

Pursuant to Article 9 of the Statute of Algebra University, the Senate of Algebra University enacted at its 4<sup>th</sup> session, held on 26<sup>th</sup> March 2024, the following

## **BOOK OF REGULATIONS ON THE FINAL AND GRADUATION THESIS AND THE FINAL EXAM**

### **1. GENERAL PROVISIONS**

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#### **Article 1**

- (1) The Book of Regulations on the Final and Graduation Thesis and the Final Exam (hereinafter: Book of Regulations) shall regulate the terms and methods of registration, approval, preparation, defence and evaluation of the final and graduation thesis, the methods of registration and evaluation of the final exam as well as the graduation ceremony and issuance of documentation upon the completion of a study programme at Algebra University.

#### **Article 2**

- (1) In order to obtain a certificate of the completed professional short-cycle study programme or a diploma of the completed professional undergraduate study programme, professional graduate study programme, university undergraduate study programme or university graduate study programme at Algebra University, it is necessary for the student, in addition to passing exams and completing other obligations, to enrol in the module in which the final or graduation thesis is done, and to successfully defend the final or graduation thesis on the final exam, in accordance with the provisions of the Statute of Algebra University and the provisions of this Book of Regulations.

### **2. FINAL AND GRADUATION THESIS**

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#### **Article 3**

- (1) The final or graduation thesis represents an independent professional processing of the established subject as defined by this Book of Regulations and the Registration Form for the Subject of the Final Thesis or the Registration Form for the Subject of the Graduation Thesis.
- (2) In the preparation of the final or graduation thesis, the student should demonstrate the ability to apply theoretical and practical knowledge and skills as well as the ability to utilize professional and scientific literature in an independent manner for the purpose of solving problems related to their profession, in accordance with the degree of expertise acquired at the study programme.
- (3) The final or graduation thesis does not have to possess the quality of an original work, but it must be prepared independently by the student.
- (4) The final thesis must be written on a topic in student's field of expertise.

- (5) The final or graduation thesis may be prepared at Algebra University through collaboration with a mentor or head of a study programme or at one of the workplaces of Algebra University or at the company chosen by the student and accepted by Algebra University as the place of the preparation of the final or graduation thesis.

### 3. FINAL AND GRADUATION THESES COMMITTEE

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#### Article 4

- (1) The Final and Graduation Theses Committee (hereinafter: *Committee*) shall monitor the quality of the final theses and graduation theses written by students.
- (2) The Committee shall consist of the Committee Chairman, all heads of study programmes, all heads of departments, four members responsible for maintaining an adequate academic level and a Coordinator for Final and Graduation Theses (hereinafter: *Coordinator*).
- (3) The Committee performs its duties through four field committees, which are organized as follows:
- Field committee for computing,
  - Field committee for economics and marketing,
  - Filed committee for graphic technology and design,
  - Filed committee for MBA.
- (4) The Committee Chairman and the four members responsible for maintaining an adequate academic level shall be appointed by the Senate for a mandate that lasts until impeachment.
- (5) The Coordinator is a staff member of the Office for Academic Support.
- (6) The Committee Chairman, by decision, allocates members of the Committee to field committees.
- (7) The Coordinator assists the Committee Chairman with administrative tasks related to final and graduation theses and conducts meetings of the field committees.
- (8) The Committee Chairman shall, at the end of their term of office, prepare a report for the Committee for Quality Assurance on the work of the Final and Graduation Theses Committee.

### 4. SELECTION OF MENTORS

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#### Article 5

- (1) A mentor may be a teacher at Algebra University appointed to a position or a nominal position according to the criteria of the position.
- (2) No later than 90 days from the beginning of the semester preceding the semester in which the module with the final or graduation thesis is held, the Committee compiles a list of potential mentors

that students can choose in the respective academic year. The list is published within the digital student service system as part of a subsystem for the registration of the final or graduation thesis.

