

Pursuant to Article 66 of the Statute, the Faculty Council of the University of Zagreb Faculty of Organization and Informatics, at its session held on 21 October 2021, adopted the following

## **REGULATIONS**

### **on the Bachelor Thesis at the Undergraduate Studies and the Master Thesis at the Graduate Studies of the University of Zagreb Faculty of Organization and Informatics**

#### ***I. General Provisions***

##### **Article 1**

These Regulations prescribe the manner of registration, preparation, assessment and defence of the bachelor thesis at the undergraduate (university and professional) studies of the University of Zagreb Faculty of Organization and Informatics, and the manner of registration, preparation, assessment and defence of the master thesis at the graduate studies of the University of Zagreb Faculty of Organization and Informatics (hereinafter: the Faculty).

The gender-specific terms used in these Regulations shall be taken to refer both to the masculine and feminine gender regardless of whether they are used in the masculine or feminine form.

##### **Article 2**

The undergraduate study shall be completed by passing the enrolled courses, fulfilling all other study obligations, and producing a bachelor thesis and its successful defence, in accordance with the conditions for the completion of the study prescribed in the appropriate regulations on the undergraduate study.

The graduate study shall be completed by passing the enrolled courses, fulfilling all other study obligations, and producing a master thesis and its successful defence, in accordance with the conditions for the completion of the study prescribed in the appropriate regulations on the graduate study.

#### ***II. Bachelor Thesis and Master Thesis***

##### **Article 3**

- (1) A bachelor/master thesis is an independent and proficient coverage of an established topic.
- (2) By producing and defending a bachelor thesis, the student shall prove the ability to solve problems in the professional and scientific areas relating to his or her study.
- (3) By preparing and defending a master thesis, the student shall prove the ability to solve problem tasks in professional and scientific areas relating to his or her study, including problem tasks related to the field of study that he or she did not encounter in the course of study.

- (4) The student shall enrol on the topic of the bachelor/master thesis upon enrolment in the last semester of study.
- (5) The student shall be obliged to prepare and defend the bachelor/master thesis within two years from the moment of acceptance of the registration of the topic by the mentor. If the student does not defend his or her thesis within the specified deadline, he or she must select and enrol a new topic for the bachelor/master thesis.
- (6) At the request of the student and with the consent of the mentor, the Vice-Dean for Education may approve the extension of the duration of the topic by a maximum of 2 months.

#### **Article 4**

- (1) The student shall be led by a thesis mentor in the preparation of the bachelor thesis.
- (2) The bachelor thesis mentor and the co-examiner may be a teacher in a scientific-teaching or teaching position, an associate with a doctorate of science, and an associate in the associate position of an assistant with at least three years of experience in this position.
- (3) If the mentor of the bachelor thesis is an associate in the associate position of an assistant with at least three years of experience in this position, the bachelor thesis co-examiner must be a teacher with a scientific-teaching title.
- (4) Each potential mentor shall be obliged to enable students a choice of at least five bachelor thesis topics relating to the study programme in which he or she teaches classes, in accordance with the deadlines referred to in Article 7.
- (5) The topic of the bachelor thesis shall contain a description of at least 300 characters with spaces. In addition to the description of the topic, it must be indicated whether in the bachelor thesis research shall be conducted, a software system shall be developed or introduced, or some other method appropriate for professional and scientific research in the field of information and communication science, economics, computer science, mathematics or interdisciplinary field shall be applied.
- (6) Each potential bachelor thesis mentor who is an associate in the associate position of an assistant with at least three years of experience in this position shall enable students a choice of at least three topics for each study programme in which he or she teaches classes, in accordance with the deadlines referred to in Article 7.
- (7) Within one academic year, each teacher may mentor the bachelor theses of a maximum of 10% of students enrolled for the first time in the 3rd year of undergraduate study.
- (8) Within one academic year, each associate in the associate position of an assistant with at least three years of experience in this position may mentor a total of 5 bachelor theses.

#### **Article 5**

- (1) The student shall be led by a thesis mentor in the preparation of the master thesis.
- (2) The master thesis mentor and co-examiner may be a teacher in a scientific-teaching or teaching position, an associate with a doctorate of science, a lecturer/senior lecturer with a doctorate of science, and a teacher in the position of a college professor.
- (3) Each potential mentor shall be obliged to enable students a choice of at least five master thesis topics relating to the study programme in which he or she teaches classes at the beginning of the academic year.
- (4) The topic of the master thesis shall contain a description of at least 300 characters with spaces. In addition to the description of the topic, it must be indicated whether in the master thesis research shall be conducted, a software system shall be developed or

introduced, or some other method appropriate for professional and scientific research in the field of information and communication science, economics, computer science, mathematics or interdisciplinary field shall be applied.

- (5) Within one academic year, each teacher may mentor the graduate theses of a maximum of 10% of students enrolled for the first time in the 2nd year of the graduate study.

#### **Article 6**

- (1) Within one academic year, each teacher may mentor a maximum of 20 theses (total number of bachelor and master theses).
- (2) Exceptionally, the Vice-Dean for Education may allow the total number of teacher mentorships to be exceeded by a maximum of 10%, and the limit to the number of mentorships defined in Article 4, paragraph 1 and Article 5, paragraph 5 to be exceeded as well.

#### **Article 7**

- (1) Departments shall accept proposals for topics of bachelor /master theses no later than 31 January of the current academic year. The suitability of each topic for a particular study programme shall be determined.  
The laboratory under whose auspices the bachelor/master thesis is conducted may be defined as the thesis topic, and/or the topic may be related to a particular project. The company in which the student needs to perform student practice during which he or she is involved in the preparation of the bachelor/master thesis may be defined as the thesis topic.
- (2) The accepted topics of bachelor/master theses shall be published in the *FOI Radovi* (FOI Theses) system no later than 1 February of the current academic year.
- (3) The student may define a thesis topic or select one of the offered topics of the bachelor/master thesis with the potential mentor.
- (4) The student may exceptionally define a topic with the potential mentor even after the deadline referred to in paragraph 1 of this Article, but no later than the end of the 4th week of the summer semester. The exception shall apply if the topic is related to:
  - a. the student practice, as confirmed by the student's practice mentor designated by the employer (including the centres and organizational units of the Faculty)
  - b. a project, as confirmed by the head of the laboratory.
- (5) If the topic is to be made available in the *FOI Radovi* system, first it must undergo the procedure of its acceptance by the department.

#### **Article 8**

- (1) If during his or her studies the student has produced one or more works which correspond to the bachelor/master thesis by its/their content and length, such work may be recognized as a bachelor/master thesis.
- (2) The student who requests that his or her work be recognized as a bachelor/master thesis shall have to submit a written request to the Committee for Exams Recognition. Along with the written request, the student shall be obliged to enclose a copy of the work which he or she requests to be recognized as the bachelor/master thesis. The final decision on the recognition of a particular work as the bachelor/master thesis shall be made by the Committee for Exams Recognition.

### **III. Registration, Acceptance, Approval and Publication of a Bachelor/Master Thesis**

#### **Article 9**

- (1) The student may register for a topic of the bachelor/master thesis after enrolling in the subject Bachelor Thesis/Master Thesis, and no later than the end of the 6th week of the summer semester.
- (2) The student, after consultation with the potential mentor, shall register for the selected topic of the bachelor/master thesis through the *FOI Radovi* system.
- (3) For a student to be able to register for a topic of the bachelor/master thesis, he or she must undergo preparatory training for students on the creation of the bachelor/master thesis organized by the Faculty.
- (4) The thesis mentor shall accept the student's registration of the topic through the *FOI Radovi* system within 20 working days. Otherwise, the topic shall get the status of an available topic.

#### **Article 10**

- (1) The bachelor/master thesis shall consist of the front page, statement of originality of the thesis, abstract, keywords, table of contents, introduction, elaboration of the topic, conclusion, list of references and other data sources used in the preparation of the bachelor/master thesis, and appendixes (if any).
- (2) During the preparation of the bachelor/master thesis, the student shall be obliged to use the template for the preparation of the bachelor/master thesis published on the Faculty's website.
- (3) The bachelor/master thesis at the Faculty shall be assigned, written and defended in the Croatian language.
- (4) Exceptionally, the bachelor/master thesis may be written and defended in a foreign language.
- (5) The student who wishes to write and defend the thesis in a foreign language shall have to submit a written request, with the consent of the mentor, to the Vice-Dean for Education after the topic of the bachelor/master thesis has been accepted by the mentor.

#### **Article 11**

- (1) The student shall submit the working and final version of the bachelor/master thesis in PDF/A format through the *FOI Radovi* system.
- (2) The mentor shall confirm the final version of the bachelor/master thesis through the *FOI Radovi* system.
- (3) The Student Administration Office shall check the formal requirements for the defence of the bachelor/master thesis and confirm their fulfilment through the *FOI Radovi* system.
- (4) After the successful defence of the bachelor/master thesis, the digital version of the thesis shall be stored in the repository of the institution and become part of the university repository and the Croatian Digital Theses Repository (ZIR).

#### **IV. Assessment and Defence of a Bachelor/Master Thesis**

##### **Article 12**

- (1) Students may defend the bachelor/master thesis throughout the academic year.
- (2) The Student Administration Office, within a maximum of four working days from the submission of the final version of the bachelor/master thesis and the certificate by the mentor, shall confirm that the student has met all the conditions for proceeding to the defence of the bachelor/master thesis.
- (3) The mentor shall, in agreement with the co-examiner, schedule the date of the defence. The announcement of the defence of the bachelor/master thesis shall be published at least three days before the defence. The bachelor/master thesis defence minutes form shall be completed in the *FOI Radovi* system.
- (4) The defence of the bachelor/master thesis shall consist of an oral presentation of the results of the bachelor/master thesis by the student and a knowledge check. Within the knowledge check, the student shall answer questions related to the field of the bachelor/master thesis and the study programme, which are asked by the mentor and the co-examiner. The questions shall be entered in the Minutes of the defence.
- (5) The final grade of the student's bachelor/master thesis shall be decided upon by the mentor and the co-examiner immediately after the defence based on the assessment of the written bachelor/master thesis, the student's presentation and his or her answers during the defence.
- (6) If the mentor and the co-examiner do not reach an agreement during the assessment, arbitration shall be performed by the Vice-Dean for Education based on the opinion of the department that the mentor belongs to.
- (7) When an unsatisfactory grade of the bachelor/master thesis is communicated to the student, the reasons for such a grade shall be indicated and entered in the minutes.
- (8) The student whose bachelor/master thesis has been given an unsatisfactory grade must choose and register for a new topic of the bachelor/master thesis. The procedure of registering for a new topic after the previous thesis has been given an unsatisfactory grade may be conducted only once.

#### **V. Transitional and Final Provisions**

##### **Article 13**

- (1) The Faculty Council of the Faculty shall be responsible for the interpretation of particular provisions of these Regulations.

##### **Article 14**

These Regulations shall enter into force on the day of their publication on the notice board and the official website of the Faculty.

Upon the entry into force of these Regulations, the Regulations on the Bachelor Thesis at the Undergraduate Studies and the Master Thesis at the Graduate Studies of the University of Zagreb Faculty of Organization and Informatics adopted on 16 January 2018 shall cease to have effect.

These Regulations were published on the notice board and the official website of the Faculty on 25 October 2021.

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Varaždin, 21 October 2021

**DEAN OF THE FACULTY:**

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**SECRETARY OF THE FACULTY:**

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