



In accordance with the provisions of the Higher Education Act (ZViS-1, Official Gazette of the Republic of Slovenia, No. 56/25) and pursuant to Article 35 of the Statute (consolidated text UPB10), the Senate adopted the following on 13 September 2025:

## **RULES ON GRADUATION**

### **Article 1**

These Rules on Graduation prescribe the graduation procedure and the instructions for preparing bachelor's theses at AREMA – Academy of Logistics and Management, Rogaška Slatina (hereinafter: AREMA). They contain mandatory guidelines for the preparation of bachelor's theses which must be observed by both students and supervisors.

### **Article 2**

A student enrolled in a professional higher education study programme shall prepare a bachelor's thesis and defend it before the Bachelor's Thesis Defence Committee.

A bachelor's thesis is a written work in which the student provides an in-depth professional treatment of a problem defined by the approved topic. Subject-specific competences require the thesis topic to relate to an individual course within the study programme or to several interrelated courses. The bachelor's thesis topic must be applied in nature, i.e. relevant to practice.

The bachelor's thesis must predominantly draw on the disciplines taught within the study programme.

In the bachelor's thesis, the student must demonstrate knowledge of a theoretical or practical issue or field within transport logistics management, apply appropriate research methods, use domestic and international sources, and demonstrate the ability to express professional and academic content appropriately.

### **Article 3**

The bachelor's thesis must be the result of the student's independent work. It may also result from the work of several students, provided that each student's individual

contribution is clearly identifiable and meets the quantitative and qualitative requirements applicable to a bachelor's thesis.

The bachelor's thesis must be accompanied by a signed author's declaration on the prescribed form confirming that the work was prepared independently and using only the sources cited, as well as a declaration confirming the linguistic adequacy of the work (Appendix 1, Appendix 2).

## **Registration of the bachelor's thesis**

### **Article 4**

A bachelor's thesis may be accepted and assessed only after the student has completed all study obligations (examinations, practical training) prescribed by the study programme.

### **Article 5**

Bachelor's thesis topics proposed by course coordinators shall be approved by the AREMA Study Affairs Committee.

Each course coordinator may propose thesis topics for the following academic year no later than 15 August.

Bachelor's thesis topics may derive from topics addressed in Project Assignment 1 or 2, subject to prior approval by the AREMA Study Affairs Committee.

As a rule, the student selects an announced topic or the topic of their Project Assignment; however, after consultation with the supervisor, the student may also propose a bachelor's thesis topic that has not been announced.

As a rule, the student must register the bachelor's thesis topic in the third year of study. An approved registration is valid for one year from the date of registration. After this period, the student must register the thesis again.

### **Article 6**

In the bachelor's thesis registration form (Appendix 3), the student must justify the choice of title by briefly specifying:

- the title of the bachelor's thesis,
- the objectives, purpose and significance,
- keywords,
- a brief outline of the content,
- the proposed chapters,
- the student's own contribution to the field.

The bachelor's thesis registration form must also be signed by the supervisor and, where applicable, the co-supervisor.

As a rule, a student wishing to graduate in the current academic year must submit the bachelor's thesis topic for approval to the AREMA Study Affairs Committee no later than 31 May.

#### **Article 7**

During the registration, preparation and defence of the bachelor's thesis, the candidate's personal data are processed (e.g. personal data contained in the topic registration, minutes, reports and the bachelor's thesis).

AREMA shall protect such data in accordance with Regulation (EU) 2016/679 (GDPR), the Personal Data Protection Act (ZVOP-2), and AREMA's internal Rules on the Protection of Personal and Confidential Data.

Documentation relating to the bachelor's thesis shall be retained in accordance with archiving regulations and the Academy's internal regulations.

### **Supervision of the bachelor's thesis**

#### **Article 8**

Every student has the right and obligation to have a supervisor and may also have a co-supervisor. Supervisors and co-supervisors are members of the committee responsible for the defence and/or assessment of the bachelor's thesis.

In the preparation of the bachelor's thesis, the supervisor and/or co-supervisor is obliged to provide the student with appropriate professional and academic guidance.

#### **Article 9**

A proposed supervisor may not refuse to provide supervision unless there is a justified reason for doing so.

The Senate shall decide on a student's appeal against the refusal of supervision or co-supervision and on any exceptions.

#### **Article 10**

If, during the preparation of the bachelor's thesis, a disagreement arises between the supervisor and the student to such an extent that further cooperation is no longer possible, the student shall, with the consent of the AREMA Study Affairs Committee, have the right to change the supervisor. The student may exercise this right only once. The supervisor has the same right if they determine that they can no longer provide the student with appropriate guidance.

