

ŠIBENIK UNIVERSITY OF APPLIED SCIENCES



**REGULATIONS ON FINAL AND
GRADUATE THESIS**

Šibenik, 2023

Pursuant to Article 43. the Council of the University at its 65th session, held on 20 September 2023, adopted

REGULATIONS ON FINAL AND GRADUATE THESIS

I. GENERAL PROVISIONS

Article 1

(1) The Regulations on Final and Graduate Thesis (hereinafter: the Regulations) prescribes the procedure for the selection of topics, application, preparation, defence and evaluation of the final and graduate thesis, the rights and obligations of students, mentors and the Commission for Final and Graduate Thesis, and other issues related to the final and graduate thesis on the professional studies of the University of Šibenik (hereinafter: the University).

(2) The provisions of the Regulations are based on the provisions of the Law on Higher Education and Scientific Activity, the Law on Quality Assurance in Higher Education and Science, the Statute of the University of Applied Sciences, the provisions of the Bologna Declaration and the Standards and Guidelines for Quality Assurance in the European Higher Education Area.

(3) The terms used in this Regulation and having a gender meaning shall apply equally to male and female gender.

(4) An integral part of this Regulation are the annexes:

1. Annex I Instructions for writing final and graduate thesis
2. Annex II Application for the initiation of the defence of final and graduate thesis ZR-form
3. Annex III Basic documentation card (Croatian and English)
4. Annex IV Academic Honor Statement

Article 2

Professional undergraduate studies and professional graduate studies at the University of Šibenik are completed by passing all exams, fulfilling all student and other obligations prescribed by the program of study, and by preparing and defending the final or graduate work in accordance with this Regulation. The student of the professional undergraduate study prepares the final thesis, and the student of the professional graduate study prepares the graduate thesis.

Article 3

The final or graduate thesis is an independent written work of a student through which the student, under the guidance of a mentor, proves the ability and autonomy in the processing of selected issues, using literature, computer and analytical processing, knowledge and experience from practice and all other sources necessary for the thesis.

Article 4

(1) On the proposal of the dean, the Council of University shall appoint the Commission for Final and Graduate Thesis (hereinafter: the Commission). The Commission shall have one member, from among teachers, from each study appointed for a term of two years. Exceptionally, when it comes to the same studies at the undergraduate and graduate level, one member may be appointed for two studies. The President of the Commission shall be elected by the members of the Commission among themselves.

(2) The Commission performs the following tasks: approves topics of final and graduate thesis, appoints commissions for the evaluation of the defence of final and graduate thesis, adopts rules of procedure on its own work and participates in the development of Instructions for the application and defence of final and graduate thesis.

Article 5

(1) A mentor for the preparation of the final and graduate thesis may be a teacher with election title in teaching, scientific-teaching title or title teaching at the University of Applied Sciences. Exceptionally, a mentor can also be a teacher with an election in teaching or scientific - teaching profession that does not conduct classes at the University of Applied Sciences.

(2) One teacher in one academic year may be a mentor at a maximum of fifteen (15) final and graduate thesis of the professional undergraduate study and professional graduate study. Exceptionally, by the decision of the Dean, if circumstances so require, the teacher can be a mentor of more than fifteen (15) final and graduate thesis.

(3) The mentor's obligation is to:

- familiarize the student with the purpose, the way of writing and the goals of the final and graduate thesis,
- assist the student in the process of drafting the final or graduate thesis with their professional advice and guidance,
- check the text of the final or graduate thesis and check whether it complies with the valid Regulations,

- review the work by using the software authentication tool selected for application to the University of Applied Sciences,
 - assess the thesis in the form set out in Annex II, in accordance with the specified criteria.
- (4) Upon the suggestion of the mentor, the student may also be assigned a commentor for the preparation of the final and graduate thesis. Commentor can be a professional person who has significant papers and/or experience in the field from which the topic of the final and graduate thesis is, and at least the professional degree that the student acquires by creating and defending the final and graduate thesis.
- (5) The obligation of the commentor is to assist the student in the process of drafting the final and graduate thesis with his/her professional advice and guidelines.

II. TOPIC OF FINAL AND GRADUATE THESIS

Article 6

- (1) By December 1 of the current academic year, each teacher is obliged to submit a proposal for the topics of final and graduate theses to the Commission.
- (2) The topics of final and graduate theses can be from all courses of study, which are related to the field of study.
- (3) The decision on the acceptance of the proposed topics of final and graduate theses for each teacher is made by the Commission by 15 December of the current academic year.
- (4) The teacher may change the subject of the final and graduate thesis in cooperation with the student or accept the student's proposal, after the expiration of the deadline referred to in paragraphs 1 and 3 with the approval of the Commission.
- (5) In case the Commission does not approve the proposed topic of final and graduate thesis, the teacher is obliged to submit a new proposal on the topic of final and graduate thesis and the Commission is obliged to decide on the approval of the same.

