

UNIVERSITY OF SPLIT
FACULTY OF HUMANITIES AND SOCIAL SCIENCES



REGULATION ON
BACHELOR AND MASTER THESES

In Split – July 2024

Pursuant to Article 19, paragraph 3 of the Act on Higher Education and Scientific Activity (Official Gazette No. 119/22) and Articles 51, 120 and 121, and in accordance with Article 58, paragraph 5, Article 59, paragraph 4 and Article 60, paragraph 6 of the Statute of the Faculty of Humanities and Social Sciences in Split (consolidated text, October 2023), at its 10th regular session in the 2023/2024 academic year, held on 17 July 2024, the Faculty Council adopted the following:

REGULATION ON BACHELOR'S AND MASTER'S THESES

I GENERAL PROVISIONS

Article 1

This Regulation on Bachelor's and Master's Theses (hereinafter: the Regulation) governs the requirements and procedures for the registration, preparation and defence of a bachelor's or master's thesis (hereinafter collectively: thesis), the rights and obligations of students, supervisors, co-supervisors and the Thesis Evaluation and Defence Committee, as well as other matters related to theses within the study programmes of the Faculty of Humanities and Social Sciences in Split (hereinafter: the Faculty).

Terms used in this Regulation that have a gender-specific meaning, regardless of whether they are used in the masculine or feminine form, shall under no circumstances be interpreted as grounds for sex- or gender-based discrimination or preferential treatment.

Article 2

A university undergraduate study is completed upon the acquisition of at least 180 ECTS credits prescribed by the study programme, including the successful completion and public defence of a bachelor's thesis.

By successfully completing and defending a bachelor's thesis, the student demonstrates the ability to independently address a topic or problem within the field of the study programme pursued at the Faculty, drawing on relevant literature, theoretical or empirical research, professional practice and the basic methodological principles of the relevant discipline.

A university graduate study is completed upon the acquisition of at least 120 ECTS credits prescribed by the study programme, including the completion and successful public defence of a master's thesis.

An integrated university undergraduate and graduate study programme is completed upon the acquisition of at least 300 ECTS credits prescribed by the study programme, including the completion and successful public defence of a master's thesis.

By successfully completing and defending a master's thesis, the student demonstrates the ability to independently identify problems within the field of the study programme pursued at the Faculty, to apply the competences developed during their studies in addressing professional tasks at the level corresponding to the academic title awarded upon graduation, and to conduct independent research within the scientific area/field of the study programme using appropriate scientific methodology.

Article 3

The scope and level of complexity of a thesis are determined by the relevant study programme and expressed in ECTS credits.

Theses shall be assigned, written and defended exclusively in Croatian, except within foreign language and literature study programmes, where they may be written and defended either in Croatian or in the relevant foreign language.

Theses prepared within study programmes taught in English and not covered by paragraph 2 of this Article shall be written and defended in English.

Article 4

If, during their studies, a student has independently authored and published at least two A1-category scientific papers in the humanities, social sciences or interdisciplinary sciences, or two scientific papers indexed in the Web of Science (WoS) or Scopus databases, which in terms of their content and scope correspond to a master's or bachelor's thesis, such papers may be recognised as a substitute for the thesis.

A student seeking recognition of published scientific papers as a substitute for the thesis shall submit a written request to the Department Council.

The student shall submit, together with the written request, the papers for which recognition is sought, in both printed and electronic form. In such a case, upon the supervisor's proposal, the Department Council shall appoint a three-member committee to review the papers and submit a report and recommendation to the Department Council.

The Department Council shall make the final decision on the recognition of the published scientific papers as a substitute for the thesis.

Upon receiving the decision recognising the papers as a substitute for the thesis, the student shall register the defence of the papers using the prescribed form and following the same procedure and deadlines established for registering the defence of a bachelor's or master's thesis.

II THESES TOPICS

Article 5

The student shall agree on the topic and title of the thesis with a prospective supervisor.

As a rule, the student shall prepare the thesis within the scientific area and field to which the study programme belongs, or within an interdisciplinary area of science. The content of the thesis must be relevant to and contribute to the learning outcomes at the study programme level. Each Department shall publish on its website a list of prospective supervisors and the corresponding broader thesis topics from which students may select their thesis topic, and shall update the list as necessary at the beginning of each academic year.

In the case of a double-major study programme, the student shall, at their own discretion, prepare and defend a thesis in only one of the study programmes in which they are enrolled.

Article 6

In the final year of study, and no later than the end of classes in the winter semester, the student shall submit the proposed thesis title and supervisor to the Department Council for approval.

When submitted for approval, the thesis title shall be provided in both Croatian and English.

The title of a thesis written in a foreign language (English/German/Italian) shall also be provided in Croatian.

