

The consolidated text of the Regulations on the MA Thesis and the Defense of the MA Thesis at Graduate University Studies at the Faculty of Humanities and Social Sciences in Rijeka includes the Regulations on the MA Thesis and the Defense of the MA Thesis at Graduate University Studies at the Faculty of Humanities and Social Sciences in Rijeka, adopted by the Faculty Council at its 10th session in the academic year 2020/2021, held on 15-16 July 2021 (Class: 003-01/21-01/31, Reg. No.: 2170-24-01-03/21-03), the Decision on Amendments to the Regulations on the MA Thesis and the Defense of the MA Thesis at Graduate University Studies at the Faculty of Humanities and Social Sciences in Rijeka, adopted by the Faculty Council at its 2nd regular session in the academic year 2023/2024, held on 23 November 2023 (Class: 007-01/23-01/61, Reg. No.: 2170-24-01-03-23-2), and the Decision on the adoption of the Regulations on Amendments to the Regulations on the MA Thesis and the Defense of the MA Thesis at Graduate University Studies at the Faculty of Humanities and Social Sciences in Rijeka, adopted by the Faculty Council at its 4th regular session in the academic year 2025/2026, held on 29 January 2026 (Class: 007-01/23-01/61, Reg. No.: 2170-1-41-01-03-04-26-5), which indicate the time of their entry into force

REGULATIONS
on the MA Thesis and the Defense of the MA Thesis at Graduate University Studies at the
Faculty of Humanities and Social Sciences in Rijeka
(consolidated text)

I. General Provisions

Article 1

(1) These Regulations on the MA Thesis and the Defense of the MA Thesis at the Graduate University Studies of the Faculty of Humanities and Social Sciences in Rijeka (hereinafter: the Regulations) regulate the rules for the preparation and defense of the MA thesis, the rights and obligations of students, supervisors and the Committee for the Defense and Evaluation of the MA Thesis (hereinafter: the Committee) and other issues related to the MA Thesis and the defense of the MA thesis at the graduate university studies of the Faculty of Humanities and Social Sciences in Rijeka (hereinafter: the Faculty).

(2) The terms used in these Regulations apply equally to all persons, regardless of sexual and gender identity.

Article 2

(1) The graduate study programme ends with the fulfillment of all study obligations and the preparation and defense of an MA Thesis.

(2) A student of a double major study programme writes and defends their MA Thesis in only one study programme of their choice.

(3) The Head of the Department is responsible for the procedure for approving the topic of the MA Thesis.

II. The MA Thesis

Article 3

*(Class: 007-01/23-01/61, Reg. No.: 2170-1-41-01-03-04-26-5 of 29 January 2026,
entry into force: 6 February 2026)*

(1) An MA Thesis is an independent scientific or professional written work about a determined topic.

(2) The student is obliged to independently prepare the MA Thesis following the principles of the Code of Ethics for Students of the University of Rijeka.

(3) By preparing and defending the MA Thesis, the student proves the ability to apply theoretical and practical knowledge acquired during the studies, the ability to apply scientific methods in the

analysis of the topic, the ability to independently use state-of-the-art domestic and international literature in writing about the topic, and the ability to independently solve complex tasks and problems.

(4) The topic of the MA Thesis shall be approved within the field of the graduate study programme and/or the scientific field of the supervisor's work.

(5) The topic of the thesis may also be interdisciplinary.

III. Selection and application of the thesis topic

Article 4

*(Class: 007-01/23-01/61, Reg. No.: 2170-1-41-01-03-04-26-5 of 29 January 2026,
entry into force: 6 February 2026)*

(1) The approved MA Thesis topic shall be from the area of the graduate study programme and/or the scientific field of work of the supervisor.

(2) The Department/Department Council shall determine the number of MA theses topics, taking into account the number of teachers and the number of students, so that all supervisors cover an equal number of mentees.

(3) The student may select a topic from the List of Topics for MA Theses, which is available on the notice board and/or the department's website.

(4) Supervisors shall propose amendments to the list of topics to the Department Council no later than mid-December of the current academic year.

(5) Exceptionally, the student may propose a topic for their thesis in agreement with their supervisor.

Article 5

*(Class: 007-01/23-01/61, Reg. No.: 2170-1-41-01-03-04-26-5 of 29 January 2026,
entry into force: 6 February 2026)*

(1) The student may agree on the topic of the thesis with a potential supervisor or choose one of the offered topics no later than the end of January of the current academic year.

(2) The Department/Division Council shall confirm the titles of theses and the assigned supervisors no later than the end of February of the current academic year.

(3) Approved titles of theses and the names of assigned supervisors shall be published on the Department's/Division's website.

Article 6

*(Class: 007-01/23-01/61, Reg. No.: 2170-1-41-01-03-04-26-5 of 29 January 2026,
entry into force: 6 February 2026)*

(1) The student can change the topic of the thesis and the supervisor once.

(2) At the student's written request, the change of topic and/or supervisor is approved by the Department Council with the prior consent of the new supervisor.

