

Pursuant to Article 32 of the Ordinance on Studies of the University of Rijeka (consolidated text from July 2023) the Faculty Council of the Faculty of Economics and Business in Rijeka at its 294th session on January 22, 2024, adopts the following:

**REGULATIONS AND PROCEDURES CONCERNING THE BACHELOR THESIS
AT THE UNIVERSITY UNDERGRADUATE STUDY AT THE FACULTY OF
ECONOMICS AND BUSINESS IN RIJEKA**

I GENERAL PROVISIONS

Article 1

University undergraduate study ends with the preparation of a bachelor thesis in accordance with these Regulations.

Article 2

- (1) The bachelor thesis shall represent an independent elaboration of a theoretical and practical economic problem.
- (2) The bachelor thesis shall demonstrate that, based on the knowledge acquired during studies, the student has mastered the subject matter, is familiar with the scientific and expert literature and terminology and the rules of correct use, referencing and citing.

II BACHELOR THESIS CONTENTS

Article 3

- (1) The required segments of the bachelor thesis include: the title page (Form 3 attached), abstract with key words, table of contents, introduction, main chapters and subsections, conclusion, list of references, list of tables, diagrams, graphs (and other figures), list of appendices (if any) and the student's statement which shall be presented in the order here listed.
- (2) The layout of the title page is attached to these Regulations.

III STYLE AND ORGANIZATION OF THE TEXT

Article 4

- (1) The TITLE shall reflect the research problem and the purpose of the thesis (a maximum of 15 words).
- (2) The ABSTRACT is a short overview of research results and findings. The abstract shall be no shorter than 500 and no longer than 1,800 characters followed by (3) three to (5) key words. The abstract shall, as a rule, be written in a single paragraph, in the passive voice and in third person singular. The key words represent the terms used to describe the topic dealt within the thesis. They shall be written after the abstract, under the subtitle Key words.
- (3) The TABLE OF CONTENTS shall be numerated with Arabic numerals, starting with the Introduction and ending with the Conclusion
- (4) The INTRODUCTION shall flow from general to specific i.e. the student shall lead the reader into the research problem by first providing a general overview of the research

- topic.
- (5) The BODY OF TEXT shall be divided into more segments (chapters and sections); it shall include a theoretical and an analytical part on the given topic and data on research results. The text shall be written in a scientific language and style, in the passive voice and third person singular, grammatically correct and without spelling mistakes. The bachelor thesis shall, as a rule, be written in the language of tuition, unless otherwise permitted by the Teaching Committee of the Faculty of Economics and Business, University of Rijeka (hereinafter: the Faculty).
 - (6) The CONCLUSION shall present a synthesis of research results.
 - (7) The STATEMENT in which the student declares that the thesis is a result of individual work and in which the student gives his or her authorization to have the respective thesis published on the Internet (Form 4. attached).

IV TECHNICAL EDITING OF THE BODY OF TEXT

Article 5

- (1) The REFERENCES WITHIN THE TEXT. References shall be cited within the text and not in the footnotes. Direct quotations, paraphrasing, summarizing or referral to work produced by another author shall be referenced and cited using Harvard style in accordance with the example provided in the Appendix.
- (2) The FOOTNOTES shall only be used to provide a more detailed explanation of terms and abbreviations, or for additional explanations of the main text. They shall not be used for referencing. The footnotes shall be numbered in Arabic numerals, starting from 1 at the bottom of the page.
- (3) The LIST OF REFERENCES shall include the list of all sources used and shall provide complete information about the works referred to. The list of references shall not be numbered as a chapter within the thesis and shall come at the end of the thesis (after Conclusion). The references shall be listed in an alphabetical order and if there shall be more works by the same author, these shall be listed chronologically. The Harvard style shall be used. List of references may also be organized according to publication types (e.g. books, articles, internet sources, laws ...). These shall also be listed alphabetically
- (4) The text may contain FIGURES: tables, charts, schemes, images, maps and the like. Tables, graphs, schemes and other figures shall be placed within the text, and marked by Arabic numerals according to the order in which they appear (e.g. Table 1, Table 2, Scheme 1, Scheme 2, etc.). Each figure shall have the respective number and title written above it. The source shall be indicated below the figure.

Article 6

- (1) The scope of work shall be presented in at least 25 A4 format pages (not including the title page, table of contents, list of references, appendices). The text shall be written in Times New Roman CE, font size 12 with one and a half (1.5) spacing. The text shall be aligned on both sides, with 3-cm margins. The paragraphs within the text shall be separated by double spacing.
- (2) The chapters shall be titled (from the Introduction to the Conclusion). The titles shall be brief and clear, and numbered in Arabic single-digit numbers. Each new chapter shall start on a new page. The chapters may also have sections and subsections that

shall be numbered with two-digit or maximum three-digit numbers (e.g. 2, 2.1, 2.2, 2.2.1, 2.2.2 etc.) without further segmentation.

