

***Regulations and Guidelines for Writing the Bachelor's Thesis
(Undergraduate Study Programme)***

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INTRODUCTION

The following regulations and guidelines arrange the submission, organisation, and preparation of the bachelor's thesis within the undergraduate study programme at the Academy of Visual Arts – AVA. The regulations and guidelines are intended to serve as a guide throughout the thesis preparation process, providing students with an understanding of the rules governing the planning, preparation, and submission of the bachelor's thesis, as well as the formal requirements that must be fulfilled. These regulations and guidelines also serve as a practical reference during the preparation of the thesis. Students are expected to read them carefully, ensure that they understand their contents, and consult their tutor regarding any questions related to them.

In order to successfully complete the study programme, students in all undergraduate programmes are required to successfully complete a bachelor's thesis. A successfully completed bachelor's thesis enables the student to obtain a certificate of successful completion of the undergraduate programme, pursue further education at the postgraduate level, as well as the professional qualifications and competence required for independent professional practice. A prerequisite for completing the theoretical component of the bachelor's thesis is the successful completion of the practical component of the programme, including the final exhibition and fulfilment of all required obligations. Both the practical and theoretical components of the bachelor's thesis must be completed at the Academy of Visual Arts – AVA. The procedures for the application, preparation, and submission of the bachelor's thesis are explained in more detail in the chapters *Structure of the Bachelor's Thesis* and *Guidelines for the Submission of the Bachelor's Thesis*.

The bachelor's thesis may be written in Slovenian or English and must include an abstract in both Slovenian and English language, each ranging from 300 to 500 words. The complete thesis must contain a minimum of 8,000 words, excluding references and the bibliography. The bachelor's thesis must be professionally proofread and comply with the formal requirements for the preparation of academic texts set out in these guidelines. During the conceptualisation of the bachelor's thesis, students are encouraged to consult theses prepared by previous generations of students in order to develop an appropriate plan for their own work and become familiar with the required structure, content, and methodology. Throughout the entire process of conceptualising, preparing, and submitting the bachelor's thesis, the student must consult with their tutor, whose role is not limited to supporting the preparation of a formally compliant bachelor's thesis but also includes providing support to the student at all stages of the thesis preparation process.

The bachelor's thesis is an original work of authorship. By signing the Statement of Authorship, the student confirms that the thesis is the result of their own independent research. The student is required to acknowledge all sources accurately and appropriately (see the chapter *Guidelines for the preparation of academic texts*) and assumes full legal and disciplinary responsibility for the authenticity and originality of the work.

GENERAL TERMS

The procedure for the selection, submission, preparation, and completion of the bachelor's thesis is governed by the provisions of these Regulations and the study programme of the Academy of Visual Arts – AVA.

The bachelor's thesis consists of both practical and theoretical part. The final grade for the bachelor's thesis, as well as its successful completion, is determined according to the following weighting: 60% of the final grade is based on the practical part and 40% on the theoretical part. The theoretical part of the bachelor's thesis must be completed independently by the student. The practical part of the thesis may be a joint project involving several students, provided that the contribution of each individual student is clearly identifiable and complies with the quantitative and qualitative requirements of the relevant study programme, as well as the formal requirements for the preparation of a thesis.

In the theoretical part of the bachelor's thesis, the student must demonstrate knowledge and understanding of the theoretical framework applied in the preparation and execution of the research. The student is expected to employ an appropriate and consistent referencing system to support and develop the arguments presented in the thesis, while also demonstrating an appropriate level of critical thinking and critical analysis in addressing the chosen research problem. In doing so, the student must apply appropriate scientifically validated social science research methods, use both Slovenian and international sources, and demonstrate the ability to communicate professionally in academic writing.

The bachelor's thesis must be accompanied by a signed Statement of Authorship confirming that the thesis is the student's own independent work, prepared with the use of properly acknowledged sources. The statement must also confirm that the thesis has been professionally proofread and prepared in compliance with the regulations and guidelines applicable at the Academy of Visual Arts – AVA.

