovenia governing intellectual property, to use a foreign copyrighted work for educational purposes without the author's consent, and what are the conditions for such use?«. ChatGPT, 16. 9. 2024.

»How could international diplomatic relations between countries A and B, which have historical tensions and currently disputed borders in a specific area, be improved?«. ChatGPT, 30. 9. 2024.

»How could the division of property between spouses who are divorcing be negotiated, considering their financial circumstances, desires, and needs?«. ChatGPT, 15. 9. 2024.

»How can we explain the differences in political preferences and voting behaviors among different generations of voters in country X, and what impact might these differences have on the political landscape and political decisions?«. ChatGPT, 31. 9. 2024.

»What are the key legal obligations and responsibilities of companies in country X regarding consumer protection, and how are these obligations enforced and monitored in practice?«. ChatGPT, 15. 9. 2024.

5.8 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, 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.

--

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 of 25. 3. 2018.

Smith, 2008.

5.9 OTHER SOURCES

This chapter includes sources that do not fall into any of the typologies of sources listed above. For example letters, PPT presentations, flyers, invitations, online videos.

Basic rule:

Surname, abbreviation of the name (year). Title (note if necessary). Place: publisher. URL (if any), access date.

These sources should not predominate in the concluding section, but may appear as an exception. This means you can use it when the source is crucial to your work and you don't get information elsewhere.

Examples:

Avbelj, M. (2021). The Academic Forum of the New University: Business and Human Rights in Central and Eastern Europe. Nova Gorica: Nova univerza. URL: <https://epf.nova-uni.si/wp-content/uploads/2021/03/AF-INVITATION-22.03.2021.pdf>, 21. 9. 2024.

-

Asylum seekers in the European Union: the 2019 situation. Eurostat. URL: <https://ec.europa.eu/eurostat/documents/4031688/11010669/KS-01-20-236-EN-C.pdf/75412b0e-d240-36b7-f597-d9ad8b9f6bd1?t=1592484> 181000, 21. 10. 2021.

-

Joffe, A., Wiesand, A. (2015). 2005 Convention on the Protection and Promotion of the Diversity of Cultural Expressions (PowerPoint presentation). Ethiopia: UNESCO; Diversity of Cultural Expressions. URL: https://en.unesco.org/creativity/sites/creativity/files/activities/unesco-workshop_periodic-report_ethiopia.pptx, 21. 10. 2021.

-

Draijer, J. (2009). Reaction of the Netherlands to the Green Paper on the European Workforce for Health. Brussels: European Commission. URL: https://ec.europa.eu/health/archive/ph_systems/docs/netherlands_en.pdf, 21. 10. 2024.

-

Akademski forum: The Many Faces of Constitutional Backsliding in Central Europe (2020). Nova univerza. YouTube. URL: <https://www.youtube.com/watch?v=2Yts37nfZmc>, 21. 10. 2021.

Examples of citing within the text of the thesis:

Avbelj, 2021.

Asylum seekers in the European Union:

6. RESPECT FOR COPYRIGHT AND CHECKING SIMILARITY OF CONTENTS AT NEW UNIVERSITY¹

The final 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 (ZASP). Official Gazette of the RS, No. 16/07 – official consolidated text, 68/08, 110/13, 56/15, 63/16 – ZKUASP and 59/19.**

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 a 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.

¹ Compiled on the basis of the legislation in force, website www.plagiarism.org, other relevant working materials of Slovenian universities and Intellectual Property Institute. **Self-citing**, i.e. copying students' own texts with appropriate citation, should not exceed 10 %.

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.

When the thesis is finalized, its review with Detektor podobnih vsebin (DPV) (Duplicate content detection) programme is performed for the first time. That means that before the final mentor's confirmation of the thesis that it is ripe for defence, the mentor and the student are obliged to ensure that the DPV report corresponds to the proportions of matches, as specified in these instructions. For all levels of study, the appropriate DPV report is a **condition** for arranging further procedures for completion of studies. The work is sent to the library, which keeps a record of reports, for review. Due to possible changes, the library will re-check the thesis with the DPV programme upon receipt for the technical inspection.

THESIS IS SUITABLE FOR SUBMISSION AND DEFENCE if there is:

- **25.99 % or less** matching with other texts for 1st degree.
- **20.99 % or less** matching with other texts for 2nd and 3rd degree.

THE CANDIDATE HAS TO CORRECT THE THESIS if there is:

- **from 26.00 % to 40.99 %** matching with other texts for 1st degree.
- **from 21.00 % to 35.99 %** matching with other texts for 2nd and 3rd degree.