V PROCEDURES FOR MENTOR SELECTION AND THE APPLICATION, COMPLETION AND ASSESSMENT OF THE BACHELOR THESIS

Article 7

- (1) The mentor of the bachelor thesis shall be chosen among the teachers holding courses the student has taken and passed during the studies he/she is completing.
- (2) The Faculty Council shall establish the number of theses an individual teacher may mentor during a single academic year.
- (3) The Faculty Council shall, at the beginning of each academic year, determine the quotas.
- (4) The Faculty Council shall, at the beginning of each academic year, determine deadlines for submission of bachelor theses.

Article 8

- (1) The student shall apply to the course holder he/she wishes to mentor his/her bachelor thesis. If the teacher agrees to mentor the thesis, he/she shall sign the student's Bachelor Thesis Mentor Application (hereinafter: Mentor Application). (Form 1. attached).
- (2) The Mentor shall then submit the signed Mentor Application form via mail or in person to the Student Registry for Undergraduate and Graduate Studies (hereinafter: the Student Registry), which shall register the Mentor Application in the ISVU system (The Mentor's Application does not have to be signed if it is sent by official e-mail name.surname@efri.uniri.hr)

Article 9

Once the Mentor Application form has been submitted, the student shall be entitled to change the mentor, but only once. The new Mentor Application form shall be signed by the new and the previous mentor. (Form 1 attached).

Article 10

- (1) The topic of the bachelor thesis shall be agreed upon by the student and the respective mentor. The topic of the bachelor thesis shall be in line with the course curriculum the student has chosen to write the thesis in.
- (2) The student may suggest his/her own topic of the thesis, but the title and content of the thesis shall be developed in consultation with the respective mentor.

Article 11

- (1) After accepting the topic/title of the bachelor thesis, the mentor shall sign and submit (via e-mail or in person) the signed Bachelor Thesis Topic Application to the Student Registry (Form 2. attached). (The Bachelor Thesis Topic Application does not have to be signed if it is sent by official e-mail name.surname@efri.uniri.hr)
- (2) The topic/title of the bachelor thesis shall be in the original language of tuition and

another language (for study programs taught in the Croatian language, the original language is Croatian and the other language is English, while for study programs taught in English, the original language is English and the other language is Croatian).

- (3) If the title of the thesis shall be changed, the respective mentor shall submit a new signed Topic Application at the time of submitting the Report on the Bachelor Thesis (hereinafter: the Report) to the Student Registry (new Bachelor Thesis Topic Application does not have to be signed if it is sent by official e-mail name.surname@efri.uniri.hr)

Article 12

The procedures for bachelor thesis mentor and topic application and the completion and submission of the bachelor thesis shall be conducted within the deadlines determined by the Faculty Council decision.

Article 13

- (1) The bachelor thesis shall be the result of a student's independent work.
- (2) The mentor shall supervise the student, offer advice and shall refer the student to the appropriate literature.

Article 14

- (1) The student shall provide the mentor with a bachelor thesis proposal. The student shall further develop his/her thesis in line with the mentor's comments and suggestions. If the student shall fail to follow up on the mentor's comments and suggestions, the thesis shall be returned to the student for further improvement.
- (2) Upon receiving a draft of the thesis for supervision, the mentor shall review the thesis and return it to the student within 30 days of the submission with the necessary comments and suggestions.
- (3) The period from July 20 to August 30 of the current year is not included in the deadlines for the review of theses, as well as the deadlines for the defense of theses.

Article 15

- (1) Once the student has completed the bachelor thesis, the mentor shall check the originality of the bachelor thesis by running it through software designed for such purposes. To enable this, the student shall submit a version of the finished bachelor thesis in pdf/A format.
- (2) If the thesis passes the originality check, and the student has met all the obligations envisaged by the undergraduate study program curriculum and has obtained 175 or 176 ECTS credits, the mentor shall sign the Report (Form 5 attached) and Certificate of bachelor thesis defense (Form 6 attached)
- (3) The accepted final version of the bachelor thesis shall be stored by the mentor in the respective originality check software's repository.
- (4) Once the mentor passes his final decision on the approval of the bachelor thesis, the student shall submit the approved version of the bachelor thesis in pdf/A format and the to the respective mentor and the Bachelor Thesis Topic Application (in the event that it has not been previously signed by the respective mentor)

Article 16

- (1) The bachelor thesis shall be graded with a 'pass' or 'fail' grade.
- (2) If the bachelor thesis has been marked positively, the mentor shall enter 'Pass' into the Report. The bachelor thesis grade does not enter into the calculation of the grade point average.
- (3) If the bachelor thesis has been marked negatively, the mentor shall enter 'Fail' into the Report and submit it to the Student Registry. The respective bachelor thesis shall not be stored in the digital repository of the Faculty. The negatively marked bachelor thesis may be changed by the student in accordance with the mentor's instructions and resubmitted within the period specified under the Faculty Council's decision on bachelor thesis submission deadlines. In the event that the student fails to do so, the student shall enroll a new academic year.