- (3) Within the deadline determined by the Committee Chairman by way of publication within the digital student service system, the student shall apply for the appointment of a mentor. Thereby, the student shall propose a mentor and the subject field wherein they wish to prepare the final or graduation thesis.
- (4) Student applications and proposals for general subject fields for mentorship shall be sent automatically to the proposed potential mentors, through the digital student service system. The potential mentors shall provide a response by accepting or rejecting the mentorship of an individual student no later than 15 working days following the deadline for the selection of mentors given to the students.
- (5) The responses from potential mentors shall not be available to students, but to the Committee Chairman, who shall proceed to conduct the procedure for the selection and appointment of mentors for all students who have registered for the preparation of the final or graduation thesis.
- (6) If the student's application should not be accepted by the proposed mentor, the Committee Chairman shall appoint a mentor for the student.
- (7) The Committee Chairman shall, when appointing mentors to students, pay attention to the optimal distribution of mentorship and, if possible, respect the choice of the student and the confirmation of the selected mentor regarding their readiness to take on mentorship of an individual student.
- (8) Students shall be informed about the selection of mentors through the digital student service system and shall be invited to consult with the mentor on the exact subject, aim and content of the thesis to be proposed to the Committee.
- (9) Exceptionally, it is possible to assign a co-mentor to the paper, in the following situations:
  - a. if the topic of the paper is interdisciplinary,
  - b. if the mentor decides to involve one of the assistants in administrative-technical activities related to the preparation of the paper.
- (10) If the topic of the paper is interdisciplinary, the co-mentor should be appointed to a position or a nominal position according to the criteria of the position in the field being co-mentored.
- (11) If the co-mentor is designated by the mentor for administrative-technical support in the preparation of the paper, the co-mentor should be a person who has participated in the teaching process at Algebra University within the last year.
- (12) The proposal for the assignment of a co-mentor is submitted to the Final and Graduation Theses Committee in writing in addition to the Registration Form for the Subject of the Final/Graduation

Thesis. The proposal must state the name and surname of the person proposed as a co-mentor, an explanation of why the person is proposed as a co-mentor and what exactly will be the role and task of the co-mentor during the preparation of the final or graduation thesis.

- (13) For students who fail to complete the form for the selection of mentors within the digital student service system within the prescribed deadline, it shall be considered that they do not want to enrol in the module in which the final or graduation thesis is done in the current academic year, and the selection of a mentor, i.e. enrolment of that module shall be performed in some of the following academic years. The student's right to select a mentor shall be valid for as long as the student should hold their student rights.

## 5. THESIS SUBJECT DEFINITION AND APPROVAL

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### Article 6

- (1) The student shall engage with the mentor in defining the thesis subject.
- (2) The thesis subject must correspond to the level of the study programme and must reflect the professional quality of the study programme with particular focus on the elaboration of a specific practical task. Only in exceptional cases, if the Final and Graduation Theses Committee should allow it, can the thesis subject be of theoretical nature.
- (3) The thesis subject must be related to the student's field of expertise.
- (4) The defined thesis subject must be described in detail by way of the Registration Form for the Subject of the Final Thesis or the Registration Form for the Subject of the Graduation Thesis, which the mentor shall submit to the Committee for approval.

### Article 7

- (1) The Committee shall consider and approve the proposed thesis subjects at the sessions of the appropriate field committee, which are organized once a month in all months except July and August.
- (2) The mentor and the student, whose subject proposals are being discussed, are invited to the field committee sessions. In case the mentor does not come to the session, the committee is allowed to not discuss the proposed subject or postpone the discussion of the proposed subject to the next session.
- (3) The field committee may confirm the proposed subject, request necessary amendments to the proposed subject or reject the proposed subject. In the case of a subject rejection, the student and the selected mentor should propose another subject, in accordance with the remarks and recommendation made by the field committee.
- (4) The completed Registration Form for the Subject of the Final/Graduation Thesis is archived in the final or graduation theses digital archive.

- (5) The Coordinator keeps minutes of the session of the field committee and delivers the minutes to all members of the Committee and to all mentors whose subject proposals were considered at the session.

### **Article 8**

- (1) The student may change their mentor, thesis subject or both once in an academic year.
- (2) In case the student should change the thesis subject with the same mentor, a completed Registration Form for the Subject of the Final/Graduation Thesis should be submitted for the new proposed subject along with a request for a change of the subject.
- (3) In case the student should change the mentor, the new mentor must be from the current list of mentors. By choosing a new mentor, it is possible to choose a new thesis subject, and following the approval of the change of the mentor, it is necessary to submit the Registration Form for the Subject of the Final/Graduation Thesis.
- (4) Students who wish to retain the approved thesis subject should be provided with a written consent from the new mentor accepting the mentorship for that thesis subject.
- (5) The change of the mentor shall be approved by the Committee Chairman, and the new proposed subject shall be approved by the Committee.
- (6) Part-time students, as well as students who are scholarship holders or loan beneficiaries, may choose a thesis subject in accordance with the needs of the company, scholarship provider or loan provider.