The Department Council shall approve thesis titles no later than the end of the winter exam period.

III SUPERVISORS/CO-SUPERVISORS

Article 7

When approving the thesis title, the Department Council shall appoint a supervisor and, where necessary, a co-supervisor to guide the student in the preparation of the thesis.

The supervisor shall be a member of the teaching staff involved in teaching or research related to the thesis topic and shall, as a rule, be appointed from among the Faculty's academic staff holding teaching and research positions.

Each Department Council shall independently establish the criteria under which, by way of exception, Faculty employees holding teaching positions, associates holding senior assistant positions, and external associates holding honorary teaching and research appointments may be appointed as supervisors.

Where an external associate is appointed as the student's supervisor, a co-supervisor shall also be appointed from among Faculty employees who meet the requirements for appointment as a supervisor.

The Department Council may also appoint a co-supervisor where either of the following conditions is met:

- the thesis topic falls within an interdisciplinary area of science;
- due to the specific nature of the topic, the appointed supervisor proposes that a co-supervisor be appointed.

A member of the teaching staff employed at the Faculty or an external associate holding an honorary teaching and research appointment who is involved in teaching or research related to the thesis topic may be appointed as a co-supervisor.

In consultation with the student, the supervisor shall determine the scope, structure and methodology of the thesis.

During consultations, the supervisor and co-supervisor shall provide guidance and oversee the preparation of the thesis.

The Department Council may relieve a supervisor and/or co-supervisor of their duties and appoint a new supervisor and/or co-supervisor in accordance with the procedure established by the respective Department.

As a rule, a member of the teaching staff may supervise no more than five theses in a single academic year. By way of exception, a member of the teaching staff may request approval to supervise more than five theses. The Department Council shall decide on such a request on the basis of a written justification submitted by the staff member.

Upon the supervisor's proposal, the Department Council shall appoint a three-member Thesis Evaluation and Defence Committee (hereinafter: the Committee) from among the teaching staff and associates employed at the Faculty. The Committee shall consist of a Chair and two members, one of whom shall be the supervisor. Where a co-supervisor has also been appointed, the co-supervisor shall also be a member of the Committee. Neither the supervisor nor the co-supervisor may chair the Committee.

One substitute member shall be appointed for the Committee referred to in the preceding paragraph in the event that any of the appointed members is unable to participate in the thesis defence.

IV FORMAL ELEMENTS AND STRUCTURE

Article 8

The thesis shall contain the following formal elements:

1. cover page
2. title page
3. table of contents
4. introduction
5. main body
6. conclusion

7. abstract in Croatian and English, or in Croatian and the language in which the thesis is written
8. three to five keywords in Croatian and English, or in Croatian and the language in which the thesis is written
9. list of references and other sources used in the preparation of the bachelor's or master's thesis
10. appendices, if any
11. personally signed declarations of academic integrity, authenticity of the thesis, and consent to the storage and public availability of the bachelor's or master's thesis, using the prescribed forms.

The thesis shall also meet the following requirements:

a) The cover page shall contain the following information:

- University of Split, Faculty of Humanities and Social Sciences
- type of thesis (bachelor's thesis or master's thesis)
- student's full name
- place and year

b) The title page shall contain:

- name of the Department at which the thesis was prepared
- name of the study programme
- thesis title in the language in which the thesis is written
- full name of the supervisor (and co-supervisor)
- student's full name
- place, month and year of completion.

Theses written in a foreign language shall have both the cover page and the title page in two languages. The first cover page shall be in Croatian, followed by a cover page in the language in which the thesis is written. Similarly, the title page shall first be provided in Croatian, followed by a title page in the language in which the thesis is written.

Article 9

The thesis must be an original work authored independently by the student. All literature and sources referred to in the thesis must be included in the list of references and appropriately cited in the text.

Every thesis shall undergo a mandatory originality check using plagiarism-detection software approved by the Faculty (Turnitin), which shall be carried out by the supervisor.

Citations, references and the list of references shall be prepared in accordance with one of the recognised citation styles (APA, MLA, Chicago, Harvard, etc.), depending on the scientific area and field of the thesis.

The thesis must comply with the principles of academic integrity and with legal and ethical standards in the conduct of research.

Where research conducted as part of a thesis involves human participants, personal data or animals, a favourable opinion of the Faculty Ethics Committee must be obtained before the research is conducted.

Where research involves children and minors or vulnerable groups, in addition to the consent of the participants themselves, consent must also be obtained from a parent, guardian or other responsible third party. Using the prescribed form, the supervisor shall submit a request to the Ethics Committee for approval to conduct the research. The Ethics Committee may approve the research, propose modifications or prohibit the research from being conducted.

The thesis must be written in accordance with the orthographic, grammatical, lexical and stylistic norms of the relevant standard language.