Article 17

- (1) In order to have the completion of the study program registered, the mentor shall submit via official email or in person the following documentation to the Student Registry:
 - The Report on the Bachelor Thesis signed by the respective mentor
 - The approved bachelor thesis in .pdf/A format (single file).
 - The Bachelor Thesis Topic Application (if the respective document has not been signed and submitted earlier. The respective document does not need to be signed and scanned if it is being submitted via the official mail name.surname@efri.uniri.hr).
- (2) In order to have the completion of the study program registered, the student shall submit the following documentation to the Student Registry
 - An extra signed copy of the Statement (to be archived in the respective student's file)
 - Other documents required by the Student Registry (confirmation from the Faculty's library that all books have been returned, completed Contact data form etc.)
- (3) In order to have the completion of the study program registered, the Student Registry shall
 - Check whether the student has passed all prescribed exams and met all other requirements prescribed by the undergraduate study curriculum and has obtained a minimum of 175 or 176 ECTS credits. In the event that the Student Registry shall find that the respective student has not met all the above mentioned requirements, it shall inform the respective mentor and the student that the procedure cannot be completed until the student meets all of the said requirements.
 - Submit the respective student's final version of the bachelor thesis in .pdf/A to the Faculty Library for verification and entry into the Faculty's digital repository of the Faculty
 - Register the grade of the bachelor thesis in the ISVU system.

The Student Registry shall give the student, or send via email, the forms needed to be filled out by the student as well as all other information on the completion of undergraduate studies ((payment data, surveys....))

Once the student submits the all the required documents (see above), the Student Registry shall issue or send via email the Certificate on the Completion of Undergraduate Studies.

Article 18

The mentor shall store a copy of the bachelor thesis for an entire academic year upon submission.

Article 19

The withdrawal of the academic title shall be governed under separate regulations.

Article 20

All terms used within in these Regulations which possess a gender specification (male or female) or number specification (singular or plural), encompass in the same way the male and female gender and both numbers.

Article 21

- (1) All matters not regulated by these Regulations shall be resolved by the Faculty's Teaching Committee.
- (2) These Regulations enters into effect on the eighth day from the day of its publication on the Faculty's website and is applied from the summer semester of the academic year 2023/2024.
- (3) With the date of the enforcement of these Regulations, the Regulations and procedures concerning the master thesis adopted on April 18, 2016 and its amendments adopted on September 14, 2020 cease to apply.

Appendices:

Form 1: Bachelor thesis - Mentor Application

Form 2: Bachelor thesis - Topic Application

Form 3: Bachelor thesis – Title page

Form 4: Bachelor thesis – Statement

Form 5: Bachelor thesis – Report

Form 6: Bachelor thesis – Certificate of bachelor thesis defense

Dean:

Full Professor Saša Drezgić, PhD, m.p

These Regulations are announced publicly on the Faculty's bulletin board and official web pages as of January 24, 2024.

Secretary:

Tatjana Pavičić, dipl. iur., m.p

Form 1: Bachelor thesis - Mentor Application



SVEUČILIŠTE U RIJECI
EKONOMSKI FAKULTET

Ime i prezime nastavnika / *Mentor's name and surname*

Predmet / *Course*

EKONOMSKI FAKULTET U RIJECI
FACULTY OF ECONOMICS AND BUSINESS
RIJEKA
Ivana Filipovića 4
51000 R i j e k a

**PRIJAVA MENTORA NA ZAVRŠNOM RADU
BACHELOR THESIS MENTOR APPLICATION**

pristajem da kod izrade završnog rada budem mentor studentu:
I hereby agree to mentor the applicant in his/her bachelor thesis:

Ime i prezime studenta / *Student's name and surname*

JMBAG

Smjer / *Field of study*

Status / *Student status (zaokružiti / to circle):* redoviti / *full* izvanredni / *part-time*

Datum / *Date* _____

Potpis nastavnika / *Mentor's signature* _____

Napomena / *Note:*

Prihvaćenu Prijavu mentora na završnom radu mentor predaje u sandučić 23 ili dostavlja e-mailom u Evidenciju studija / *Signed Application to be submitted to the Student Registry in mailbox 23 or via e-mail*

Form 2: Bachelor thesis - Topic Application



SVEUČILIŠTE U RIJECI
EKONOMSKI FAKULTET

Ime i prezime nastavnika / *Mentor's name and surname*

Predmet / *Course*

EKONOMSKI FAKULTET U RIJECI
FACULTY OF ECONOMICS AND BUSINESS RIJEKA
Ivana Filipovića 4
51000 R i j e k a