### **Article 9**

- (1) At the beginning of each academic year, the Committee Chairman shall be obliged to establish the exact schedule of deadlines related to the final or graduation theses and publish it under the teaching materials section of the modules in which the final or graduation thesis is done.

## **6. PREPARATION OF THE FINAL AND GRADUATION THESIS**

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### **Article 10**

- (1) When preparing the thesis, the student shall be obliged to adhere to the subject approved by the Committee, accepting and respecting all remarks and suggestions received from the Committee.
- (2) The mentor shall be responsible for ensuring that the thesis is prepared in accordance with the approved subject.
- (3) The scope and complexity of the subject of the final and graduation thesis must correspond to the level of the study programme and must be such that the student can prepare it within the period corresponding to the enrolled ECTS points (1 ECTS point = 25-30 working hours).

- (4) The final thesis must include 12,000-15,000 words from the introduction to the conclusion.
- (5) The graduation thesis must include 20,000-25,000 words from the introduction to the conclusion.

#### **Article 11**

- (1) If a student should prepare a thesis in an external company, they shall be appointed a thesis coordinator in addition to a mentor, who shall be in charge of monitoring and assisting their work and who shall be in constant contact and coordination with the mentor, in accordance with the Book of Regulations on Internship.
- (2) The specification of the tasks pertaining to the thesis coordinator, and the rights and obligations of the student during the internship, shall be defined by a special agreement between Algebra University and the individual workplace where the student should conduct their internship, in accordance with the Book of Regulations on Internship.

#### **Article 12**

- (1) The final or graduation theses shall be written in standard Croatian or English language, and in Latin script.
- (2) A complete example of the textual form of the final or graduation thesis with all font sizes and shapes used in the final or graduation thesis can be found in the electronic template (Appendix 1), which is available to students within the digital student service system. The student must prepare a final or graduation thesis as established in the template (Appendix 1), respecting all the provisions and parts under the template.
- (3) The final thesis for the professional undergraduate study programme Market Communication Design consists of a written part that should be designed in accordance with the instructions for the design of the final theses in the professional study programme Market Communication Design (Appendix 2) and visual templates or digital works created by the student independently.
- (4) In exceptional cases, at the interdisciplinary graduate study programme Creative Market Communications Management, the topic of the final thesis can be visual-communication oriented, whereby the work is designed as prescribed for the professional undergraduate study programme Market Communication Design in the previous Paragraph.

#### **Article 13**

- (1) In the final or graduation thesis, after the conclusion, with the date and location designation of the completion of the work, the following statement should be included:

*"Under full responsibility, I confirm in writing that this is my original work, no part therein created by copying or plagiarising the content of a third party nor by generating using AI tools. In preparing the thesis, I used materials from third parties listed in the bibliography, but I did not copy any of their*



*parts, except for quotations for which I cited the author and source and clearly marked them with quotation marks. In the event that the contrary is proven at any time, I am ready to bear all the consequences, including the annulment of the public document acquired in part and on the basis of this paper.”*

- (2) The statement from Paragraph 1 of this Article, with the specified meta-data about the thesis, is signed by the student by hand in front of the Examination Panel during the thesis defence.

#### **Article 14**

- (1) During the preparation of the thesis, the student shall be obliged to accept the remarks made by the mentor or thesis coordinator and perform the required modifications and refinements, respecting the provisions of this Book of Regulations.
- (2) In case that the thesis prepared for submission should fail to meet quality and scope standards in the opinion of the mentor or it should fail to convene with the subject approved by the Committee, the thesis shall be returned to the student for amending.

## **7. SUBMISSION OF THE THESIS**

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#### **Article 15**

- (1) In case that the student has prepared one or more works which in their content and scope correspond to the final or graduation thesis during the study programme, and the works were not a prerequisite for obtaining a signature or a certain number of points at one of the modules enrolled in and attended by the student, the student may submit that work instead of submitting the Thesis Registration Form, and the Committee may recognize the work as the final or graduation thesis by a majority vote.
- (2) By the same procedure, the Committee may also recognize an invention, technical improvement, published professional or scientific paper and the like as a final or graduation thesis if it should correspond in content to a final or graduation thesis. In that case, the procedure for registering and submitting the final or graduation thesis shall be identical to the procedure described in this Book of Regulations.

