

**Josip Juraj Strossmayer University of Osijek  
Faculty of Economics and Business in Osijek**

**ORDINANCE ON FINAL AND MASTER'S THESES**



**Osijek, November 2023**

Pursuant to Article 169, paragraph 3 of the Statute of the Josip Juraj Strossmayer University of Osijek and in accordance with Article 76, paragraph 3 of the Statute of the Faculty of Economics and Business within the Josip Juraj Strossmayer University of Osijek, the Faculty Council of the Faculty of Economics and Business within the Josip Juraj Strossmayer University of Osijek (hereinafter: the Faculty Council) at its 2nd session in the academic year 2023/2024 held on 30 November 2023 under item 7.2 of the agenda adopted the

## **ORDINANCE ON FINAL AND MASTER'S THESES**

### **I. GENERAL PROVISIONS**

#### **Article 1**

- (1) The Ordinance on Final and Master's Theses (hereinafter: the Ordinance) regulates in more detail all issues related to the final or master's thesis (application of the topic, preparation, application and evaluation of the final or master's thesis and the procedure for defending the final or master's thesis), the rights and obligations of students, mentors, commentators, committees, the work of the Board for Final and Master's Theses and other issues related to the final thesis at university and professional undergraduate studies and the master's thesis at master's university studies of the Faculty of Economics and Business within the Josip Juraj Strossmayer University of Osijek (hereinafter: the Faculty).
- (2) Terms used in this Ordinance that have a gender meaning are used neutrally and refer equally to the male and female gender.

#### **Article 2**

- (1) A student of a university undergraduate study and the professional undergraduate study completes the study by passing all exams, fulfilling other study obligations and by the preparation and defence of the final thesis.
- (2) A student of a university master's study completes the study by passing all exams, fulfilling other study obligations, and by the preparation and defence of the master's thesis.
- (3) With the final or master's thesis, the student proves that he/she is capable of applying the knowledge acquired during the study and shows that he can successfully solve the tasks of his/her profession at the level of the professional or academic title acquired with a diploma.

### **II. FINAL AND MASTER'S THESIS**

#### **Article 3**

- (1) The final or master's thesis is an individual written work.
- (2) A final thesis at a university undergraduate study and a master's thesis at a university master's study can be a scientific or professional research work or a case study in economics and business, and socio-economic practice in the scientific field of economics.
- (3) The final thesis at the professional undergraduate study is, as a rule, a professional research paper (it can also be scientific) or a case study in economics and business and socio-economic practice in the scientific field of economics.
- (4) If the student has created one or more papers during the study that correspond to the final/master's thesis in terms of their content and scope, at the suggestion of the mentor, the Board for Final and Master's Theses may recognize the proposed papers as a final/master's thesis, after the student has adapted them to the final/master's thesis in terms of content and scope.

- (5) The Board for Final and Master's Theses may, by the same procedure, recognise as a final/master's thesis an invention, technical improvement and the like if its content corresponds to the final/master's thesis.
- (6) The Faculty is obliged to publish the final/master's thesis within thirty (30) days from the date of defence on the National Repository or the Faculty Repository.

#### **Article 4**

- (1) The final/master's thesis is written in Croatian, and with the consent of the Board for Final and Master's Theses, it can also be written in one of the world languages. A student who wants to draft a paper in one of the world languages is obliged, with the consent of the mentor, to submit a written request to the Board for Final and Master's Theses.
- (2) The formal form of the final/master's thesis is defined in the Instructions for Writing Student Papers, which are an integral part of this Ordinance (Annex No. 1).
- (3) The defence of the final/master's thesis is conducted by the members of the Committee for the Assessment and Defence of the Final/Master's Thesis by asking one (1) to three (3) questions from the field covered by the topic of the final/master's thesis by each member of the Committee.

#### **Article 5**

- (1) The topic of the final/master's thesis must be from a course that is taught at the Faculty and which the student has enrolled in.
- (2) The topic of the final/master's thesis can be chosen by the student in the last semester of the final year of study.
- (3) The topic of the final/master's thesis is approved for a maximum of two (2) years. If the student does not prepare the final/master's thesis within the specified deadline, he is obliged to submit a new application for the application of the topic of the final/master's thesis (Form No. 1).