TOPIC SELECTION AND JUSTIFICATION

Before commencing the preparation of the thesis, the student must clearly justify the choice of topic, which is determined in agreement with the tutor. The selected topic must address a clearly defined research problem. Within the chosen topic, the student is expected to formulate research propositions and hypotheses, investigate them analytically, and provide well-founded conclusions.

When selecting a thesis topic, students are advised to consult previously completed bachelor's theses covering related research fields. It is also recommended that students review academic literature beyond the institution's thesis archive in order to evaluate the relevance of the proposed topic, examine how it has been addressed in existing research, identify the methodologies employed, determine the key reference sources related to the selected topic, and assess the current state of research, including its contemporary relevance and recent scholarly developments.

The selection of the thesis topic is one of the most important aspects of the bachelor's thesis, alongside the preparation of the thesis, the research methodology, and the writing process. It largely determines the relevance, originality, and academic quality of the thesis. Students are therefore strongly encouraged to devote sufficient time and careful consideration to selecting an appropriate topic and to develop it thoroughly in consultation with their tutor.

When selecting and defining the thesis topic, students should consider the following aspects, which should also serve as guiding principles throughout the preparation of the thesis:

- the research objectives and the broader social relevance of the selected topic;
- the research propositions, hypotheses, and research questions developed within the study;
- the research methodology and methods applied;
- the appropriate formal structure of the thesis and the correct citation of all sources used.

The selection of the thesis topic is also closely linked to the academic standard of the bachelor's thesis, which must comply with the criteria established by these regulations and guidelines. During the preparation of the thesis, students are encouraged to consult the formal requirements set out in the *Regulations and Guidelines for Writing the Bachelor's Thesis* as well as examples of previously completed theses. These provide useful guidance regarding topic selection, research methodology, the level of complexity of the research problem, and the sources and references used. In consultation with the tutor, the student must also determine an appropriate level of complexity for the thesis and assess whether the proposed topic is feasible within the available time frame and the scope of the study programme.

METHODOLOGY

An appropriate research methodology is essential for the preparation and successful completion of the bachelor's thesis. The methodology must clearly define how, in what sequence, and by which methods the student will investigate the selected research problem. The methodology used in the research and the overall work process must be objective and verifiable.

When preparing the bachelor's thesis, students may follow the fundamental principles of academic research methodology, including:

- the selection and definition of the research problem;
- scientific and professional information (use of relevant sources and academic literature);
- the planning of the research process;
- the implementation and completion of the bachelor's thesis.

Importance should be given to the selection of relevant literature, the student's critical approach to existing research, and the evaluation of established theories and arguments in relation to the selected research problem. The student is expected to analyse the chosen problem critically and contribute to its further development. Consequently, the objective of the bachelor's thesis is not necessarily to develop entirely new knowledge, but rather to investigate, evaluate, and expand upon existing research within the chosen field. The tutor plays an important role in assisting the student with the selection of an appropriate research methodology. In consultation with the tutor, the student determines all methodological aspects of the research and the preparation of the bachelor's thesis. Where appropriate, the student is also supported by co-tutors from contextual studies.

The selected thesis topic (research problem) may be directly related to the practical component of the bachelor's thesis, although it may also address a different topic. In such cases, the student is required to submit a new Learning Agreement. The theoretical component of the bachelor's thesis must clearly present the research problem, describe the research methodology employed, formulate the research propositions and hypotheses, and present the findings and conclusions of the research.

STRUCTURE OF THE BACHELOR'S THESIS

This chapter provides a detailed description of the formal structure and requirements for the preparation of the bachelor's thesis.