#### **Article 11**

When the student submits the text of the bachelor's thesis to the supervisor and/or co-supervisor, the supervisor or co-supervisor must review it and return it to the student

with instructions for amendments and corrections no later than one month after submission.

The supervisor and any co-supervisor are required to review the bachelor's thesis no more than three times. If the revisions do not meet the required standards, the supervisor and/or co-supervisor may decline further cooperation.

## **Procedure for submission, defence and assessment of the bachelor's thesis**

### **Article 12**

The student must submit the bachelor's thesis to the Student Affairs Office. A copy of the receipt confirming payment of the graduation fee and the student identity card must be enclosed. Before the defence, the student must have settled all obligations towards AREMA (fees, library obligations, etc.).

Together with the bachelor's thesis, the student must also submit the Application for the Defence of the Bachelor's Thesis form (Appendix 4).

The student shall submit the bachelor's thesis in both of the following forms:

- 3 bound copies of the bachelor's thesis,
- 1 copy on an electronic storage medium in PDF format (the electronic submission shall be deemed the official and binding version for similarity checking using plagiarism-detection software).

The complete text of the bachelor's thesis in electronic form must be saved as a single file. The electronic and printed versions must be identical.

### **Article 13**

The candidate must prepare the bachelor's thesis independently and in accordance with the principles of academic integrity.

Plagiarism means the partial or complete appropriation of another person's thoughts, texts, ideas, research results or other intellectual creations without appropriate citation in accordance with APA 7 standards.

If plagiarism is established, the candidate shall be deemed not to have successfully completed the bachelor's thesis. The AREMA Senate shall decide on this upon the proposal of the Defence Committee.

A candidate found to have committed plagiarism may re-enter the graduation procedure only in the following academic year. In the event of a repeated violation, the student shall lose the right to graduate from AREMA.

#### **Article 14**

No later than 30 working days after submission of the bachelor's thesis, the Study Affairs Committee shall appoint the Bachelor's Thesis Defence Committee and set the date of the defence.

#### **Article 15**

Members of the Bachelor's Thesis Defence Committee must communicate any objection regarding the suitability of the thesis for defence before the defence date is confirmed. If they fail to do so, the thesis shall be deemed suitable for defence. As a rule, the entire procedure may take no more than 45 days.

As a rule, the Bachelor's Thesis Defence Committee consists of three members. The supervisor and co-supervisor are members of the Committee by virtue of their role.

The Student Affairs Office shall provide the bachelor's thesis electronically to each member of the Committee. No later than the date of the defence, or at the defence itself, the supervisor must submit a substantive assessment of the bachelor's thesis on the prescribed form (Appendix 5). By signing the form, the members of the Committee confirm their agreement with the submitted assessment.

#### **Article 16**

If, while reading the bachelor's thesis, a member of the Committee determines that they cannot perform the role of assessor, they may request to be replaced and must provide written reasons for the request. The Study Affairs Committee shall decide on the substantiated request.

A Committee member may propose that the thesis be rejected for substantive or linguistic reasons, or may request corrections or amendments. The Committee shall communicate its comments to the student, who must take them into account when revising the thesis.

The student must submit the revised thesis no later than one month after receiving the comments.

If the Committee proposes rejection of the thesis, the Study Affairs Committee shall adopt a decision on the proposal.

A rejected thesis may not be defended; the student must register a new topic using the Bachelor's Thesis Topic Registration form.

#### **Article 17**

Before the defence begins, the Committee must review the documentation concerning the submission of the bachelor's thesis and the student.

### **Article 18**

The defence begins with confirmation that the student has completed all obligations prescribed by the study programme. This confirmation is given by the Chair of the Committee. The Committee members, the student and the audience shall stand during this announcement.

The supervisor then presents the report on the bachelor's thesis.

The student has 15 minutes to present the thesis and may use various audiovisual aids.

The Committee members may then ask questions, followed, with the approval of the Chair, by persons attending the defence. Questions should be formulated so that the student can answer them within a maximum of 10 minutes.

### **Article 19**

Following the defence, the Bachelor's Thesis Defence Committee shall meet separately to deliberate on the success of the defence and the assessment of the bachelor's thesis. Grades shall be proposed in the following order: supervisor, Committee member or co-supervisor, and Chair of the Committee. The grade must be agreed unanimously.

If no agreement on the grade is reached, separate minutes shall be drawn up recording the dissenting opinion of the Committee member who disagreed with the grade. A Committee member who disagrees with the grade has the right to request that the grade be annulled. The Senate shall decide on the annulment.