The thesis must be prepared in accordance with the provisions of this Regulation, the Guidelines for the Formatting and Preparation of Theses, and any additional rules governing this matter at the level of individual Departments.

V PREPARATION OF THESIS

Article 10

As a rule, the student shall submit the first draft of the thesis to the supervisor by email for review no later than 30 days before the scheduled thesis defence date. The draft shall be prepared in accordance with the requirements set out in the preceding Article of this Regulation.

By way of exception, for theses to be defended during the September defence period, the student shall submit the first draft to the supervisor for review no later than the end of June of the academic year in which the thesis is to be defended.

The supervisor shall provide feedback within 15 days of receiving the thesis.

If, in the supervisor's opinion, the thesis does not meet the required standards of originality, quality and scope, the supervisor shall return it to the student for revision and/or supplementation.

After the student resubmits the revised/corrected thesis, the supervisor shall provide further feedback within an additional period of seven days.

Once the supervisor has given a favourable opinion, the supervisor shall, as a rule, send the approved draft of the thesis by email to the other members of the Committee 15 days before the scheduled defence date.

The Committee members shall provide their feedback no later than seven days after receiving the thesis. They may request revisions and/or additions to the draft.

Under the supervisor's guidance and in accordance with the instructions of the Committee members, the student shall prepare the final version of the thesis.

The time limits relating to the preparation of the thesis laid down in this Article shall be suspended during the periods from 15 July to 31 August and from 20 December to 7 January.

The student may not proceed to the thesis defence without the approval of the supervisor and a majority of the Committee members.

Article 11

The student shall submit an application for the thesis defence to the Student Affairs Office exclusively within the designated application periods.

By signing the prescribed form, the supervisor and the Committee members shall confirm that they have reviewed and approved the final version of the thesis and that the student may register for the thesis defence. The form shall also specify the date, time and venue of the defence.

The student shall enclose with the application confirmation that they have fulfilled all obligations towards the Faculty Library.

VI THESIS DEFENCE

Article 12

The student may proceed to the thesis defence after passing all exams and fulfilling all other requirements prescribed by the study programme.

During the defence, the Chair of the Committee shall keep a record of the proceedings using the prescribed form.

Immediately following the defence, the record shall be signed by the Chair and all members of the Committee and the signed copy shall be submitted to the Student Affairs Office as soon as possible.

Article 13

The supervisor shall enter the grade into the Information System of Higher Education Institutions (ISVU) within 24 hours of the completion of the thesis defence.

Within 48 hours of completing the thesis defence, the student shall submit the final version of the thesis in electronic form (CD or USB drive) to the Student Affairs Office, together with the forms prescribed by this Regulation as integral parts of the thesis. The Student Affairs Office shall forward the thesis to the Faculty Library for publication and archiving.

For the purposes of long-term preservation, bachelor's and master's theses shall be submitted as a single PDF file containing all elements prescribed by this Regulation. Where a bachelor's or master's thesis includes an appendix that can be converted to PDF format, the appendix shall be included in the same file at the end of the thesis.

Appendices that cannot be converted to PDF format shall be submitted as separate files.

VII TRANSITIONAL AND FINAL PROVISIONS

Article 14

The procedures carried out pursuant to this Regulation shall use the Guidelines for the Formatting and Preparation of Theses and the forms whose content and format are determined by the Teaching Committee of the Faculty of Humanities and Social Sciences in Split:

- Bachelor's Thesis Topic Application Form
- Master's Thesis Topic Application Form
- Bachelor's Thesis Defence Application Form
- Master's Thesis Defence Application Form
- Declaration of Academic Integrity
- Supervisor's Declaration of Thesis Authenticity/Originality
- Declaration on the Storage of the Bachelor's/Master's Thesis
- Research Application Form for research involving human participants, personal data or animals.

The Research Application Form and any additional protocols and guidelines shall be adopted by the Faculty Ethics Committee.

Article 15

This Regulation shall enter into force on the eighth day following its publication on the official website of the Faculty of Humanities and Social Sciences in Split and shall apply to all procedures for the registration and defence of theses from 1 October 2024 onwards.

Upon the entry into force of this Regulation, the Regulation on Bachelor's and Master's Theses (CLASS: 602-04/21-05/0001; REG. NO.: 2181-190-00-21-0001) of 17 March 2021 shall cease to have effect.

CLASS: 011-04/24-03/00001

REG.NO: 2181-190-24-00007

DEAN

full prof. Ina Reić Ercegovac, PhD

This Regulation was published on the official website of the Faculty of Humanities and Social Sciences in Split on 17 July 2024 and shall enter into force on 25 July 2024.

FACULTY SECRETARY

Maja Kuzmanić, dipl.iur