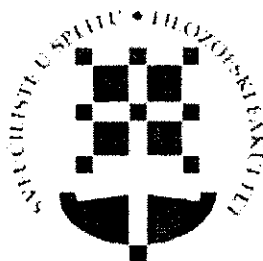


**UNIVERSITY OF SPLIT
FACULTY OF HUMANITIES AND SOCIAL SCIENCES**



**THESIS REGULATIONS:
UNDERGRADUATE AND
GRADUATE STUDIES**

Split – July, 2024

Pursuant to Article 19, paragraph 3 of the Higher Education and Scientific Activity Act (Official Gazette 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 the 10th regular session of the Faculty Council in the academic year 2023/2024, held on 17 July 2024, the Council of the Faculty of the Humanities and Social Sciences adopted the following

THESIS REGULATIONS: UNDERGRADUATE AND GRADUATE STUDIES

I. GENERAL PROVISIONS

Article 1

These Thesis Regulations for undergraduate and graduate studies (hereinafter referred to as the Regulations) prescribes the conditions and manner of application, preparation and defence of undergraduate or graduate theses (hereinafter referred to as the Thesis), the rights and obligations of students, mentors, commentators, evaluation and defence committees and other issues related to the theses within the study programmes of the Faculty of Humanities and Social Sciences in Split (hereinafter referred to as the Faculty).

Terms used in these Regulations that possess a gendered meaning, regardless of whether they are expressed in the masculine or feminine forms, cannot in any sense be interpreted as a basis for gender discrimination or privilege.

Article 2

The university undergraduate study is completed by acquiring a minimum of 180 ECTS credits as specified in the study program, which includes the successful preparation and the public defense of the undergraduate thesis.

By successfully preparing and defending the undergraduate thesis, students demonstrate their competence to independently address problems within their field of study at the Faculty through literature review, theoretical or empirical research, professional practice, and foundational methodology relevant to their discipline.

The university graduate study is completed by acquiring at least 120 ECTS credits envisaged in the study program, which includes the preparation and successful public defence of the graduate thesis. University integrated undergraduate and graduate studies are completed by acquiring at least 300 ECTS credits envisaged in the study program, including the preparation of the graduate thesis and its successful public defence.

By successfully preparing and defending the thesis, students prove their ability to independently identify problems in the field of the study program during their studies at the Faculty, the ability to apply the competencies developed during their studies in solving the tasks of their profession at the level of the academic title acquired by the diploma, and the ability to independently research in the scientific field of the study program with the application of appropriate scientific methodology.

Article 3

The difficulty and scope of the thesis are determined by study programs and expressed in ECTS credits.

The thesis must be prepared, written and defended exclusively in Croatian, except in foreign language and literature study programs where they can be written and defended in Croatian or in a foreign language.

Theses from programmes conducted in English that fall aside the aforementioned category must be written and defended in English.

Article 4

Students who have independently produced and published at least two scientific papers classified as A1 in humanities, social sciences, or interdisciplinary sciences - or two scientific papers indexed in WoS/Scopus databases that correspond in content and scope to an undergraduate or graduate thesis – may have these papers recognized as substitutes for their thesis.

Students requesting recognition of published scientific papers must submit a written request to their department council along with both paper and electronic copies of the works.

In such a case, the department council, upon the proposal of the mentor, appoints a three-member committee to review the works and submit a report and proposal to the department council. The department council makes a final decision on the recognition of published scientific papers as a substitute for the thesis.

After receiving this decision, students must submit a request for defence using prescribed forms within established deadlines for submitting requests for undergraduate or graduate thesis defenses.

II. THESIS TOPICS

Article 5

The topic and title of the thesis are agreed upon by the student and a potential mentor.

As a rule, students prepare the thesis within the scientific field and the field to which the study program or interdisciplinary field of science belongs and must respond in terms of content and contribute to the learning outcomes at the level of the study program.

Each department publishes a list of potential mentors along with the corresponding broader topics on its website, which may be updated at the beginning of each academic year.

In cases of dual subject combinations, students may choose to prepare and defend their thesis in only one of the enrolled study programs.

Article 6

Students propose the title and mentor of the thesis to the department council during their final year of study, no later than the end of classes in the winter semester.

The proposed title of the thesis must be stated in both Croatian and English.

The title of the thesis written in a foreign language (English/German/Italian) must also be presented in Croatian.

The department council approves thesis titles no later than the end of the winter examination period.