### **III. MENTORS AND CO-MENTORS**

#### **Article 6**

- (1) Mentors for the preparation of the final/master's thesis may be teachers elected to scientific-teaching positions who are the main (or co-)lecturers of a course.
- (2) Mentors define the topics of the final/master's thesis with students, help them solve the assigned task, suggest the necessary literature and data and refer to the necessary tools and aids for the preparation of the final/master's thesis.
- (3) Mentors can appoint co-mentors as assistants in the supervision and preparation of the final/master's thesis, with the consent of the co-mentor. Co-mentors can be teachers elected to scientific-teaching positions and associates elected to associate positions.

### **IV. BOARD FOR FINAL AND MASTER'S THESES**

#### **Article 7**

- (1) The Board for Final and Master's Theses (hereinafter: the Board) has 5 (five) members appointed and dismissed by the Faculty Council on the proposal of the dean. The members of the Board must be from different departments. The term of office of the members of the Board shall be three (3) years.
- (2) The Board accepts the proposed topics of final/master's theses and appoints standing committees for the assessment and defence of the final/master's thesis on per-course basis.

## **V. COMMITTEE FOR THE ASSESSMENT AND DEFENCE OF THE FINAL/MASTER'S THESIS**

### **Article 8**

- (1) The Committee for the Assessment and Defence of the Final/Master's Thesis (hereinafter: the Committee) is composed of the mentor, two committee members and a substitute committee member. The mentor and co-mentor cannot serve as the chairperson of the committee.
- (2) The members of the Committee are appointed by the Board on the proposal of the Department and confirmed by the dean of the Faculty.
- (3) The decision referred to in paragraph 2 of this Article shall be made on per-course basis and shall be published on the official website of the Faculty.

## **VI. ASSIGNMENT OF THE TOPIC AND MENTOR OF THE FINAL/MASTER'S THESIS**

### **Article 9**

- (1) At the beginning of the academic year, and no later than 1st November, the mentor is obliged to propose working topics to the department to which they belong, along with the description of the final/master's theses. The description of the final/master's theses must contain a maximum of one hundred (100) words.
- (2) Departments analyse the topics of final/master's theses and are obliged to submit the approved topics of final/master's theses to the Board for acceptance by 1st December at the latest.
- (3) The Board is obliged to submit the list of accepted topics of final/master's theses to the mentors by 20th December at the latest.
- (4) Mentors enter accepted topics in ISVU and are obliged to publish them on the course website by 15th January at the latest.
- (5) Teachers in scientific-teaching positions are obliged to publish at least fifteen (15) topics in total, i.e., publish at least three (3) topics of final/master's theses for each course to which they are main (or co-)lecturers.

### **Article 10**

- (1) Exceptionally, a student may, until 1st April, agree with the mentor upon a final/master's thesis topic that is not on the published list of topics. The mentor submits the topic agreed upon with the student to the department for subsequent approval. The department is obliged to submit the approved topic to the Board for approval within fifteen (15) days from the date of submission of the topic proposal.
- (2) A mentor may have a maximum of fifteen (15) final and master's theses in total during one academic year.
- (3) The chair president is obliged to take care of an even distribution of the number of students per teacher.

### **Article 11**

- (1) A student may submit the Application for the Topic of the Final/Master's Thesis in the last semester of the final year of study.

- (2) Before submitting the Application for the Topic of the Final/Master's Thesis, the student is required to attend the workshop for the preparation of final and master's theses (hereinafter: the Workshop).
- (3) The Faculty shall, every academic year during the summer semester, organise the Workshop, lasting four (4) teaching hours, and issue students a certificate of attendance for the Workshop.
- (4) A student applies to the course teacher with whom they wish to prepare the final/master's thesis with the Application for the Topic of the Final/Master's Thesis (Form No. 1). If the teacher accepts the mentorship, they deliver the form to the student and the Office for Students and Studies (in printed or digital form).
- (5) The Office for Students and Studies is obliged to, via ISVU, assign the student a mentor, course and topic as defined by Form No. 1.
- (6) In the event that the mentor is prevented from fulfilling their obligations, the Board shall appoint a new mentor with their prior consent.