### **Article 20**

When determining the final grade for the bachelor's thesis and defence, the Committee shall take into account the following criteria:

- clarity in defining the research problem and methodological approach,
- professional excellence or practical value,
- breadth and depth of the theoretical framework and methodological correctness of the research,
- knowledge of domestic and international literature and consistency in citation,
- thoroughness of analysis,
- independence, insight, originality, creativity and impact of the thesis (including possible publication in professional literature),
- ability to structure and present the text and the quality of language.

### **Article 21**

The Committee shall assess the bachelor's thesis and its defence jointly, using one of the following grades: excellent (10), very good (9), very good (8), good (7), satisfactory (6), fail (5).

## **Article 22**

The decision on the grade shall be entered in the Minutes of the Bachelor's Thesis Defence (Appendix 6), which shall be signed by all members of the Committee. The Chair shall announce the decision to the student and those present at the defence. Everyone shall stand during the announcement.

The minutes shall also include the questions asked of the student during the defence.

## **Article 23**

If the Committee assesses the defence as unsatisfactory, it shall set an appropriate date for a repeat defence, no later than three months after the original defence. This period shall not count towards the time limit applicable to interruption of studies.

## **Article 24**

The student has the right to appeal against the grade awarded for the bachelor's thesis. A written appeal must be submitted within 24 hours after the defence or receipt of the grade. The appeal shall be considered by the Senate.

## **Article 25**

The bachelor's thesis is a public document. A printed copy shall be retained in the AREMA Library.

## **Instructions for preparing the bachelor's thesis**

### **Article 26**

The bachelor's thesis shall be written in Slovenian. Exceptionally, a candidate may write the thesis in English where justified reasons exist (e.g. a foreign supervisor or co-supervisor). If the bachelor's thesis is not written in Slovenian, it must include at the end a summary in Slovenian amounting to 10% of the total length of the thesis, excluding the table of contents and appendices. This summary must be bound together with the thesis. For theses written in English, the title on the cover and the inner title page must be stated in both English and Slovenian.

### **Article 27**

Bachelor's theses must be bound in dark-blue hard covers with silver lettering (see the bachelor's thesis format template in Appendix 7).

Theses must be prepared in A4 format with the following page margins: inner margin 30 mm, outer margin 20 mm, top and bottom margins 20 mm.

The expected minimum length of a bachelor's thesis is 50 A4 pages, excluding the preface, tables of contents/lists and appendices.

The thesis must undergo language review by a suitably qualified person. The proofreader's certificate confirming the language review must bear a handwritten signature and shall constitute the penultimate appendix to the bachelor's thesis.

## **Page numbering**

### **Article 28**

The introductory inner pages are not numbered. Pages from the preface through and including the abstract/summary are numbered with Roman numerals (I, II, III, IV, etc.). The first inner page is blank and unnumbered.

### **Article 29**

**Single-sided printing is mandatory throughout the thesis, as follows:**

- second inner page (see Appendix 7),
- third inner page (see Appendix 7; preface; the page is numbered with the first Roman numeral I),
- fourth inner page (see Appendix 7; the table of contents begins with Roman numeral II); the table of contents shall include chapter titles (chapters are numbered from 1 onwards), subchapter titles (subchapters are separated by a full stop, e.g. 1.1), lists of references, tables, figures, formulae and appendices together with their page numbers; the format of the table of contents is linked to the numbering of chapters, for which Arabic numerals and the decimal system are used,
- fifth inner page (see Appendix 7; abstract/summary; the final page numbered with a Roman numeral),
- pages from the INTRODUCTION to the CONCLUSION of the main body of the bachelor's thesis are numbered with Arabic numerals (1, 2, 3, 4, etc.). The Introduction therefore begins on page 1,
- from the Introduction to the Conclusion,
- the penultimate separate page at the end of the bachelor's thesis (following any appendices) is the proofreader's certificate confirming that the thesis has been reviewed (see Appendix 7; Declaration; the page is NOT numbered),
- the final separate page at the end of the bachelor's thesis (following the proofreader's certificate) is the CANDIDATE'S DECLARATION OF INDEPENDENT WORK (see Appendix 7; Declaration; the page is NOT numbered).

### **Article 30**

The text must be fully justified, in 12-point ARIAL font, with 1.5 line spacing.

### **Article 31**

The main text is divided into chapters numbered consecutively with Arabic numerals using the following system: 1, 1.1, 1.2, 1.2.1, etc.

Subchapters and any further subdivisions of the text must be clearly identified by subheadings.

Each new chapter (numbered 1, 2, 3, etc.) must begin on a new page.