#### **Article 16**

- (1) The student shall send the completed thesis with all attachments to the mentor in a digital form. The completed written part of the thesis needs to be delivered in Word format.
- (2) After the mentor assesses that the delivered thesis is satisfactory in terms of its quality and scope, the mentor sends the thesis to the Coordinator. The thesis should be submitted to the Coordinator no later than 30 days before the desired deadline for the registration of the thesis defence.
- (3) The coordinator determines whether the thesis meets all technical requirements. If the thesis does not meet all technical requirements, it is returned for revision to the mentor and the student.

- (4) A thesis that meets all technical requirements must be checked with plagiarism checker software and together with a plagiarism checker software report is delivered to the Examination Panel.

## **8. EXAMINATION PANEL AND THE THESIS GRADING**

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### **Article 17**

- (1) The Final and Graduation Theses Committee Chairman shall determine the composition of the Examination Panel for each student separately, after the mentor submits the completed thesis to the Coordinator.
- (2) The Examination Panel shall consist of the following members: Examination Panel Chairman, mentor and a member.
- (3) Members of the Examination Panel may also be members of the Final and Graduation Theses Committee.
- (4) A member of the Examination Panel, in addition to the mentor, shall be an expert from the ranks of teachers at Algebra University appointed to a position or a nominal position according to the criteria of the position.

### **Article 18**

- (1) The Examination Panel examines the final or graduation thesis and submits its comments to the Coordinator and the student within a maximum of 15 days from the submission of the thesis.
- (2) As an exception to Paragraph 1 of this Article, the deadline for evaluating theses submitted to the Coordinator from July 1<sup>st</sup> to August 15<sup>th</sup> shall be September 15<sup>th</sup>.
- (3) The Examination Panel determines whether the thesis corresponds to the approved subject registration form, whether there are parts of the thesis that threaten the originality of the work (based on the plagiarism checker report) and it determines the quality and scope of the thesis. If the members of the Examination Panel consider that the thesis is at a satisfactory level but have comments, they provide them to the mentor and the student. The student then revises the thesis based on the comments. If the Examination Panel determines that the thesis is not at a satisfactory level, the student is directed to revise the entire thesis and resubmit it to the mentor and the Panel.
- (4) A student whose thesis is at a satisfactory level but requires minimal corrections according to the comments of the Examination Panel must correct and proofread the thesis within 10 days of receiving the comments. The mentor then submits the corrected and proofread version of the thesis, along with a proofreading certificate signed by the proofreader, to the Coordinator. This version of the thesis is considered the final version and is submitted in PDF format.
- (5) A student whose thesis is at a satisfactory level and does not require any corrections must proofread the thesis within the next 10 days. The mentor then submits the proofread version of the thesis, along



with a proofreading certificate signed by the proofreader, to the Coordinator. This version of the thesis is considered the final version and is submitted in PDF format.

- (6) An evaluation of the written part of the thesis shall be provided by each member of the Examination Panel by way of entry into the designated place within the digital student service system.

## **9. FINAL EXAM AND THESIS DEFENCE**

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### **Article 19**

- (1) The prerequisite for registering for the defence of the final or graduation thesis shall be the active student status, all exams passed within the enrolled study programme, an approved Registration Form for the Subject of the Final/Graduation Thesis, a submitted final version of the thesis and fulfilled all other established student obligations, confirmed by the assigned signatures of the responsible persons within the digital student service system.
- (2) Students of professional undergraduate and professional short-cycle study programmes must, in addition to the requirements from Paragraph 1 of this Article, have registered and completed an internship, if it is prescribed in the Book of Regulations on Internship.

### **Article 20**

- (1) The Coordinator shall establish the date of the thesis defence in agreement with all members of the Examination Panel, and no later than 15 days from the registration date for the final or graduation thesis defence.
- (2) In exceptional cases, the date of the thesis defence may be established no later than 30 days from the registration date for the thesis defence.

### **Article 21**

- (1) The thesis defence shall be public and shall take place before the Examination Panel, students, teachers and other interested parties. In accordance with the qualities of the defence proceedings, Algebra University shall ensure the requirements for a solemn atmosphere during the defence. Students shall be expected to make their contribution to this important act with their performance and solemn appearance.
- (2) The procedure and evaluation at the thesis defence shall be carried out by the Examination Panel.
- (3) The student shall present their work at the defence, and the Examination Panel shall check their knowledge in a narrower scope of the thesis subject field.