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

- **41.00 % or more** matching with other texts for 1st degree.
- **36.00 % or more** matching with other texts for 2nd and 3rd degree.

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, 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.

With a statement on the suitability of the final thesis, the mentor may approve the suitability of the work if they consider that the topic and content of the work are such that it is allowed. However, the work **cannot** be approved by the mentor with a statement if:

- the Bachelor thesis has 30,99 % or more matching,
- the Master thesis has 25,99 % or more matching.

Doctoral dissertations may not exceed the permitted percentage (20.99%).

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.

An example of the statement is provided to the student by University Library of New University.

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

of plagiarism:

- When the gravity of plagiarism regarding 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, 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 TECHNICAL REVIEW PROCEDURE AND BILLING

Procedure for the technical suitability review of the final thesis:

- review of the matching of the text with the DPV programme (percentage calculation),
- review and comment on design suitability (cover pages, numbering, font...)-
- review and comment considering the length and limitations of individual chapters

(length, abstract...),

- review and comment considering text formation in accordance with the criteria for writing scientific texts (objectivity, consistency, text structure),
- review and comment on the citations of the sources used (summary, literal citation, list of references),
- review and comment on formation of notes and bibliography (appropriate formation of references and citations in the list).

The sample review contains only a comment on an individual error or flaw, the student is obliged to correct a certain type of error throughout the final thesis.

University Library of New University (UKNU) provides the student with 2 free samples of technical review of the final thesis. The third unconfirmed and all possible further reviews of the technical suitability of the final thesis are paid by the student according to the valid price list of UKNU. The price for review of technical suitability of the final thesis (third unconfirmed and all subsequent inspections):

- **final theses 1st degree: 15.00 EUR,**
- **final theses 2nd degree: 20.00 EUR,**
- **final theses 3rd degree: 25.00 EUR.**

6.4 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, and 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 the 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.

The library that performs technical reviews cannot be responsible for the correctness and adequacy of the final thesis. The author or student is responsible for the content and technically properly arranged final work.

All final theses, registered from October 1, 2018, have to comply with these instructions. Theses, registered until September 30, 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: 23 September 2026

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 Government and European Studies

New University → 16 pt
Faculty of Government and European Studies

Title of thesis → 18 pt

Bachelor thesis → 16 pt

Name and Surname → 16 pt

Place, year → 16 pt

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

New University → 16pt
Faculty of Government and European Studies

Title of thesis → 18 pt

Bachelor thesis → 16 pt

Candidate: Name and Surname
Enrolment No.: → 16 pt
Study programme:
Mentor: Title Name and Surname

Place, year → 16 pt

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

New University
European Faculty of Law → 16 pt

Title of thesis → 18 pt

Master's thesis → 16 pt

Name and Surname → 16 pt

Place, year → 16 pt

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

New University → 16 pt
European Faculty of Law

Title of thesis → 18 pt

Master's thesis → 16 pt

Candidate: Name and Surname
Enrolment No. → 16 pt
Study programme:
Mentor: Title Name and Surname

Place, year → 16 pt

Appendix 5: Example of the cover of Doctoral dissertation of the Faculty of Slovenian and International Studies

New University
Faculty of Slovenian and International Studies

Title of dissertation → 18 pt

Doctoral dissertation → 16 pt

Name and Surname → 16 pt

Place, year → 16 pt

Appendix 6: Example of the inside front cover of Doctoral dissertation of the Faculty of Slovenian and International Studies

New University → 16 pt
Faculty of Slovenian and International Studies

Title of dissertation → 18 pt

Doctoral dissertation → 16 pt

Candidate: Name and Surname
Enrolment No. → 16 pt

Study programme:

Mentor: Title Name and Surname

Place, year → 16 pt

Appendix 7: Statement of authorship

Statement of authorship

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 final theses of New University 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 RS, No. 16/07 - official consolidated text, 68/08, 110/13, 56/15, 63/16 - ZKUASP and 59/19);
- I used artificial intelligence tools in the preparation of the final thesis:

_____. I used artificial intelligence tools for: _____.

I appropriately acknowledged and disclosed their use. I critically evaluated all content, information, and suggestions obtained with the help of artificial intelligence tools. I bear full responsibility for the final content, the selection and verification of sources, the interpretation, and the professional judgments within the final thesis;

- 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 indicated 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.

Place and date

Name and Surname

(signature by hand)

Appendix 8: Proofreader's statement

Proofreader's statement

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 a proofreader)

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