Article 7

- (1) After the Commission has taken a decision on the acceptance of the proposed topics of final and graduate theses, each teacher publishes the topics of final and graduate theses on the teaching portal by the end of January of the current academic year.
- (2) For the selection of the mentor of the final and graduate thesis, the student is applying to the teacher under whose mentorship he/she wants to create a final or graduate thesis using the survey questionnaire in the ISVU system.

(3) After accepting mentoring in the ISVU teaching portal, the mentor is obliged to join the topic to the student.

III. PREPARATION OF FINAL AND GRADUATE THESIS

Article 8

(1) The preparation of the final or graduate thesis can be started by the student after the mentor in the teaching portal has attached the topic to the student. The student's final and graduate thesis is made independently with the right and obligation of regular consultations with the mentor.

(2) The mentor is obliged to monitor the work of the student and to assist with advice, and may require finishing, amendment or completion of the final and graduate thesis. The student is obliged to follow the instructions and comments of the mentor.

(3) In cases where the student does not comply with the obligations referred to in paragraphs 1 and 2 of this Article or in case the mentor determines that the student has presented someone else's thesis or part of the thesis as his/her own, the mentor has the right to deny further mentoring to the student and to request the Commission to initiate the process of changing the mentor for the student, and in case of a serious violation of the Code of Ethics and acts of the University of Applied Sciences, it is also obliged to initiate disciplinary proceedings against the student.

Article 9

(1) Mentor and student cooperate in drawing up the final and graduate thesis plan. In agreement with the mentor, the student can change the final and graduate thesis plan in the course of preparation.

(2) A student may once change the subject or mentor of the final and graduate thesis. The student submits a request for change of topic or mentor to the Commission.

Article 10

1) The student prepares the final and graduate thesis in written form, usually in Croatian language and Latin script in accordance with the Instructions for the preparation of the final and graduate thesis (Annex I).

(2) The student must submit the text of the part of the thesis or the entire thesis to the mentor for insight, and the mentor must return the text with remarks to the student.

(3) After the correction, the student re-submits the work to the mentor for inspection, who is

obliged to re-examine it and return it to the student for further refinement or to accept and evaluate the written work if he/she determines that it corresponds to the rules of the profession and this Regulations prescribed criteria.

(4) The student, after the mentor accepts the work and evaluates the written part of the thesis, signs the Academic Honour Statement (Annex IV), which remains permanently stored in the student's file. Violations of the principles, whose compliance the student confirms by signing the Statement, are sanctioned in accordance with the regulations of the University of Applied Sciences.

IV. APPLICATION OF DEFENCE OF FINAL AND GRADUATE THESIS

Article 11

(1) The Mentor shall complete and validate the Request for the Opening of the Defence Procedure of Final and Graduate Thesis (Annex II – ZR Form) confirming that the final and graduate thesis is completed and ready for defence and shall sign the K-2 form (Statement on the Storage of Final and Graduate Work in the Digital Archives of the Library).

(2) A student who has passed all the prescribed exams and has performed other obligations at the study submits to the Student Affairs Service:

- completed and signed by the mentor Request for the initiation of the defence of final and graduate thesis
- Signed Academic Honour Statement (Original)
- index
- one copy of the final or graduate thesis in spiral binding.

(3) The student submits the statement on the storage of the final and graduate thesis in the digital archive of the Library and the final or graduate thesis in PDF format to the Library of the University of Applied Sciences.

(4) The Student Affairs Service shall verify the formal requirements necessary for the completion of the study. Check if the student has:

- passed all the exams envisaged by the study program and thus achieved the predicted number of ECTS credits
- settled financial obligations towards the University of Applied Sciences
- settled liabilities to the Library
- Fulfilled other student obligations prescribed by the study program.

(5) If all the formal requirements are met, the Student Affairs Service shall, by signing the

responsible employee, certify the Request to initiate the defence of the final and graduate work and forward to the Commission the list of students who have achieved the conditions for joining the defence of the final and graduate thesis.

Article 12

- (1) The defence procedure of the final and graduate thesis is carried out by the Commission for the evaluation of the defence of the final and graduate thesis.
- (2) The President and two members of the Commission for the Evaluation of the Defence of Final and Graduate thesis are appointed by the Commission for Final and Graduate Thesis. One of the members of the Commission for the Evaluation of the Defence of Final and Graduate Thesis is a mentor and, if necessary, a commentator.
- (3) A member of the Commission for the Evaluation of the Defence of Final and Graduate Thesis shall be a teacher with an election in teaching or scientific-teaching profession.

