

Pursuant to Article 63, paragraph 6 of the Act on Scientific Activity and Higher Education (Official Gazette no. 123/03, 198/03, 105/04, 154/04, 174/04, 02/07 – Decision of the Constitutional Court of the Republic of Croatia, 46/07, 63/11, 94/13, 139/13, 101/14 – Decision and Order of the Constitutional Court of the Republic of Croatia and 60/15 – Decision by the Constitutional Court of the Republic of Croatia) and Article 28 of the Statute of the University of Rijeka, Faculty of Maritime Studies, on their 246th session held on 27 May 2020, the Faculty Council adopted the following

REGULATION
on the Bachelor's thesis at the undergraduate university study programme
of the University of Rijeka, Faculty of Maritime Studies

1. General provisions

Article 1

The Regulation prescribes the manner of applying, completing and evaluating the Bachelor's thesis at the undergraduate university programmes of the University of Rijeka, Faculty of Maritime Studies (hereinafter: the Faculty).

The deadlines prescribed by the Regulation shall not apply to part-time students of the undergraduate university programmes of the University of Rijeka, Faculty of Maritime Studies.

Article 2

The undergraduate study programme is completed by writing and successfully defending the Bachelor's thesis, and by earning at least 180 ECTS credits stipulated by the study programme.

II. Bachelor's thesis

Article 3

The Bachelor's thesis is an independent professional or scientific work on the determined topic.

By making a Bachelor's thesis, a student should show that he/she has mastered the competencies and learning outcomes and is able to solve problems from the professional and scientific areas that were a part of his/her studies and that he/she is able to apply theoretical and practical knowledge gained during studies.

Article 4

The Faculty is the sole owner of intellectual property rights regarding the Bachelor's thesis made by a student within a study programme, particularly regarding the rights to communicate the thesis to the public through the web page.

The rights from paragraph 1 shall be transferred by the student to the Faculty without compensation, unlimited in time or territorial range.

The student shall respect authorial and other intellectual property rights and shall be held personally responsible in case of breach of those rights.

Article 5

At the Faculty, the Bachelor's thesis shall be assigned, written and defended in Croatian. In exceptional cases, the Bachelor's thesis may be written and defended in a foreign language.

A student who wants to write or defend the Bachelor's thesis in a foreign language shall submit a written request to the Vice Dean for Academic and Student Affairs, with prior consent from the supervisor/co-supervisor.

A student who has been approved to write a Bachelor's thesis in a foreign language shall prepare a summary and key words of the thesis in Croatian.

III. Submitting the Bachelor's thesis

Article 6

Each department determines a minimum of 10 (ten) topics for the Bachelor's thesis from selected courses in a particular study programme, no later than 1 December for the current academic year.

Each department publishes topics for the preparation of the Bachelor's thesis on the Department bulletin board and on the website of the Faculty no later than 15 December for the current academic year.

One teacher in one academic year can be the supervisor of a maximum of 20% of students who enrolled the Bachelor's thesis course in that semester.

Article 7

The Departments shall define the supervisors to supervise students in completing their Bachelor's thesis by 15 December and shall provide their names to the Student Records Office.

The Student Records Office shall record all supervisors at a particular study programme in the ISVU (Information System of Higher Education Institutions) by 20 December and shall set the possibility for students to choose up to three (3) supervisors according to selection priority.

Article 8

After the enrolment of students in the summer semester is over (after 1 March), the Student Records Office shall communicate the number of students who have enrolled in the Bachelor's thesis course to the Heads of Departments.

Based on the number of students and no later than 5 March, the Departments shall determine the number of students per individual supervisor (minimum/maximum).

Article 9

The student enrolls the course Bachelor's thesis by enrolling in the sixth study semester.

Through ISVU, the student suggests supervisors according to priorities (first, second and third choice) with whom they would like to do their thesis.

The students may select their supervisor from 1 March to 10 March.

The supervisors shall accept or decline the students who selected them as their supervisor by 15 March at the latest through the ISVU or Teacher Portal.

The supervisor of the Bachelor's thesis can be a teacher who is the head or co-head of the course.

Persons participating in teaching and running the course can be assigned as co-supervisors on the Bachelor's thesis.

The co-supervisor is appointed by the supervisor.

Article 10

After 15 March, the Student Records Office shall establish the list of students for every supervisor and deliver it to the Departments.

The Department shall assign supervisors to those students not selected by any supervisor (unselected students), taking into consideration the workload of each supervisor.

The notice about the selected supervisors shall be published on the notice board and web page of the Faculty.

IV. Acceptance and approval of the Bachelor's thesis topic

Article 11

Supervisor/co-supervisor shall hold consultations with the student to decide on the topic of the Bachelor's thesis by 30 April.

A student may suggest his/her own topic of the Bachelor's thesis, but in that case they shall consult with the supervisor/co-supervisor concerning the title and content.

If the student has not selected a topic within the prescribed time for legitimate reasons, they may do so within an additional 30 days.

