

Pursuant to Article 25 of the Statute of the University of Rijeka, Faculty of Maritime Studies, and upon the proposal of the Committee on Academic Affairs, the Faculty Council, at its 304th session held on 12 February 2024, adopted the following

REGULATION
on the Bachelor's Theses in the undergraduate university programme of the
University of Rijeka, Faculty of Maritime Studies

I. General provisions

Article 1

- (1) The Regulation governs the procedure for applying, completing, defending and evaluating the Bachelor's Thesis, as well as all other matters related thereto, within the undergraduate university programmes of the University of Rijeka, Faculty of Maritime Studies (hereinafter: the Faculty).
- (2) Expressions with gendered meanings in this Regulation shall be used in accordance with the principles of gender-sensitive and gender-neutral language, while ensuring the clarity of the provisions and the readability of the text. All linguistic forms used herein shall be understood as referring to all persons, regardless of gender identity.

Article 2

The undergraduate university study programme is completed upon the successful preparation and defence of the Bachelor's Thesis, and the acquisition of at least 180 ECTS credits, as prescribed by the study programme.

II. Bachelor's Thesis

Article 3

- (1) The Bachelor's Thesis is an independent professional or scientific work on a designated topic.
- (2) Through the preparation of the Bachelor's Thesis, the student shall demonstrate mastery of the competencies and learning outcomes required for solving problems within the professional and scientific fields studied, as well as the ability to apply theoretical and practical knowledge acquired during the course of study.

Article 4

- (1) The Faculty shall hold exclusive ownership of the intellectual property rights in relation to Bachelor's Theses prepared by students within its study programmes.
- (2) The rights referred to in paragraph 1 shall be transferred by the student to the Faculty without compensation, unlimited in time or territorial range.
- (3) In preparing the Bachelor's Thesis, the student shall respect copyright and other intellectual property rights and shall bear personal responsibility for any infringement thereof, which shall constitute a serious disciplinary offence.
- (4) In preparing the Bachelor's Thesis, the student shall observe the principles of academic integrity and shall bear personal responsibility for any breach thereof, including the use of generative artificial intelligence tools without proper citation, which shall constitute a serious disciplinary offence.

Article 5

- (1) The Bachelor's Thesis shall be written and defended in the Croatian language. In exceptional cases, the Bachelor's Thesis may be written and defended in a foreign language.
- (2) A student who wishes 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 the prior consent of the supervisor/co-supervisor.
- (3) A student who has been granted approval to write the Bachelor's Thesis in a foreign language shall prepare a summary and keywords of the Thesis in Croatian.

Article 6

- (1) The supervisor of the Bachelor's Thesis may be a teacher who is the head or co-head of the course within the study programme.
- (2) Persons participating in teaching and delivery of the course may be appointed as co-supervisors of the Bachelor's Thesis.
- (3) Exceptionally, a co-supervisor may also be a person engaged in the preparation of the Bachelor's Thesis developed in cooperation with partner institutions or other organizations outside the higher education system, provided that such person has attained at least qualification level 6 in accordance with the Croatian Qualifications Framework.
- (4) The co-supervisor shall be appointed by the supervisor.

III. Application of the Bachelor's Thesis

Article 7

- (1) Each department shall determine a minimum of ten topics for the Bachelor's Thesis within each selected course, based on the suggestions of supervisors, in the relevant study programme, no later than 1 December for the current academic year.
- (2) The topics for the preparation of the Bachelor's Thesis shall be published on the Faculty website no later than 15 December.
- (3) One teacher may act as the supervisor for no more than 20% of the students enrolled in the Bachelor's Thesis course in a given semester of the current academic year.

Article 8

- (1) Each Department shall designate the supervisors for the preparation of the Bachelor's Thesis by 15 December and shall communicate their names to the Student Records Office.
- (2) The Student Records Office shall enter all designated supervisors for a given study programme into the Information System of Higher Education Institutions (ISVU) by 20 December and shall enable students to select up to three supervisors in order of preference.

Article 9

- (1) A student shall enrol in the Bachelor's Thesis course by enrolling in the sixth semester of study.
- (2) Following student enrolment, the Student Records Office shall notify the Heads of Departments of the number of students enrolled in the Bachelor's Thesis course.

- (3) Based on the number of students, and no later than 5 March, the Departments shall determine the minimum and maximum number of students per individual supervisor.
- (4) A student may choose as a supervisor only a teacher who is the head/co-head of a course in which the student has been enrolled during the course of study.
- (5) From 1 March to 10 March, through ISVU, students shall indicate their preferred supervisors in order of priority (first, second and third choice).
- (6) Supervisors shall accept or decline the students who have selected them as supervisors no later than 15 March.

Article 10

- (1) After 15 March, the Student Records Office shall compile a list of students assigned to each supervisor and forward it to the Departments.
- (2) The Department shall assign supervisors to students who have not been accepted by any supervisor.

IV. Selection of the Bachelor's Thesis topic

Article 11

- (1) The student shall contact the supervisor/co-supervisor no later than 1 April in order to confirm the topic and arrange consultations.
- (2) Should the student fail to fulfil the obligation referred to in paragraph 1 of this Article, the topic of the Bachelor's Thesis shall be rejected, and the student shall be required to re-select a supervisor in accordance with the same procedure in the following academic year, provided that the conditions for doing so are met.
- (3) The student shall prepare the Bachelor's Thesis in continuous consultation with the supervisor/co-supervisor in accordance with the "Instructions for Making the Bachelor's Thesis" published on the Faculty's web site.

V. Submission of the Bachelor's Thesis

Article 12

- (1) The student shall submit the first draft of the Bachelor's Thesis in electronic form to the supervisor/co-supervisor by 5 July.
- (2) The supervisor/co-supervisor shall provide feedback on each version of the Bachelor's Thesis within no more than 10 workdays from the date of submission of the respective version of the Bachelor's Thesis.
- (3) The period between the conclusion of the summer examination period and the commencement of the autumn examination period shall not be included in the deadline for reviewing the Bachelor's Thesis.
- (4) The student shall submit the final version of the Bachelor's Thesis to the supervisor/co-supervisor no later than 5 September. After this date, no further amendments to the Bachelor's Thesis shall be permitted.
- (5) The supervisor/co-supervisor shall accept or reject the final version of the Thesis referred to in paragraph 4 of this Article.

VI. Application for the defence of the Bachelor's Thesis

Article 13

- (1) Following acceptance of the Bachelor's Thesis by the supervisor/co-supervisor, the student shall submit an application for the defence of the Bachelor's Thesis through the online Application Form for the Bachelor's Thesis Defence. The application shall include the following documentation (attachments in pdf format):
 1. the approved final version of the Thesis,
 2. a certificate of authenticity of the Thesis by the supervisor/co-supervisor,
 3. a signed declaration of independent work on the Bachelor's Thesis,
 4. confirmation from the Higher Education Institution Library that the student has no outstanding obligations towards it.
- (2) When applying for the defence of the Thesis, the student shall deposit a digital copy of the full text of the Bachelor's Thesis in the institutional repository and shall ensure open access to the Thesis.
- (3) Applications for the defence of the Bachelor's Thesis in a given month must be submitted no later than the 10th day of that month.

Article 14

- (1) The Student Records Office shall verify whether the conditions for the defence of the Bachelor's Thesis have been met.
- (2) The Head of the Department, in consultation with the supervisor, shall determine the date of the defence and appoint the committee.
- (3) The Student Records Office shall organise the oral defence and shall notify the student and the members of the committee of the scheduled date and time of defence.

VII. Defence and grading of the Bachelor's Thesis

Article 15

- (1) The Bachelor's Thesis shall be defended before the supervisor or before a committee for the defence and evaluation of the thesis, as specified in the syllabus of the course Bachelor's Thesis in the study program.
- (2) The committee for the defence and evaluation of the thesis shall consist of three members: the supervisor, the chairperson and one member.
- (3) The committee for the defence and evaluation of the thesis shall be composed of teachers employed in scientific-teaching or teaching positions, as well as adjunct teachers.
- (4) The supervisor shall deliver the electronic version of the Bachelor's Thesis to all members of the committee.

Article 16

- (1) The defence of the Bachelor's Thesis shall consist of an oral presentation of the results of the Thesis and an assessment of the student's knowledge in the field addressed by the Bachelor's Thesis.
- (2) The committee or the supervisor shall prepare the official Record of the defence of the Bachelor's Thesis using the prescribed form.
- (3) The committee or the supervisor shall determine the grade for a student who has successfully defended the Bachelor's Thesis, and such grade shall be entered into the Record.

- (4) The grade awarded for the Bachelor's Thesis shall form a part of the student's overall grade point average.
- (5) In the event that the Bachelor's Thesis received a failing grade, the committee or the supervisor shall provide the reasons for such a grade in the Record.
- (6) A student whose Bachelor's Thesis has received a failing grade shall repeat the course registration procedure in the following academic year, provided that the conditions for enrolment have been met.

VII. Transitional and final provisions

Article 17

Upon the entry into force of this Regulation, the Regulation on the Bachelor's Thesis in the undergraduate university study programme of the University of Rijeka, Faculty of Maritime Studies (CLASS: 119-01/20-01/71; REG.NO: 2170-57-18-01-1, of 27 May 2020) shall cease to be valid.

Article 18

This Regulation shall enter into force on the eighth day following its publication on the Faculty's website.

DEAN
prof. Ana Perić Hadžić, PhD

CLASS: 007-01/24-01/3
REG.NO.: 2170-1-37-01-24-1
Rijeka, 12 February 2024

This Regulation was published on the Faculty's website on 12 February 2024 and entered into force on 20 February 2024.

FACULTY SECRETARY
Maša Šarar, dipl. iur.