## **VII. PREPARATION AND REVIEW OF THE FINAL/MASTER'S THESIS**

### **Article 12**

- (1) The student is obliged to draft the final/master's thesis according to the Instructions for Writing Student Papers (Annex No. 1) and instructions from the mentor and/or co-mentor.
- (2) The student is obliged to submit the first version of the complete final/master's thesis to the mentor no later than 1st July in the academic year in which he intends to complete the study.
- (3) After receiving the final/master's thesis for review, the mentor is obliged to review the work and return it to the student with comments no later than within fifteen (15) days.
- (4) If the submitted final/master's thesis, in the opinion of the mentor, does not satisfy with its quality and scope, the mentor will return the final/master's thesis to the student for revision.
- (5) If, even after revisions, the mentor does not accept the final/master's thesis, the student is directed to reinitiate the procedure for the assignment of a final/master's thesis topic and mentor.

### **Article 13**

- (1) When writing final/master's thesis, it is strictly forbidden to copy or directly translate parts of someone else's text without citing the source.
- (2) After accepting the final version of the final/master's thesis, the mentor shall review the thesis using plagiarism detection software.
- (3) If the mentor determines that the student has acted contrary to the provisions of paragraph 1 of this Article, the preparation of the final/master's thesis shall be immediately terminated and disciplinary proceedings may be initiated against the student for serious breach of obligations, and a new Application for the Topic of the Final/Master's Thesis may be submitted by the student no earlier than the expiry of the period of 6 (six) months from that date.
- (4) After the originality verification procedure has been completed, the mentor is obligated to submit the PDF of the final version of the final/master's thesis along with the thesis assessment and the Mentor's Confirmation Regarding the Completed Originality Verification Procedure of the Thesis (Form No. 2) via electronic mail to the Office for Students and Studies and the other members of the Committee.
- (5) Mentors are obligated to retain the plagiarism detection software report in electronic form for at least five (5) years.

## **VIII. DEFENCE OF THE FINAL/MASTER'S THESIS**

#### **Article 14**

- (1) Students may defend the final/master's thesis during examination periods.
- (2) The date, time and location for the defence of the final/master's thesis is determined by the Committee, about which the mentor is obligated to inform the student.
- (3) The student is obligated, no later than 5 (five) days prior to the determined date of the final/master's thesis defence, to submit to the Office for Students and Studies:
  - one (1) printed copy of the final version of the final/master's thesis in soft binding (spiral, comb binding, or similar)
  - student's signed Statement of Consent for the Publication of the Final/Master's Thesis on the Repository (Form No. 3)
  - certificate from the Faculty Library confirming that all borrowed books have been returned.
- (4) The Office for Students and Studies shall verify whether the student has fulfilled all the conditions for proceeding to the defence of the final/master's thesis.
- (5) The Office for Students and Studies is obligated to submit the printed copy of the final version of the final/master's thesis and the Minutes of the Defence of the Final/Master's Thesis form (Form No. 4) to the Chairperson of the Committee no later than three (3) days prior to the date of the defence of the final/master's thesis.

#### **Article 15**

- (1) The defence of the final/master's thesis is conducted according to the Protocol of the Defence of the Final/Master's Thesis, which is an integral part of this Ordinance (Annex No. 2).
- (2) The defence of the final/master's thesis can take a maximum of forty-five (45) minutes. The defence of the final/master's thesis consists of an oral presentation by the student, which can last no longer than fifteen (15) minutes, and a test of knowledge related to the topic of the final/master's thesis. After presenting the final/master's thesis, the student answers the questions of the Committee that are in the field of the topic of the final/master's thesis.
- (3) The Minutes of the Defence of the Final/Master's Thesis (Form No. 4) shall be kept by the Chairperson of the Committee and must be signed by all members of the Committee.
- (4) The final grade for the final/master's thesis consists of the grade for the written final/master's thesis and the student's oral defence. The final grade shall be decided by a majority vote.
- (5) The final grade for the final/master's thesis shall be publicly announced to the student by the Chairperson of the Committee.
- (6) After the defence of the final/master's thesis, the mentor enters the final grade into ISVU, and the Minutes of the Defence of the Final/Master's Thesis (Form No. 4) along with a signed copy of the final/master's thesis shall be submitted to the Office for Students and Studies.
- (7) If the student fails to defend the final/master's thesis, the Chairperson of the Committee refers him/her to the preparation of a new or refinement of the existing final/master's thesis and to the procedure of re-defence of the final/master's thesis, which cannot be earlier than the expiry of one month from the date of the previous defence of the final/master's thesis.