PRIJAVA TEME ZAVRŠNOG RADA

BACHELOR THESIS TOPIC APPLICATION

potvrđujem da sam prihvatio-la temu završnog rada s naslovom:
I hereby accept the proposed bachelor thesis topic:

na izvornom jeziku rada / *in the original language of paper*

na engleskom¹/hrvatskom² jeziku rada / *in English¹ / in Croatian²*

koju je prijavio student: / *proposed by the student:*

Ime i prezime studenta / *Student's name and surname*

JMBAG

Smjer / *Field of study*

Status / *Student status (zaokružiti / to circle):* redoviti / *full* izvanredni / *part-time*

Datum / *Date* _____

Potpis nastavnika / *Mentor's signature* _____

Napomena / Note:

Prihvaćenu Prijavu teme završnog rada mentor predaje u sandučić 23 ili dostavlja e-mailom u Evidenciju studija / Signed Application to be submitted to the Student Registry in mailbox 23 or via e-mail

¹ Za smjerove koji se izvode na hrvatskom jeziku / *For courses taught in Croatian language*

² Za smjer koji se izvodi na engleskom jeziku / *For courses taught in English language*

Form 3: Bachelor thesis – Title page

UNIVERSITY OF RIJEKA
FACULTY OF ECONOMICS AND BUSINESS

TITLE OF THE BACHELOR THESIS

BACHELOR THESIS

Course:

Mentor/Advisor:

Co-mentor/advisor: (if exists)

Student: Name and surname

Track:

JMBAG:

Rijeka, year

Form 4: Bachelor thesis – Statement

STATEMENT ON ACADEMIC INTEGRITY

I, _____, JMBAG: _____, student at the Faculty of Economics and Business, University of Rijeka, hereby declare and confirm with my signature

1. That the bachelor thesis entitled _____ and written under the mentorship of _____, is the result of my own work, based on applied scientific research methodology and existing literature listed at the end of the thesis. This thesis is composed in accordance with the scientific research methodology and all passages taken from publications verbatim or in substance have been identified as such and referred to in the Bibliography and in line with the Faculty of Economics and Business Regulations on Bachelor Theses. The thesis is written in the English language using appropriate language and style.

2. Furthermore, I hereby give my permission to have my thesis permanently archived, free of charge, in the Faculty's and University's digital repositories, the National and University Library internet theses database in Zagreb in accordance with the provision and obligation defined under Article 58, paragraph 5 of the Act on Scientific Activity and Higher Education (Official Gazette 119/22).

I hereby declare that the thesis submitted to be archived represents the final version of the completed and publicly defended bachelor/master thesis and as the author, I hereby also give my permission to have it published and accessible, free of charge, to Faculty students and employees.

Student

Form 5: Bachelor thesis – Report



Results of the originality check of student paper

General student data:

Institution Faculty of Economics and Business - EFRI

Study program	University Undergraduate Study Program in Business Economics
Type of student paper	Bachelor thesis
Student's name and surname	
JMBAG	

Paper details:

Submission ID	
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Similarity score for the respective student paper:

SIMILARITY

Total	
Internet sources	
Publications	
Student papers	

Mentor's report

Mentor's opinion on the originality of the paper

Date of issue:	
The paper meets the originality criteria	YES / NO
Rationale behind the decision (add attachment if needed)	

Date

Signature:

Form 6: Bachelor thesis – Certificate of bachelor thesis defense



SVEUČILIŠTE U RIJECI
EKONOMSKI FAKULTET

Ime i prezime nastavnika / *Mentor's name and surname*

Predmet / *Course*

EKONOMSKI FAKULTET U RIJECI
FACULTY OF ECONOMICS AND BUSINESS
Ivana Filipovića 4
51000 R i j e k a

POTVRDA O OBRANI ZAVRŠNOG RADA
CERTIFICATE OF BACHELOR THESIS DEFENSE

potvrđujem da je student/studentica/ *I hereby confirm that student*

Ime i prezime studenta / Student's name and surname

JMBAG

uredno izvršio/la sve obveze vezano uz završni rad čime je uspješno obranio/obranila završni rad na sveučilišnom prijediplomskom studiju.

properly fulfilled all obligations related to the bachelor thesis, which successfully defended the bachelor thesis at the university undergraduate study.

Datum / *Date* _____

Potpis nastavnika / *Mentor's signature* _____

Napomena / Note: Potvrda o obrani završnog rada mentor predaje u sandučić 23 ili dostavlja e-mailom u Evidenciju studija / Signed Certificate to be submitted to the Student Registry in mailbox 23 or via e-mail