### **Article 32**

Tables and figures (bar, line, pie, horizontal bar and scatter charts, diagrams, models, photographs, etc.) must be numbered consecutively (e.g. Table 1, Figure 3) and provided with titles. A table title is placed above the table and aligned left. A figure title is placed below the figure and centred. Formulae in the text are numbered consecutively by placing the formula number in parentheses at the right-hand margin.

If a table or figure is taken from the literature, the source must be stated precisely immediately below it (source font size: 9; centred alignment). If a formula is taken from the literature, its source must be cited in the text referring to the formula.

Tables, figures and formulae must be placed where they belong substantively and must also be referred to in the text by number (e.g. see Table 1).

The List of Tables, List of Figures (illustrations, charts, drawings, photographs) and List of Formulae shall contain the sequential numbers and titles of all tables, figures and formulae.

These lists shall follow the References section (the References section follows the Conclusion).

Appendices are numbered, titled and identified using Arabic numerals (e.g. Appendix 1: Sample Letter of Intent). Appendices are placed after the lists of tables, figures and formulae. Page numbering of appendices is not mandatory and is left to the author's discretion, depending on their number, type and format.

### **Article 33**

Footnotes shall be used for substantive notes. The place in the text to which a footnote refers and the corresponding footnote shall be identified by the same number. Footnotes are numbered consecutively from the beginning to the end of the text using Arabic numerals (footnote font size: 10; fully justified).

## Citation and referencing

### Article 34

Whenever an author uses material that is not their own, it must be identified by an appropriate citation or reference at the relevant point in the text, regardless of the type of source (book, journal, proceedings, newspaper, etc.). This applies both to direct quotations and to the use, in the author's own words, of ideas and findings of other authors (paraphrasing).

All bachelor's theses shall use a uniform citation and referencing system in accordance with APA Style, 7th edition (American Psychological Association, 2020).

Sources in the text shall be cited using the author–date system.

- For paraphrasing, the author and year are stated (e.g. Novak, 2021).
- For direct quotations, the author, year and page number are stated (e.g. Novak, 2021, p. 15).

For a work by two authors, both authors are cited (Novak & Horvat, 2020). For a work by three or more authors, only the first author followed by “et al.” is cited in the text (Novak et al., 2022).

All works cited in the text must be included in the References list. The References list must not contain works that are not cited in the text.

All foreign-language titles (books, articles, journals and websites) shall be cited in their original language.

### Article 35

The References list is a mandatory part of every bachelor's thesis and is placed at the end of the thesis.

References are arranged alphabetically by authors' surnames and are not numbered.

Each source must be cited in full in accordance with the following rules:

- **Books:**  
**Author, A. A. (Year). Title of book: Subtitle. Publisher. <https://doi.org/xxxxx>**
- **Articles in scientific journals:**  
Author, A. A., & Author, B. B. (Year). Title of article. Journal Title, 34(2), 123–145.  
<https://doi.org/xxxxx>
- **Chapter in a book:**  
Author, A. A. (Year). Title of chapter. In B. B. Editor (Ed.), Title of book (pp. xx–xx). Publisher.
- **Bachelor's, master's or doctoral thesis:**  
Author, A. A. (Year). Title of work [Bachelor's thesis, University]. Repository. URL
- **Online sources:**  
Author, A. A. (Year, Month Day). Title of item. Website Name. URL

If a work has more than 20 authors, list the first 19 authors, followed by an ellipsis (...) and the final author.

Journal and book titles are written in italics. A DOI is presented in URL format (<https://doi.org/xxxxx>).

Access dates are not included unless the source is unstable (e.g. a webpage that is regularly updated).

All tables, figures, charts and other visual materials that are not the candidate's own work must include a source citation below the table/figure in accordance with APA 7.

### **Article 36**

In cases not specifically regulated by these Rules (e.g. citation of audiovisual sources, podcasts, legal sources, standards, etc.), the rules set out in the APA Publication Manual, 7th edition (2020), shall apply.

### **Article 37**

Before submission, the bachelor's thesis must undergo a technical review. The student shall send the thesis electronically in Word format to the Student Affairs Office, which will conduct the technical review. Once the thesis is confirmed as technically compliant, the student may submit the Application for the Defence of the Bachelor's Thesis.

A thesis that is not technically compliant may not be defended.

### **Article 38**

These Rules shall enter into force on the date of their adoption by the Senate of the Academy and shall be published on the Academy's website.

Rogaška Slatina, 13 September 2025

**AREMA – ACADEMY OF LOGISTICS AND MANAGEMENT  
DEAN**

Assoc. Prof. Dr Patricija Jankovič