V. DEFENSE AND EVALUATION OF FINAL AND GRADUATE THESIS

Article 13

- (1) The defence of the final and graduate thesis is carried out before the Commission for the Evaluation of the Defence of the final and graduate thesis.
- (2) The final and graduate thesis commission determines the place and time of defence of the final and graduate thesis and informs the Student Affairs Service and the members of the Commission for the Evaluation of the Defence of the final and graduate thesis electronically. The place of defence of the final and graduate thesis can be determined in the premises of the University of Applied Sciences, exceptionally when there are justified reasons for this, the defence of the final and graduate thesis can be held in another place or online.
- (3) The place and time of defence of the final and graduate thesis is published by the Student Affairs Service on the official website of the University of Applied Sciences no later than five (5) working days before the scheduled defence and informs the student by telephone.
- (4) The defence of the final and graduate thesis is public.
- (5) A student may, for justified reasons at least two (2) days before the defence of the final and graduate thesis in writing, request a postponement.
- (6) The final thesis commission decides on the justification of the reasons for the delay and in the case of approval it determines a new date of defence.

Article 14

(1) The thesis defence procedure is as follows:

- The president of the commission for evaluation and defence of the final and graduate thesis opens the defence procedure;
- The applicant student presents the basic problems of thesis, the methods used and the most important results to which he/she came in the thesis. The use of audio-visual means is permitted. The presentation may take a maximum of 15 minutes followed by a discussion with the members of the Commission;
- Commission members ask oral questions to the applicant regarding the topic of final and graduate thesis. As a rule, each member of the commission may ask up to three questions;
- The applicant shall answer questions;
- After the applicant has answered all the questions asked, he/she leaves the space in which the defense is organised;
- Members of the Commission shall consider the quality of the thesis, the oral presentation of the applicant and his/her answers to the questions asked, and on that basis shall give individual assessments of the defence of the thesis and determine the evaluation of the oral defence and the final evaluation of the final and graduate thesis;
- Upon the return of the applicant, the President of the Commission shall communicate to him/her the assessment of the oral defence and the final assessment.

(2) The Minutes on the evaluation and defence of the final and graduate thesis are kept on the defence of the final and graduate thesis.

Article 15

(1) The final and graduate thesis are evaluated specifically for the written part, and especially for oral defence.

(2) The evaluation of the written part can be: sufficient (2), good (3), very good (4) and excellent (5).

(3) The evaluation of the oral defence can be: insufficient (1), sufficient (2), good (3), very good (4) and excellent (5).

(4) The mentor gives an assessment for the written part of the paper.

(5) Each member of the Commission for the Evaluation of Defence of the final and graduate thesis provides an individual assessment of the defence. The assessment of the oral defence of the thesis is calculated as the average rating of individual ratings, exceptionally if the two members of the committee assessed the defence as negative rating. If one member of the Commission for the

Evaluation of Defence assessed negatively, a separate opinion shall be entered in the minutes with the evaluation.

(6) The final assessment of the final and graduate thesis consists of the mid-range assessment of the written part and the oral defence.

(7) The President of the Commission for the Evaluation of the Defence of the Final and Graduate Thesis, the Evaluation of the Written Part, the Assessment of the Oral Defence and the Final Assessment of the Final and Graduate Thesis is included in the Minutes on the Evaluation and Defence of the Final and Graduate Thesis signed by all members of the Commission. The mentor enters the final assessment of the final or graduate thesis into the index.

(8) If the assessment of oral defence is insufficient (1), the final assessment of the final and graduate thesis is negative. For such assessment, the reasons shall be stated and they shall be entered in the Minutes on Defence of Final and Graduate Thesis.

(9) The applicant whose final assessment of the final and graduate thesis is negative, accesses again the process of application, development and defence of the final and graduate thesis.

Article 16

(1) Based on the minutes of evaluation and defence of the final and graduate thesis, Department for Student Affairs shall:

- enter success data into official records
- notify Library of successful defense
- issue to the student a Certificate of Acquired Professional Title valid until the issuance of the diploma.

(2) The certificate of acquired professional title shall be signed by the Dean.

(3) The electronic version of the final and graduate thesis in PDF format is stored in the Library of the University of Applied Sciences, after the Library receives a notice from the Student Affairs Service that the student has successfully defended the final and graduate thesis. The final and graduate thesis must be published within 30 days from the date of defence at the national repository or repository of the University of Applied Sciences.

VI. TRANSITIONAL AND FINAL PROVISIOS

Article 17

The diploma is presented at the ceremony, and is presented by dean and promoters. In addition to the diploma, the student is presented with an additional document on the study/diploma

supplement.

VII TRANSITIONAL AND FINAL PROVISIONS

Article 18

An integral part of this Regulation shall be the Annexes referred to in Article 1, paragraph 4 of this Regulation.

Article 19

Students who have been appointed a mentor and who have started writing their final and graduate thesis, but until the entry into force of this Regulation, have not been granted access to the defence of final and graduate thesis, their procedure will be completed in accordance with the provisions of this Regulation.