In case the student did not select the topic within the additional time, the topic of the Bachelor's thesis is cancelled and the student has to choose the supervisor again according to the same procedure in the following academic year.

The student shall make the Bachelor's thesis by consulting the supervisor/co-supervisor continuously during the summer semester in accordance with the "Instructions for Making the Final Thesis" which are published on the Faculty web page and make a constituent part of this Regulation.

V. Accepting the Bachelor's thesis

Article 12

The student shall deliver the first draft of the Bachelor's thesis in electronic form to the supervisor/co-supervisor by 5 July.

The supervisor/co-supervisor shall provide their feedback to all versions of the Bachelor's thesis within 10 days at the most from the day of submitting the Bachelor's thesis.

The period from 20 July to 30 August of the current year is exempted from deadline for reviewing the Bachelor's thesis owing to collective agreement annual leave.

The student shall deliver the final version of the Bachelor's thesis in electronic form to the supervisor/co-supervisor by 5 September at the latest for the current academic year if the Bachelor's thesis is to be defended in September.

After the supervisor/co-supervisor accepts the Bachelor's thesis, the student shall apply for the defence of the Bachelor's thesis through the online Form for the Application of the Bachelor's thesis. The application includes the following documentation (*attachments in pdf format*):

1. approved final version of the thesis,
2. certificate of authenticity of student work issues by the supervisor/co-supervisor,
3. statement on independent work on the Bachelor's thesis,
4. confirmation by the Higher Education Institution Library that the student has no obligations towards it.

The applications shall be received by the 10th of the month so that the defence of the Bachelor's thesis could be organized from the 20th of the month until the end of the month.

The deadline for the application may exceptionally be prolonged in June, July and September, which will be communicated to the students through the Faculty web page.

The Student Records Office shall arrange for the oral defence in agreement with the Department Head and shall inform the student about the scheduled time of defense.

The online Form for the Application of the Bachelor's thesis is a constituent part of this Regulation.

Article 13

The Student Records Office shall check whether the conditions (whether the student has passed all prescribed exams and complied with all other obligations) for the defence of the Bachelor's thesis have been met.

The Student Records Office shall arrange for the oral defence in agreement with the supervisor and shall inform the student about the scheduled time.

On the day of the defence of the Bachelor's thesis, the Student Records Office shall prepare the Record for the Defence of the Bachelor's thesis, as well as all other necessary documents.

The student whose thesis was approved by the supervisor/co-supervisor shall defend their Bachelor's thesis.

The grade for the Bachelor's thesis is a part of the overall grade average.

The supervisor/co-supervisor shall record the grade of Bachelor's thesis for the student who has successfully defended his/her thesis in the Record, whereby the grading is performed according to the provisions of the Regulation on Study Programmes of the University of Rijeka.

After the student's paper has been graded, the Student Records Office enters the data about the Bachelor's thesis in the ISVU system.

VI. Grading and defence of the Bachelor's thesis

Article 14

The Committee for the defence of the Bachelor's thesis shall consist of the supervisor and co-supervisor (if assigned).

Different members of the Committee from the ones set in paragraph 1 of this Article may be defined by the content of the syllabus of a particular study course, which is decided at the level of the individual Department.

The defence of the Bachelor's thesis usually consists of an oral presentation of the results of the thesis and assessment of the knowledge from the area covered by the Bachelor's thesis, but the syllabus of an individual study programme may define another manner of defending the Bachelor's thesis.

Record about the course of Bachelor's thesis defence shall be kept on the prescribed form.

Supervisor/co-supervisor shall keep the Record on the defence of the Bachelor's thesis.

The grade of the defence of the Bachelor's thesis shall be decided by the supervisor/co-supervisor on the basis of the grade of the Bachelor's thesis and the grade of the knowledge check from the Bachelor's thesis area.

In case of a negative grade for the Bachelor's thesis, the supervisor/co-supervisor shall note the reasons for such a grade which shall be entered into the Record.

The student whose Bachelor's thesis was graded negative shall select and apply for a new Bachelor's thesis topic.

The procedure may be performed twice at the most.

Article 15

The Student Records Office shall deliver the thesis in pdf format to the Higher Education Institution Library to be published at the Repository of the Faculty of Maritime Studies in Rijeka.

The student shall sign the Statement about the independent work on the Bachelor's thesis in the Repository of the Faculty of Maritime Studies in Rijeka.

In cooperation with the supervisor/co-supervisor, the student shall grant the right and level of access for online publishing and using the digital version of the Bachelor's thesis.

VII. Transitional and final provisions

Article 16

The Teacher Committee shall settle all the issues not covered by this Regulation.

Article 17

The Regulation shall enter into force on the day of its adoption.

Article 18

With the entry into force of this Regulation, the Regulation on the Bachelor's thesis at the undergraduate university study of the University of Rijeka, Faculty of Maritime Studies from 2017 ceases to be valid.

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