### **IX. TRANSITIONAL AND FINAL PROVISIONS**

#### **Article 16**

For electronic mail communication governed by this Ordinance, students and teachers must use their AAI@edu.hr account.

### **Article 17**

The following constitute an integral part of this Ordinance:

- Instructions for Writing Student Papers (Annex No. 1)
- Application for the Topic of the Final/Master's Thesis (Form No. 1)
- Mentor's Confirmation Regarding the Completed Originality Verification Procedure of the Thesis (Form No. 2)
- Statement of Consent for the Publication of the Final/Master's Thesis on the Repository (Form No. 3)
- Minutes of the Defence of the Final/Master's thesis (Form No. 4)
- Protocol of the Defence of the Final/Master's Thesis (Annex No. 2)

### **Article 18**

- (1) This Ordinance is adopted by the Faculty Council.
- (2) Amendments and supplements to this Ordinance shall be adopted in the identical manner in which the Ordinance was adopted.

### **Article 19**

Upon the entry into force of this Ordinance, the Ordinance on Final Theses and Master's Examinations which was adopted by the Faculty Council on 17 September 2018, as well as its amendments and supplements: the Decision on Amendments and Supplements to the Ordinance on Final Theses and Master's Examinations of 11 February 2020, and the Decision on Amendments and Supplements to the Ordinance on Final Theses and Master's Examinations of 4 February 2021, shall cease to be valid

### **Article 20**

This Ordinance shall enter into force on the eighth day following the date of its publication on the Faculty's notice board and website.

**DEAN**

**Prof. Boris Crnković, PhD**

The Ordinance on Final and Master's Theses of the Faculty of Economics and Business within the Josip Juraj Strossmayer University of Osijek was published on the Faculty's notice board and website on 30 November 2023 and entered into force on 8 December 2023.

**SECRETARY**

**Igor Arežina, univ. mag. iur.**

CLASS: 007-01/23-02/01  
REG.NO.: 2158-96-01-23-18

**JOSIP JURAJ STROSSMAYER UNIVERSITY OF OSIJEK**  
**FACULTY OF ECONOMICS AND BUSINESS IN OSIJEK**

**Application for the Topic of the Final/Master's Thesis**

Name and Surname:	
JMBAG (Student Identification Number):	
Email:	
Type of thesis:	final thesis/master's thesis
Full name of the study:	university/professional undergraduate/master's study
Course:	
Mentor:	
Co-mentor:	
Title of the topic in Croatian:	
Title of the topic in English:	
Brief description of the topic:	
Predictable content:	



Literature:		
The mentor fills in during classes in the summer semester according to the academic calendar:		
Date of receipt of the application:		
Topic Acceptance:	Topic is accepted	Topic is rejected
Date:		
Signature of the co-mentor:		
Signature of the mentor:		

**JOSIP JURAJ STROSSMAYER UNIVERSITY OF OSIJEK  
FACULTY OF ECONOMICS AND BUSINESS IN OSIJEK**

**Mentor's Confirmation Regarding the Completed Originality Verification  
Procedure of the Thesis**

Name and Surname of the student:	
JMBAG (Student Identification Number):	
Full name of the study:	university/professional undergraduate/master's study
Type of thesis:	final thesis/master's thesis
Title of the topic in Croatian:	
Title of the topic in English:	
Mentor:	
Date of thesis submission:	
Date of thesis verification:	
File name:	
File size:	
Number of pages:	
Number of words/characters:	
Thesis similarity:	
Mentor's explanation:	

Date

Mentor's signature

**JOSIP JURAJ STROSSMAYER UNIVERSITY OF OSIJEK  
FACULTY OF ECONOMICS AND BUSINESS IN OSIJEK**

**Statement of Consent for the Publication of the  
Final/Master's Thesis on the Repository**

I agree that my final/master's thesis will be published on the National Repository, i.e. the Repository of the Faculty of Economics and Business within the Josip Juraj Strossmayer University of Osijek in accordance with the provisions of Article 58, paragraph 5, or Article 59, paragraph 4 of the Act. of the Act on Higher Education and Scientific Activity and ("Official Gazette" No. 119/22).