Article 20

On the day of entry into force of this Regulation, the Regulations on Final Work, Class: 003-08/20-03/15; Reg.no:2182/1-12/3-1-20-08, of 28 October 2020, shall cease to be valid.

Article 21

This Regulation shall enter into force on 1 October 2023.

CLASS: 007-02/23-05/13

URL: 103-05-23-14

Šibenik, September 20, 2023

Dean
PhD Ljubo Runjić, PhD, college professor

Annex I of the Regulations on Final and Graduate Thesis

Instructions for writing a final or graduate thesis

Annex II Final and graduate work

Professional undergraduate/professional graduate study _____

Student Name: _____

Student Registration Number: _____

Student Address: _____

Student Email: _____

Student Contact: _____

Šibenik, _____

Commission for Final and Graduate Thesis

Šibenik University of Applied Sciences

REQUEST

for initiating the defence of final and graduate thesis

Title: _____

Mentor(s): _____

WRITTEN PART ASSESSMENT _____

(mentor complete)

Rounding or thickening (**bold**) statements in the table evaluates each of these assessment criteria.
All criteria must be satisfactory in order to be accepted for defence.

CRITERIA FOR EVALUATING WRITTEN WORK

1	Issue Analysis	2	3	4	5
2	Literature Review	2	3	4	5
3	Research Context	2	3	4	5
4	Methodology used	2	3	4	5
5	Findings, conclusions and recommendations are appropriate.	2	3	4	5
6	The student demonstrated independence in the work by using the acquired knowledge, mentioned literature with the advice of mentors.	2	3	4	5
7	The work is done in accordance with the task; the topic of the work is well processed.	2	3	4	5
8	The summary is relevant and concise, contains the most important information from the work and gives a clear insight into the topic of the work.	2	3	4	5
9	The student followed the instructions and deadlines and, if necessary, corrected the work in accordance with the instructions and comments of the mentor.	2	3	4	5
10	The paper is in accordance with the instructions for writing; the text and technical processing of the work are satisfactory; the work is properly structured; the writing style is appropriate; the work is readable, written in standard language without spelling and grammatical errors, the scope of the final and graduate work is appropriate (minimum 30 page A4 format from the introduction to the literature list for the final work on the professional undergraduate study or 40 pages on the professional graduate study); references and literature are correctly listed in the body of work and in the literature list; keywords (three to five) reflect the essence of the work.	filled			
11	The originality of the work is checked in the appropriate IT tool and meets the requirements of originality (insert the percentage of coincidences).				

Mentor Comment (if applicable): _____

The student can access the defence of the final/graduate thesis.

Mentor:

Annex:

1. Graduate thesis (spiral binding, 1 copy)
2. Graduate thesis (electronic form – "pdf" format)

Article 11, paragraph 4. The Regulations on Final and Graduate Work is certified by the Student Affairs Service.

All conditions for joining the defence of final/graduate thesis are fulfilled.

for the Student Affairs Service:

Annex III Regulations on Final and Graduate Thesis

BASIC DOCUMENTATION CARD

Šibenik University of Applied Sciences

Undergraduate thesis or graduate thesis

Department of Studies

Professional undergraduate study or Professional graduate study

TITLE OF FINAL OR DIPLOMIC THESIS

FULL NAME OF THE STUDENT

Address, Email

Abstract (up to 300 words)

(xx pages / xx images / xx tables / xx literature quotes / original language: Croatian)

The paper is stored in: digital repository of the University Library in Šibenik

(Three to five words)

Mentor:

Work is accepted for the defense of the day:

BASIC DOCUMENTATION CARD

Šibenik University of Applied Sciences

Final Thesis or

Master Thesis

Department of

Professional Undergraduate Studies / Professional Graduate Studies

TITLE (ENGLISH)

STUDENT NAME AND SURNAME

Address

Abstract (English) (300 words)

(xx pages / xx figures / xx tables / xx references / original in Croatian language)

Thesis deposited in Šibenik University of Applied Sciences Library

Keywords: (three to five words)

Supervisor:

Paper: accepted

Annex IV Final and graduate work

ACADEMIC HONOR STATEMENT

I, _____, a student of the Šibenik University of Applied Sciences, JMBAG _____ declare under material and criminal responsibility and with my signature confirm that my final/graduate thesis on the professional undergraduate/professional graduate study _____ under the heading: _____ is the sole result of my own work based on my research and relies on published literature, which shows the notes and bibliography used.

I declare that no part of the work has been written in an unauthorized manner, i.e. that it has been copied from unquoted work, and that no part of the work violates any of the copyright.

I also declare that no part of the work has been used for any other work in any other higher education, scientific or educational institution.

In Šibenik, _____

Student:
