

Pursuant to Article 53 of the Ordinance on Studies of the University of Rijeka (consolidated text) and Article 51 of the Regulations on Studies and Studying of the Faculty of Economics and Business in Rijeka applicable to students enrolled into the first year of undergraduate and graduate studies as of the academic year 2008/2009 and later (consolidated text), the Dean of the Faculty of Economics and Business in Rijeka proclaims the consolidated text incorporating the original text of the Regulations adopted on April 18 2016 and its amendments adopted as of September 14 2020. The Regulations read as follows:

REGULATIONS AND PROCEDURES CONCERNING THE MASTER THESIS AT THE FACULTY OF ECONOMICS AND BUSINESS IN RIJEKA

I GENERAL PROVISIONS

Article 1

Pursuant to these Regulations, the graduate university studies shall be completed once the student has written and defended the master thesis.

Article 2

- (1) The master thesis shall represent an independent elaboration of a theoretical and practical economic problem.
- (2) The master thesis shall demonstrate that, based on the knowledge acquired during studies, the student has mastered the subject matter, is familiar with the scientific and expert literature and terminology and the rules of correct use, referencing and citing.

II MASTER THESIS CONTENTS

Article 3

- (1) The required segments of the master thesis include: the hard cover of the master thesis, the title page, abstract with key words, table of contents, introduction, main chapters, sections, conclusion, list of references, list of tables, diagrams, graphs (and other figures), list of appendices (if any) and the student's statement which shall be presented in the order here listed.
- (2) The layouts of the hard cover and the title page are attached to these Regulations.

III STYLE AND ORGANIZATION OF THE TEXT

Article 4

- (1) The TITLE shall reflect the research problem and the purpose of the thesis (a maximum of 15 words).
- (2) The ABSTRACT is a short overview of research results and findings. The abstract shall be no shorter than 1,000 and no longer than 1,800 characters followed by at least (5) key words. The abstract shall, as a rule, be written in a single paragraph, in the passive voice and in third person singular. The key words are terms used to describe the field dealt within the thesis. They shall be written after the abstract, under the subtitle Key words.
- (3) The TABLE OF CONTENTS shall be numerated with Arabic numerals, starting with the Introduction and ending with the Conclusion

- (4) The INTRODUCTION shall flow from general to specific i.e. the student shall lead the reader into the research problem by first providing a general overview of the research topic.
- (5) The BODY OF TEXT shall be divided into more segments (chapters and sections); it shall include a theoretical and an analytical part on the given topic and data on research results. The text shall be written in a scientific language and style, in the passive voice and third person singular, grammatically correct and without spelling mistakes. The master thesis shall, as a rule, be written in the language of tuition, unless otherwise permitted by the Teaching Committee of the Faculty of Economics, University of Rijeka (hereinafter: the Faculty).
- (6) The CONCLUSION shall present a synthesis of research results.
- (7) The STATEMENT in which the student declares that the thesis is a result of individual work and provides authorization for publishing the respective thesis on the Internet (Form attached)

IV TECHNICAL EDITING OF THE BODY OF TEXT

Article 5

- (1) The REFERENCES WITHIN THE TEXT. References shall be cited within the text and not in the footnotes. Direct quotations, paraphrasing, summarizing or referral to work produced by another author shall be referenced and cited using Harvard style in accordance with the example provided in the Appendix.
- (2) The FOOTNOTES shall only be used to provide a more detailed explanation of terms and abbreviations, or for additional explanations of the main text. They shall not be used for referencing. The footnotes shall be numbered in Arabic numerals, starting from 1 at the bottom of the page.
- (3) The LIST OF REFERENCES shall include the list of all sources used and shall provide complete information about the works referred to. The list of references shall not be numbered as a chapter within the thesis and shall come at the end of the thesis (after Conclusion). The references shall be listed in an alphabetical order and if there shall be more works by the same author, these shall be listed chronologically. The Harvard style shall be used. List of references may also be organized according to publication types (e.g. books, articles, internet sources, laws ...). These shall also be listed alphabetically
- (4) The text may contain FIGURES: tables, charts, schemes, images, maps and the like. Tables, graphs, schemes and other figures shall be placed within the text, and marked by Arabic numerals according to the order in which they appear (e.g. Table 1, Table 2, Scheme 1, Scheme 2, etc.). Each figure shall have the respective number and title written above it. The source shall be indicated below the figure.

Article 6

- (1) The scope of work shall be presented in at least 40 A4 format pages (not including the title page, table of contents, list of references, appendices).. The text shall be written in Times New Roman CE, font size 12 with one and a half (1.5) spacing. The text shall be aligned on both sides, with 3-cm margins. The paragraphs within the text shall be separated by double spacing.
- (2) The chapters shall be titled (from the Introduction to the Conclusion). The titles shall be brief and clear, and numbered in Arabic single-digit numbers. Each new chapter shall start on a new page. The chapters may also have sections and subsections that shall be numbered with two-digit or maximum three-digit numbers (e.g. 2, 2.1, 2.2, 2.2.1, 2.2.2 etc.) without further segmentation.

V PROCEDURES FOR MENTOR SELECTION AND THE APPLICATION, COMPLETION AND ASSESSMENT OF THE MASTER THESIS

Article 7

- (1) The mentor of the master thesis shall be chosen among the teachers holding courses the student has taken and passed during the studies he/she is completing.
- (2) The Faculty Council shall establish the number of master theses an individual teacher may mentor during a single academic year.
- (3) The Faculty Council shall, at the beginning of each academic year, determine the quotas and deadlines for submission of master theses.

Article 8

- (1) The student shall apply to the course holder he/she wishes to mentor his/her master thesis. If the teacher agrees to mentor the thesis, he/she shall sign the student's Master thesis Mentor Application (hereinafter: Mentor Application). (Form attached).
- (2) The Mentor shall then submit the signed Mentor Application form via mail or in person to the Student Registry for Undergraduate and Graduate Studies (hereinafter: the Student Registry), which shall register the Mentor Application into the ISVU system.

Article 9

The student, who has submitted a Mentor Application form, shall be allowed to change the mentor only once. The new Mentor Application form shall be signed by the new and the previous mentor.

Article 10

- (1) The topic of the master thesis shall be agreed upon by the student and the respective mentor. The topic of the master thesis shall be in line with the course curriculum the student has chosen to write the thesis in.
- (2) The student may suggest his/her own topic of the thesis, but the title and content of the thesis shall be developed in consultation with the respective mentor.

Article 11

- (1) After accepting the topic/title of the master thesis, the mentor shall sign and submit (via email or in person) the signed Master Thesis Topic Application (hereinafter: Topic Application) to the Student Registry (Form attached). The topic/title of the master thesis shall be in the original language of tuition and another language (for study programs taught in the Croatian language, the original language is Croatian and the other language is English, while for study programs taught in English, the original language is English and the other language is Croatian).
- (2) If the title of the thesis shall be changed, the respective mentor shall submit a new signed Topic Application at the time of submitting the Report on the Master Thesis (hereinafter: the Report) to the Student Registry.

Article 12

The procedures for master thesis mentor and topic application and the completion and submission of the master thesis shall be conducted within the deadlines determined by the Faculty Council decision.

Article 13

- (1) The master thesis shall be the result of a student's independent work.
- (2) The mentor shall supervise the student, offer advice and shall refer the student to the appropriate literature.

Article 14

- (1) The student shall provide the mentor with a master thesis proposal. The student shall further develop his/her thesis in line with the mentor's comments and suggestions. If the student shall fail to follow up on the mentor's comments and suggestions, the thesis shall be returned to the student for further improvement.
- (2) Upon receiving a draft of the thesis for supervision, the mentor shall review the thesis and return it to the student within 30 days of the submission with the necessary comments and suggestions.

Article 15

- (1) Once the student has completed the master thesis, the mentor shall check the originality of the master thesis by running it through software designed for such purposes (e.g. Turnitin). To enable this, the student shall submit a version of the finished master thesis in pdf/A format.
- (2) If the thesis passes the originality check, and the student has met all the obligations envisaged by the graduate study program curriculum and has obtained 90 ECTS credits, the mentor shall sign the Report (Form attached).
- (3) The accepted final version of the master thesis shall be stored by the mentor in the respective software's repository (e.g. Turnitin).

Article 16

- (1) Once the mentor has signed the Report, he/she shall via email submit the following documentation to the Student Registry:
 - The approved version of the master thesis in .pdf/A format (in a single file for Library check needs and to be submitted to Committee members)
 - A statement declaring that the master thesis is 'Approved for defense'
 - The Master Thesis Topic Application (if the respective document has not been signed and submitted earlier. The respective document does not need to be signed and scanned if it is being submitted via the official mail name.surname@efri.hr).
 - The Report on the Master Thesis
- (2) Once the mentor has signed the Report, the student shall submit the following documentation to the Student Registry:
 - An extra signed copy of the Statement defined under Article 4 paragraph 7 (to be archived in the respective student's file)

- Other documents required by the Student Registry (confirmation from the Faculty's library that all books have been returned, completed Contact data form etc.)