Student:	
JMBAG (Student Identification Number):	
OIB (Personal Identification Number):	
Contact e-mail address:	
Full name of the study:	university/professional undergraduate/master's study
Type of thesis:	final thesis/master's thesis
Title of the topic in Croatian:	
Title of the topic in English:	
Mentor:	
Co-mentor:	

With this statement, I confirm that I am the author of the submitted final/master's thesis and that the content of the submitted electronic file fully corresponds to the content of the final/master's thesis.

Date

Student's signature

**JOSIP JURAJ STROSSMAYER UNIVERSITY OF OSIJEK**  
**FACULTY OF ECONOMICS AND BUSINESS IN OSIJEK**

CLASS:

REG.NO.:

Osijek, date

**MINUTES OF THE DEFENCE OF THE FINAL/MASTER'S THESIS**

Student:		
JMBAG (Student Identification Number):		
Year of enrolment:		
Full name of the study:	university/professional undergraduate/master's study	
Committee for the Assessment and Defence of the Final/Master's Thesis: (circle the names of those present)		
1. <i>Title Name Surname</i> , Chairperson of the Committee		
2. <i>Title, Name, Surname</i> , Member		
3. <i>Title, Name, Surname</i> , Member		
4. <i>Title, Name, Surname</i> , Alternate Member.		
Title of the topic in Croatian:		
Title of the topic in English:		
Mentor:		
Co-mentor:		
Date, time and location of defence of the final/master's thesis:		
<b>Assessment of the final/master's thesis:</b>		
Questions at the defence of the final/master's thesis:		
Examiner	Questions (each examiner up to three questions)	Grade
1. Chairperson of the Committee		
2. Member		
3. Member		
<b>Assessment of answers to the questions:</b>		
<b>Final grade of the final/master's thesis:</b>		

**Committee:**

1. \_\_\_\_\_ (Chairperson)
2. \_\_\_\_\_ (Member)
3. \_\_\_\_\_ (Member)

**JOSIP JURAJ STROSSMAYER UNIVERSITY OF OSIJEK  
FACULTY OF ECONOMICS AND BUSINESS IN OSIJEK**

**Protocol of the Defence of the Final/Master's Thesis**

*All those present stand.*

**Chairperson:**

"I am opening the procedure for the defence of the final/master's thesis for student XY before the Committee for the Assessment and Defence of the Final/Master's Thesis composed of: -----  
Student XY has successfully completed all teaching obligations provided for in the study programme of the university/professional undergraduate/master's study *Name of the study* prepared the final/master's thesis titled "*Topic*" under the mentorship of Prof. VZ and has met the conditions for proceeding to the defence of the final/master's thesis.  
I ask the student to present his/her final/master's thesis within fifteen (15) minutes.  
Please sit down."

**Student:** *presents the final/master's thesis*

**Chairperson:**

"Thank you. I now ask the Committee for the Assessment and Defence of the Final/Master's Thesis to pose questions to the student pertaining to the topic of the final/master's thesis."

*The first questions are asked by the student's mentor, and the last by the Chairperson.*

*During the answering of the questions, the teacher who asked the question communicates with the student, and the other members of the committee listen to the answers.*

*Upon the completion of answering, the Chairperson asks the Committee members if they have any additional questions.*

*Subsequently, the Chairperson asks the other attendees if they have any questions for the student.*

*Upon the completion of answering, the Chairperson says:*

**Chairperson:**

"Now that the Committee for the Assessment and Defence of the Final/Master's Thesis has heard the student's presentation of the final/master's thesis and their answers to the posed questions, I ask the student and the other attendees to briefly leave the room so that the Committee may reach a final decision."

\* \* \* \*

*The Committee invites the student and others to return to the room. All those present stand, and the Chairperson says:*

**Chairperson:**

"The Committee for the Assessment and Defence of the Final/Master's Thesis has unanimously / by a majority vote determined that:

- The final/master's thesis of student XY has been assessed with a grade of: A
- student XY successfully / acceptably answered the posed questions pertaining to the final/master's thesis topic and achieved a grade of: B

Also, the Committee has agreed that the student defended the final/master's thesis with a final grade of: C.

By successfully defending the final/master's thesis, student XY has completed his studies and acquired:

- **the professional** title of **Bachelor of Economics (Baccalaureus/Baccalaurea)** (*professional undergraduate study*)
- **the academic** title of **University Bachelor of Economics (Baccalaureus/Baccalaurea)** (*university undergraduate study*)
- **the academic** title of **University Master of Economics** (*university master's study*)

Congratulations!"