III. MENTORS/CO-MENTORS

Article 7

When approving the title of the thesis, the department council appoints a mentor to the student and, if necessary, a co-mentor to lead the preparation of the thesis.

A mentor is a teacher who participates in teaching or in scientific research related to the thesis topic, and is appointed, as a rule, from the ranks of teachers employed at the Faculty in scientific-teaching positions.

Departments councils independently determine the criteria according to which employees of the Faculty in teaching positions, associates in senior teaching and research assistant positions and external associates with academic-teaching titles may exceptionally be appointed as mentors.

In the case of the appointment of an external associate as a mentor, the student must also be appointed a co-mentor from the ranks of Faculty employees who meet the requirements for mentoring.

The department council may also appoint co-mentors provided that one of the following conditions is met:

- when the topic of the assessment paper belongs to an interdisciplinary field of science;
- when specific topic requirements necessitate co-mentorship at the mentor's proposal.

A teacher employed at the Faculty or an external associate appointed a scientific-teaching title who participates in teaching or research work related to the topic of the paper may be appointed as a co-mentor.

In agreement with the student, the mentor determines the scope, structure and methodology of the preparation of the thesis.

During the consultation, the mentor and the co-mentor direct and supervise the preparation of the thesis.

The department council may dismiss the mentor and/or co-mentor and appoint a new one according to the procedure established at the level of each department.

In one academic year, the teacher can, as a rule, mentor up to a maximum of five theses. Exceptionally, the teacher may request the approval of more than five mentorships, which is decided by the department council on the basis of the teacher's written explanation.

At the proposal of the mentor, the department council determines a three-member Committee for the evaluation and defence of the thesis, (hereinafter referred to as: the Committee), which is appointed from the ranks of teachers and associates employed at the Faculty. The Committee consists of a chairman and two members, one of whom is a mentor. If a co-mentor is appointed in addition to the mentor, then the co-mentor is also a member of the Committee. The mentor and the co-mentor cannot chair the Committee.

A deputy member shall be appointed to the members of the Committee referred to in the previous paragraph of this Article in the event that one of the appointed members is prevented from participating in the defence of the thesis.

IV. FORMAL ELEMENTS AND CONTENT UNITS

Article 8

The Thesis includes following formal elements:

1. Cover page
2. Inner cover page
3. Table of contents
4. Introduction
5. Main body
6. Conclusion
7. Abstracts in Croatian and English (or in Croatian and the language of the thesis)
8. Keywords (3 – 5) in Croatian and English (or in Croatian and in the language of the thesis)

9. List of references and other sources used
10. Appendices (if any)
11. Personally signed statements on academic integrity, the authenticity of the work and consent for storage and publication of the undergraduate or graduate thesis (on the prescribed forms).

The thesis must also meet the following requirements:

a) the following information is printed on the cover of the thesis:

- University of Split, Faculty of Humanities and Social Sciences
- type of thesis (undergraduate or graduate thesis)
- student's name
- location and year

b) the inner cover page of the thesis should contain:

- name of department
- study program
- thesis title (in language used)
- mentor's name (and co-mentor's name if applicable)
- student's name
- location, month and year.

Theses written in a foreign language require dual cover pages: one in Croatian followed by one in the language used; similarly for inner cover pages.

Article 9

The thesis must represent original work authored by the student; literature cited must be referenced appropriately within both text citations and reference lists according to standard styles (APA, MLA, Chicago, Harvard etc.), depending on relevant academic fields.

Authenticity checks using approved software (e.g., Turnitin) are mandatory prior to submission; mentors are responsible for this process.

The thesis must adhere to the criteria of academic integrity and legal and ethical conduct in the implementation of the research.

In instances where research involving human subjects, personal data, or animals is conducted as part of the assessment work, it is mandatory to obtain a favorable opinion from the Faculty's Ethics Committee prior to commencing the research.

In cases where the research involves children, minors, or vulnerable groups, in addition to obtaining consent from the respondents themselves, it is also necessary to secure consent from a parent, guardian, or other responsible third party. The mentor shall submit a request to the Ethics Committee for approval of the research using the prescribed form. The Ethics Committee reserves the right to approve research, suggest modifications, or prohibit the conduct of research.

The thesis must be composed in accordance with the spelling, grammatical, lexical, and stylistic norms of standard language.

The thesis must be prepared in compliance with the provisions of these Regulations, the Guidelines for the Design and Preparation of Theses, and any additional regulations governing the subject matter at the departmental level.