Cover Page of the Bachelor's Thesis

The cover page of the bachelor's thesis must contain the words BACHELOR'S THESIS and DIPLOMSKO DELO written in capital letters, centred at the top of the page. The title of the bachelor's thesis must be placed below it, also written in capital letters. The student's full name and the year of completion of the bachelor's thesis follow below the title. The Academy of Visual Arts – AVA logo is placed at the bottom of the page. If the bachelor's thesis is written in English, the title of the thesis must be provided in both Slovenian and English. If the bachelor's thesis is written in Slovenian, only the Slovenian title is required.

The first in page of the bachelor's thesis shall be identical to the title page, with the addition that the student's enrolment number, the name of the tutor for the theoretical part, the name of the tutor responsible for the practical part, the name of the proofreader, and the place and date of submission of the bachelor's thesis shall also be included next to the student's name:

STUDENT NAME

STUDENT IDENTIFICATION NUMBER

TUTOR (Theoretical part)

TUTOR (Practical part)

PROOFREADER

PLACE AND DATE OF SUBMISSION OF THE BACHELOR'S THESIS

Below this information, the following statement must be included:

The bachelor's thesis was submitted to the Undergraduate Studies Office at the Academy of Visual Arts – AVA on _____, under the Student Identification Number _____.

The first inner page must be printed in black text on white paper and must not contain any images, logos, or photographs. The bachelor's thesis must be printed on one side only, in A4 format, and bound in hardcover. The student must submit three hardcover copies of the bachelor's thesis to the Studies Office at Academy of Visual Arts – AVA.

The cover page and the first inner page of the bachelor's thesis must be followed by the sections listed below in the following order:

- acknowledgement (optional, if the student wishes to include it);
- signed *Statement of Authorship* of the bachelor's thesis in Slovenian and English (see forms);

- abstract in Slovenian and English language (300–500 words) and keywords (3–5) in both Slovenian and English;
- table of contents;
- introduction;
- main text;
- conclusion,
- references and bibliography;
- appendices.

The spine of the bachelor's thesis must include the student's name and the year of completion of the thesis.

Headers and footers must not be used in the bachelor's thesis. All sources and literature used must be correctly cited and listed in accordance with the Regulations and Guidelines of the Academy of Visual Arts – AVA.

GUIDELINES FOR THE SUBMISSION OF THE BACHELOR'S THESIS

Failure to comply with the requirements regarding the submission of the bachelor's thesis and its formal structure may result in the rejection of the thesis. The bachelor's thesis may be written in Slovenian or English. It must contain 8,000 words (excluding sources, bibliography, and quotations) and include an abstract in Slovenian and English of 300–500 words. The bachelor's thesis may include additional materials; however, these must be submitted separately and clearly marked as appendices to the thesis.

General Guidelines

The bachelor's thesis may be written in Slovenian or English. The student must prepare the bachelor's thesis at the Academy of Visual Arts – AVA. Upon submission, the student must submit three hardcover copies to the Studies Office at the Academy of Visual Arts – AVA. Students may complete their bachelor's thesis throughout the entire academic year. The student must complete the bachelor's thesis within two years after completing the study programme. After this period, the student must submit a new Learning Agreement with a new thesis topic.

Text Formatting

The text must be printed in A4 format (210 × 297 mm). The main body of the thesis must use 1.5-line spacing and a 12-point font size, while quotations and references must use single line spacing and a 10-point font size. The thesis must be printed on one side of the paper only; double-sided printing is not permitted. Due to binding requirements, the inner margin must be at least 40 mm, while all other margins must not be smaller than 15 mm. All pages must be numbered according to the specified formatting requirements. Page numbering begins with the introduction page and continues through to the final page of the bachelor's thesis. Sources and bibliography must be cited and listed appropriately in accordance with the *Guidelines for the Preparation of Academic Texts*.

Formatting of text below visual materials

When providing information and references for visual materials, the same formatting requirements apply as those used for quotations and bibliographic references.