### **Article 22**

- (1) The procedure for the thesis defence is as follows:

- a. The Examination Panel Chairman shall open the procedure (present Examination Panel members and the students and establish the fulfilment of all prerequisites for the exam registration and thesis defence and explain the defence procedure to the student).
- b. The student shall present the basic problematics examined in the thesis, the methods used and the most important results achieved in the work. The student's presentation can last up to 20 minutes on professional undergraduate and professional short-cycle study programmes, and up to 30 minutes on professional graduate study programmes.
- c. Following the presentation of the thesis, the Examination Panel members pose questions to the student pertaining to a narrower scope of the thesis subject field.
- d. The student shall answer these questions.
- e. After the student has answered all the questions, they shall leave the room wherein only the members of the Examination Panel should remain.
- f. After consultations, the Examination Panel reaches a consensus on the grade for the thesis defence and shall summon the student to communicate the final grade and the explanation to it to the student.

### Article 23

- (1) The thesis grade, the thesis defence grade and accordingly the grade of the final exam can be: insufficient (1), sufficient (2), good (3), very good (4) and excellent (5).
- (2) All members of the Examination Panel shall decide on the thesis defence grade based on the criteria defined for the evaluation of the thesis defence.
- (3) The final grade of the final exam, which is also the final grade of the study programme, shall be determined in accordance with the formula  $(4A+B+C)/6$ , wherein A is the grade point average of all passed exams during the study programme, B the thesis grade, and C the thesis defence grade. The final evaluation of the success of the study programme should be rounded to the nearest integer.
- (4) The final thesis defence grade may be insufficient if the student should receive the grade insufficient in any evaluation segment (the thesis or the thesis defence) at the final exam, i.e. thesis defence. In case that the final thesis defence grade should be insufficient (1), an explanation for such grade must be stated and entered in the minutes of the final exam.
- (5) In case that the student should register but fails to defend the thesis, the Examination Panel shall advise them to re-enrol in the module.

### Article 24

- (1) Final exam minutes shall be kept through the digital student service system, wherein the grades, names of the Examination Panel members, thesis subject and the date of the defence shall be stated.

- (2) A copy of the final exam minutes shall be printed from the digital student service and signed by all Examination Panel members. The signed minutes shall be submitted by the Examination Panel Chairman to the Coordinator.
- (3) The Coordinator shall keep records on the thesis defences. The final exam minutes shall be archived and kept in accordance with the rules on archiving and storage of acts of permanent value within the student profile.
- (4) The final version of the thesis is published in the digital academic archives system and repositories of the Republic of Croatia, through which it is publicly available. The document published shall contain:
  - a. a confirmation of assignment of the final or graduation thesis subject, signed by the Committee Chairman, the mentor and the student,
  - b. the final or graduation thesis itself,
  - c. a statement of academic integrity, signed by the student,
  - d. a certificate of proofreading, signed by the proofreader and
  - e. final exam minutes, signed by all members of the Examination Panel.

## **10. GRADUATION CEREMONY AND THE ISSUANCE OF DOCUMENTATION ON THE COMPLETION OF THE STUDY PROGRAMME**

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### **Article 25**

- (1) After the expiration of a minimum of 5 working days after the defence of the thesis, the student may collect the certificate of completion of studies which is issued upon the student's request.
- (2) The certificate of completion of studies is a public document and its purpose is to prove the status until the issuance of the diploma or the certificate.

### **Article 26**

- (1) The diploma or the certificate is awarded at a graduation ceremony.
- (2) The diploma or the certificate is awarded by the Rector and promoters.
- (3) The graduation ceremony where diplomas and certificates are awarded is organized normally once a year. The Student Office informs students about the date and time of the graduation ceremony.

## 11. TRANSITIONAL AND FINAL PROVISIONS

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### Article 27

- (1) The Senate of Algebra University resolves complaints and appeals of students related to the final or graduation theses, as well as the final exam.

### Article 28

- (1) All general provisions related to final and graduation theses and final exams must be aligned with this Book of Regulations no later than 6 months from the date of its entry into force.
- (2) An integral part of this Book of Regulations are: the Final or Graduation Thesis Template (Annex 1), Instructions for the design of final theses in the study programme Market Communication Design (Appendix 2).

### Article 29

- (1) This Book of Regulations enters into force on the day of its adoption and applies to all students of Algebra University.

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