Article 17

- (1) The Student Registry shall, upon receiving the email sent by the mentor containing all required documentation, check the submitted documentation and shall check whether the student has passed all prescribed exams and met all other requirements prescribed by the graduate study curriculum and has obtained a minimum of 90 ECTS credits. In the event that the Student Registry shall find that the respective student has not met all the above mentioned requirements, it shall inform the respective mentor and the student that the defense cannot be held until the student meets all of the said requirements. The Student Registry shall submit the master thesis to the Faculty's Library for further checking.
- (2) The Library shall then inform the respective mentor and the Student Registry on the results of the additional check and whether the respective master thesis is adequately prepared to be entered into the digital repository (in the event that the respective thesis is not adequate, the Library shall also inform the student on the necessary changes to be made e.g. the student has failed to include the Statement, Abstract, Key words, etc.)
The Library shall also check whether the respective student has returned all borrowed books and materials.
Based on the Library's feedback, the student registry shall in consultation with the respective mentor, determine the Master Thesis Defense Board (hereinafter: Defense Board) and the date of the defense.
- (3) The Student Registry shall distribute a copy of the respective master thesis in .pdf/A format to Defense Board members.
- (4) The defense shall be scheduled, as a rule, within 15 days of the signing of the Final Report on the Master Thesis
- (5) The master thesis defense shall be public. The master thesis shall be defended in front of the Defense Board consisting of the president and two members. The president of the Defense Board shall always be the respective thesis mentor.
- (6) The protocol for the master thesis defense shall be as follows:
 - The president of the Defense Board shall open the defense procedure
 - The candidate shall then give a ten minute presentation on the fundamental issue dealt within the thesis, the methods used and the most significant research results
 - The members of the Defense Board shall pose questions
 - The candidate shall then address the posed questions
 - Once the Defense Board finds that the questions have been answered, the candidate exits the room and the Defense Board members, in the candidate's absence, discuss the quality of the master thesis, the candidate's presentation and provided answers and bring a decision on the final grade.
- (7) The master thesis shall be graded with a 'pass' or 'fail' grade. The final grade shall be entered into the Faculty's Book of Master Thesis Defenses and into the Minutes of the Master Thesis Defense and Assessment (form earlier prepared by the Student Registry). The master thesis grade does not enter into the calculation of the grade point average.
- (8) If the master thesis has been marked negatively, the Minutes of the Master Thesis Defense and Assessment (stating that the master thesis or its presentation did not meet the necessary requirements) shall be submitted to the Student Registry. A master thesis shall not be stored in the digital repository of the Faculty before it has been successfully defended. The Defense Board may schedule a new defense date no earlier than 15 days upon the first defense and no

later than September 30 of the year in progress. In the event that the candidate does not defend the master thesis within this period, the candidate shall enroll the new academic year.

Article 18

Upon the defense, the Student Registry shall enter the grade of the master thesis into the ISVU system, and shall submit a copy of the master thesis, along with the notification on the master thesis defense, to the Faculty's library in order for it to be stored in the digital repository of the Faculty of Economics and Business in Rijeka.

Article 19

The deadlines for reviewing the master thesis and the scheduling of a master thesis defense procedure shall not run in the period from July 20 to August 30 of the year in progress.

Article 20

The mentor shall store a copy of the master thesis in pdf./A format for an entire academic year upon defense.

Article 20.a

The withdrawal of the academic title shall be governed under separate regulations.

Article 20.b

All terms used within in these Regulations which possess a gender specification (male or female) or number specification (singular or plural), encompass in the same way the male and female gender and both numbers.

Article 21

- (1) All matters not regulated by these Regulations shall be resolved by the Faculty's Teaching Committee.
- (2) These Regulations shall come into effect and shall apply as of the academic year 2016/2017.
- (3) With the date of the enforcement of these Regulations, the Regulations and procedures concerning the master thesis adopted at the 69th session of the Faculty Council as of July 6, 2009 and its amendments adopted at the 81st session of the Faculty Council as of June 14, 2010 and the 104th session as of May 15, 2012.

Appendices:

- 1) Master thesis - Mentor Application
- 2) Master thesis - Topic Application
- 3) Master thesis – Hard cover outlay
- 4) Master thesis – Title page

- 5) Master thesis – Statement
- 6) Master thesis – Report
- 7) Bachelor thesis – Rules on citing and referencing (Harvard Style)

Dean:

Prof. dr. sc. Alen Host, m.p

These Regulations are announced publicly on the Faculty's bulletin board and official web pages as of September 16 2020.

Secretary:

Tatjana Pavičić, dipl. iur., m.p