Submission of the bachelor's thesis

The bachelor's thesis must be submitted in three hardcover copies to the Studies Office at the Academy of Visual Arts – AVA. All appendices must be clearly labelled. Before submitting the printed version of the bachelor's thesis, the student must submit an electronic version, which must be identical to the printed copy. The electronic version of the thesis must be submitted to the Studies Office.

BACHELOR'S THESIS

DIPLOMSKO DELO

TITLE

STUDENT'S NAME AND SURNAME

YEAR OF SUBMISSION

LOGO AVA

BACHELOR'S THESIS

DIPLOMSKO DELO

TITLE

STUDENT'S NAME AND SURNAME

IDENTIFICATION NUMBER

TUTOR (Theoretical part)

TUTOR (Practical part)

PROOFREADER

PLACE AND DATE OF SUBMISSION OF THE BACHELOR'S THESIS

The bachelor's thesis was submitted to the Undergraduate Studies Office at the Academy of Visual Arts – AVA on _____, under the Student Identification Number _____.

GUIDELINES FOR THE PREPARATION OF ACADEMIC TEXTS

The guidelines for the preparation of academic texts define the rules for appropriate referencing and citation when preparing seminar papers, bachelor's theses, and master's theses at the Academy of Visual Arts – AVA. Scientific and professional texts based on research differ from other types of texts through their consistent referencing of appropriate sources and literature. At the Academy of Visual Arts – AVA we use the Harvard referencing system, which is described in detail below.

Harvard referencing system

The Harvard referencing system is used for citing sources in seminar papers, bachelor's theses, and master's theses at the Academy of Visual Arts – AVA. This system requires references to be provided according to the author's surname and the year of publication.

Within this system, the author's surname and the year of publication are included in the text. Complete bibliographic information about the publication is provided in the reference list at the end of the seminar paper, bachelor's thesis, or master's thesis.

In-text citation

“An effective structure is important” (Redman, 2006, p. 22).

References:

Redman, P., 2006. *Good essay writing: a social sciences guide*. 3rd ed. London: Open University in association with Sage.

References and bibliography

The reference list must include detailed information about all sources and materials cited in the text. Authors must be listed in alphabetical order, together with all referenced materials presented in a single sequence (for more detailed instructions see <https://university.open.ac.uk/library/referencing-and-plagiarism/quick-guide-to-harvard-referencing-cite-them-right#s7>).

CITING SOURCES WITHIN THE TEXT

Citing an author in the text

When referring to an author's work, the author's name must always be followed by the year of publication:

In general, when writing for a professional publication, it is good practice to make reference to other relevant published work. This view has been supported in the work of Cormack (1994).

When referring to a specific section of a work or directly quoting from a source, the page number must also be provided:

Cormack (1994, pp. 32–33) states that “when writing for a professional readership, writers invariably make reference to already published works.”

Indirect citation of an author in the text

When referring to a work or part of a study without mentioning the author's name directly in the text, the author's surname and the year of publication must be provided in parentheses at an appropriate point within or at the end of the sentence:

Making reference to published work appears to be characteristic of writing for a professional audience (Cormack, 1994).

Citing more than one author in the text

When directly referring to more than one author in the same sentence, both authors must be cited:

Smith (1946) and Jones (1948) have both shown ...

Indirect citation of more than one author in the text

Authors whose work is referred to indirectly should be cited at an appropriate point within or at the end of the sentence by placing the author's surname and the year of publication in parentheses, separated by a comma.

When referring to several works by different authors, sources should be listed chronologically, beginning with the earliest publication year:

Further research in the late forties (Smith, 1946; Jones, 1948) led to major developments...

Recent research (Collins, 1998; Brown, 2001; Davies, 2008) shows that ...

Two, three or four authors of the same work

When a work has two, three, or four authors, all authors must be cited. Use **and** between the final two authors:

White and Brown (2004) in their recent research paper found...

or, in parentheses:

Recent research (White and Brown, 2004) suggests that...