V. PREPARATION OF THESIS

Article 10

Students shall send an email to their mentor to submit the first draft of the thesis, prepared in accordance with the established provisions of the preceding article of these Regulations, no later than 30 days before the scheduled date for the defence.

In exceptional cases, for theses defended within the September deadline, students must submit the first version of the thesis to their mentor for review no later than the end of June of the academic year in which they intend to defend.

The mentor is required to provide their feedback within 15 days from the date of receipt of the thesis. If, in the mentor's opinion, the thesis does not meet the necessary requirements regarding authenticity, quality, and scope, they shall return the work to the student for modifications and/or amendments.

After the student submits the revised work to the mentor, the mentor is obliged to provide feedback within an additional period of 7 days. Following a positive evaluation, the mentor shall submit the approved draft of the thesis via email to the other members of the Committee, typically 15 days prior to the designated defence date. The members of the Committee are required to provide their feedback no later than 7 days from the date of receipt of the work. Committee members may request amendments to the draft thesis.

Under the supervision of their mentor and in accordance with instructions from Committee members, students shall prepare the final version of the thesis.

The deadlines for thesis preparation outlined in this Article shall not be applicable during the periods from 15 July to 31 August and from 20 December to 7 January.

A student may not proceed to defend their thesis without obtaining consent from both their mentor and a majority of Committee members.

Article 11

The student shall submit the application for the defence of the thesis to the Student Affairs Department exclusively within the deadlines established for such applications.

By signing the prescribed form, the mentor and members of the Committee confirm that they have reviewed and approved the final version of the thesis and that the student is eligible to apply for the defence, specifying the date, time, and location of the defence.

Along with the application, the student must include a certificate confirming that they have no outstanding obligations at the Faculty Library.

VI. THESIS DEFENCE

Article 12

Students may defend their thesis only after successfully passing all examinations and fulfilling all other obligations outlined in the study program.

During the defence, the Chairman of the Committee shall prepare the minutes using the prescribed form. The minutes shall be certified by all Committee members and the Chair immediately following the completion of the defence, and a signed copy shall be submitted to the Student Affairs Department as soon as practicable.

Article 13

The mentor is required to enter the grade into the Information System of Higher Education Institutions (ISVU) within 24 hours following the completion of the thesis defence.

The student is obligated to submit the final version of the thesis to the Student Affairs Department within 48 hours of completing the defence, in electronic format (CD or USB), which must include all forms prescribed by these Regulations. The Student Affairs Department will forward the thesis to the Faculty Library for publication and storage.

For permanent storage, undergraduate and graduate theses must be submitted in PDF

format containing all elements specified by the Regulations. If a thesis includes appendices that can be converted to PDF format, these appendices should be included as part of the final thesis file at its conclusion. Appendices that cannot be converted to PDF format must be submitted as separate files.

VII. FINAL PROVISIONS

Article 14

In the procedures conducted in accordance with the provisions of these Regulations, the Instructions on the Design and Preparation of the Thesis, as well as the relevant forms, shall be utilized. The content and format of these forms shall be determined by the Committee for Teaching at the Faculty of Humanities and Social Sciences:

Application form for the topic of the undergraduate thesis

Application form for the topic of the graduate thesis

Registration form for the defence of the undergraduate thesis

Registration form for the defence of the graduate thesis

Form for the Statement on Academic Integrity

Form for the Mentor's Statement on the Authenticity/Originality of the Work

Statement on the Storage of the Undergraduate/Graduate Thesis

Research application form in cases involving research with human subjects, personal data, or animals.

The research application form and any additional protocols and instructions will be provided by the Faculty Ethics Committee.

Article 15

These Regulations shall enter into force on the eighth day following its publication on the official website of the Faculty of Humanities and Social Sciences and shall be applicable to thesis application and defence procedures commencing on 1 October 2024.

Upon the entry into force of these Regulations, the previous Regulations for Undergraduate and Graduate Theses (CLASS: 602-04/21-05/0001; REG. NO.: 2181-190-00-21-0001), dated 17 March 2021, shall cease to be valid.

CLASS: 011-04/24-03/00001

REG. NO.: 2181-190-24-00007

DEAN

Ina Reić Ercegović

These Regulations were published on the website of the Faculty of Humanities and Social Sciences in Split on 17 July 2024 and enters into force on 25 July 2024.

SECRETARY

Maja Kuzmanić