Additional examples of citing two, three, or four authors

During the mid-nineties research undertaken in Luton (Slater and Jones, 1996) showed that...

Further research (Green, Harris and Dunne, 1969) showed...

Later research demonstrated that this theory was incorrect (Smith, Davis, Singh and Green, 2000).

If a work has several authors, all authors must be cited in the same order as they appear in the original publication. The word **and** must be placed before the final author's name.

More than one author of the same work

If a work has more than four authors, only the first author's surname is cited, followed by **et al.**, which means and others:

Green et al. (1995) found that the majority ...

or, in parentheses:

Recent research (Green et al., 1995) has found that the majority of ...

Unknown author

If the author's name is unknown, cite the source using **Anonymous** or **Anon.**, followed by the title of the work and the year of publication. The title must be written in italics. When using a work by an unknown author as a reference in academic writing, every effort should be made to identify the authorship of the cited material:

Marketing strategy (Anon., 1999)

Unknown publication date

The abbreviation **n.d.** is used when the year of publication is unknown:

Smith (n.d.) has written and demonstrated...

or, in parentheses:

Earlier research (Smith, n.d.) demonstrated that...

When citing a work with no known publication date in a seminar paper, bachelor's thesis, or master's thesis, every effort must be made to determine the year of publication of the cited work. For more detailed instructions, see <https://university.open.ac.uk/library/referencing-and-plagiarism/quick-guide-to-harvard-referencing-cite-them-right#s7>

Citing page numbers

Providing the page number of a quotation helps readers locate the referenced source. This is particularly important when quoting or paraphrasing specific passages of text:

Lawrence (1966, p. 124) states “we should expect ...”

or, in parentheses:

This is to be expected (Lawrence, 1966, p. 124)...

Note: In English references, **p.** is used when referring to a single page, while **pp.** is used when referring to multiple pages.

Citing sections of a published work

When including text from a published work in an academic paper, the quoted text must be placed within quotation marks and introduced appropriately, for example:

the author states that “.....”

or:

the author writes that “.....”

To help the reader locate the cited passage, the page number on which the quotation appears should also be provided. A quotation containing more than 50 words must be presented as a

block quotation, with an indentation and quotation marks. This clearly indicates that the passage is taken from another author's work:

On the topic of professional writing and referencing, Cormack and Brown (1994, p. 32) have stated...

“When writing for a professional readership, writers invariably make reference to already published works...”

“Outside the UK, the BBC World Service has provided services by direct broadcasting and re-transmission contracts by sound radio since the inauguration of the BBC Empire Service in December 1932, and more recently by television and online. Though sharing some of the facilities of the domestic services, particularly for news and current affairs output, the World Service has a separate Managing Director, and its operating costs have historically been funded mainly by direct grants from the UK government. These grants were determined independently of the domestic licence fee. A recent spending review has announced plans for the funding for the world service to be drawn from the domestic licence fee.” (Jones, 1967, p.27)

USE OF ELECTRONIC SOURCES

Websites

References to texts found on websites should be cited as follows:

Author or source, year. Title of text or webpage. [type of medium] (date of access, if available). Available at: insert website address/URL (Uniform Resource Locator) [Accessed date].

If the URL is excessively long, provide alternative information that enables the reader to access the specific webpage through the main website. A specific webpage is usually accessed during the research process; therefore, the URL may contain information about the pathway used to reach the page, which may not be useful or accessible to the reader. In such cases, provide the main website address from which the referenced source can be accessed:

NHS Evidence, 2003. National Library of Guidelines. [online] Available at: <http://www.library.nhs.uk/guidelinesFinder> [Accessed 10 October 2009].

Online publications

Publications accessed online should be referenced as follows:

Author or corporate author, year. Title of text. [type of medium] Place of publication: Publisher/Producer. Available at: insert website address/URL (Uniform Resource Locator). [Accessed date].

Boots Group Plc., 2003. Corporate social responsibility. [online] Boots Group Plc. Available at: <http://www.Boots-Plc.Com/Information/Info.Asp?Level1id=447&Level2id=0> [Accessed 23 July 2005].

Defoe, D., 1999. The fortunes and the misfortunes of the famous Moll Flanders. [online] Champaign, Illinois: Project Gutenberg. Available at: <http://www.gutenberg.org/etext/370> [Accessed 18 November 2005].

Independent Inquiry into Access to Healthcare for People with Learning Disabilities. n.d. Healthcare for all. [online] Available at: http://www.iahpld.org.uk/Healthcare_easy_final.pdf [Accessed 10 April 2009].

Scottish Intercollegiate Guidelines, 2001. Hypertension in the elderly. (SIGN publication 20) [online] Edinburgh: SIGN (Published 2001). Available at: <http://www.sign.ac.uk/pdf/sign49.pdf> [Accessed 17 March 2005].

As a matter of good academic practice, a copy of every main webpage used as a source should be saved for future reference.

For more detailed information, please consult the *Harvard Referencing System* available at: <https://university.open.ac.uk/library/referencing-and-plagiarism/quick-guide-to-harvard-referencing-cite-them-right#s7>

STATEMENT OF AUTHORSHIP

(Bachelor's Thesis)

I, the undersigned _____, student identification number _____, declare to be the author of the thesis: _____.

I hereby declare that:

- this thesis is the result of my own individual work/investigation;
- all references, literature and authors cited or quoted are indicated in line with Academy of Visual Arts – AVA rules and instructions for writing a thesis;
- all references and literature are appropriately indicated in line with Academy of Visual Arts – AVA rules and instructions for writing a thesis;
- permission for the use of original works in this thesis has been obtained, and these works have been appropriately indicated;
- I am aware that plagiarism, inappropriate use and citation of references and literature are an offence for which I am penally and legally liable, and which are also sanctioned by the Academy of Visual Arts – AVA;
- I am aware of the legal and penal consequences of plagiarism, inappropriate use and quoting of references;
- the electronic and written versions of my thesis are identical;
- my thesis is duly proofread and in line with Academy of Visual Arts – AVA rules and instructions for writing a thesis.

in Ljubljana, date _____

Signature _____

IZJAVA O AVTORSTVU

(diplomsko delo)

Spodaj podpisan/-a _____, z vpisno številko _____, sem avtor/-ica dela z naslovom _____.

S svojim podpisom zagotavljam, da:

- je predloženo diplomsko delo izključno rezultat mojega raziskovalnega dela;
- sem pri izvedbi diplomskega dela ustrezno in v skladu s pravilnikom in navodili pisanja diplomskega dela navajal/-a vse vire, literaturo in avtorje, ki sem jih pri izdelavi diplomskega dela uporabil/-a;
- sem poskrbel/-a za ustrezno navajanje virov in literature, kot je določeno v pravilniku in navodilih pisanja diplomskega dela na Akademiji za vizualne umetnosti – AVA;
- sem pridobil/-a dovoljenja za uporabo avtorskih del, ki sem jih v diplomskem delu uporabil/-a, in jih pri tem ustrezno navedel/-la;
- se zavedam, da so plagiatorstvo, neustrezna uporaba in navajanje virov in literature kaznivo dejanje, za katere kazensko in pravno odgovarjam in ki so sankcionirani tudi s strani Akademije za vizualne umetnosti – AVA;
- se zavedam pravnih in kazenskih posledic, ki jih imata plagiatorstvo ter neustrezna uporaba in navajanje virov;
- je elektronska različica diplomskega dela identična pisni;
- je diplomsko delo ustrezno lektorirano in v skladu s pravilnikom in navodili za pisanje diplomskega dela, ki veljajo na Akademiji za vizualne umetnosti – AVA.

v Ljubljani, dne _____

Podpis _____