IV. Supervisors and co-supervisors

Article 7

*(Class: 007-01/23-01/61, Reg. No.: 2170-1-41-01-03-04-26-5 of 29 January 2026,
entry into force: 6 February 2026)*

(1) Supervisors and co-supervisors for students in the preparation of their MA theses may be:

- teachers in scientific-teaching positions at the Faculty of Humanities and Social Sciences in Rijeka (hereinafter: the Faculty),
- external associates of the Faculty with nominal teaching titles (assistant professors, associate professors, full professors, tenured full professors),
- teachers in teaching positions at the Faculty if they hold a Postgraduate Master of Science or a PhD,
- Faculty staff in associate positions if they hold a Postgraduate Master of Science or a PhD.

- (2) Exceptionally, and depending on the topic of the MA Thesis, the Department/Division Council may appoint a practical expert as a co-supervisor.
- (3) The supervisor and co-supervisor refer the student to literature, methods of data collecting and processing, and assist the student with advice and guidelines.
- (4) The student prepares the MA Thesis in consultation with the supervisor and co-supervisor.

V. Committee

Article 8

*(Class: 007-01/23-01/61, Reg. No.: 2170-1-41-01-03-04-26-5 of 29 January 2026,
entry into force: 6 February 2026)*

- (1) The Committee shall consist of at least three members who meet the requirements for a supervisor or co-supervisor from Article 7 of these Regulations, one of whom shall be the Chair and shall lead the defense of the thesis.
- (2) The supervisor shall be one of the members of the Committee but may not be the Chair of the Committee.
- (3) The co-supervisor may be one of the members of the Committee but may not be the Chair of the Committee.
- (4) If the topic of the thesis is from an interdisciplinary field, one member of the Committee shall be a person from a study in the other scientific field.
- (5) The Committee shall evaluate the thesis and the defense of the thesis.

VI. Opinion on the thesis

Article 9

*(Class: 007-01/23-01/61, Reg. No.: 2170-1-41-01-03-04-26-5 of 29 January 2026,
entry into force: 6 February 2026)*

- (1) The student shall submit the final version of the thesis to the supervisor in an electronic version, and upon the supervisor's request, also in a printed version.
- (2) The supervisor shall, within 15 days of receiving the final version of the thesis referred to in paragraph 1 of this Article, give feedback on whether the thesis is satisfactory or not.
- (3) The supervisor shall determine the composition of the thesis defense Committee and the evaluation of the thesis.
- (4) The supervisor shall submit the thesis to the members of the Committee by e-mail and, in agreement with them, determine the date of the defense.

Article 10

- (1) If, in the opinion of the supervisor, the thesis is not satisfactory in terms of quality and scope, it will be returned to the student for revision.
- (2) If, after the third revision, the thesis is still not satisfactory in the opinion of the supervisor, the supervisor is obliged to instruct the student to restart the process of selecting a new thesis topic.

VII. Format and content of the MA Thesis

Article 11

*(Class: 007-01/23-01/61, Reg. No.: 2170-1-41-01-03-04-26-5 of 29 January 2026,
entry into force: 6 February 2026)*

- (1) The thesis shall be printed on A4 paper (210 × 297 mm).
- (2) The text must be formatted as follows:
 - Margins: 2.5 cm
 - Font: Times New Roman
 - Size: 12pt, footnotes 10pt
 - Line spacing: 1.5

- Alignment: justified
 - Page numbering: bottom of page, right side, starting from the Introduction
- (3) The length of the thesis shall be between 30 and 60 pages, not including the summary, table of contents, bibliography and appendices.
- (4) The thesis must be written in an appropriate style of standard Croatian.

Article 12

- (1) The thesis may be in a foreign language if this is specified in the study programme.
- (2) If the study programme does not specify that the thesis shall be written in a foreign language, students who wish to write in a foreign language are required to submit a written request to their Department Council.
- (3) If the Department Council approves the writing of the thesis in a foreign language, a written decision shall be submitted to Student Services before thesis submission.

Article 13

*(Class: 007-01/23-01/61, Reg. No.: 2170-1-41-01-03-04-26-5 of 29 January 2026,
entry into force: 6 February 2026)*

- (1) The thesis should contain the following formal elements and content units:
1. Transparent foils and soft back cover (soft spiral binding)
 2. The title page shall contain:
 - Name of the university (*University of Rijeka*)
 - Name of the faculty (*Faculty of Humanities and Social Sciences*)
 - Name and surname of the student
 - Title of the thesis in the language of the thesis
 - Type of thesis (*MA Thesis*)
 - Place and year of writing
 3. The inner title page shall contain:
 - Name of the university (*University of Rijeka*)
 - Name of the faculty (*Faculty of Humanities and Social Sciences*)
 - Name of the department
 - Name and surname of the student
 - the student's JMBAG number
 - Title of the thesis in the language of the thesis
 - Type of thesis (*MA Thesis*)
 - Name of the study programme (*Graduate university study ...*)
 - Supervisor and co-supervisor (title, name and surname of the supervisor and co-supervisor)
 - Place and date of writing
 4. Statement of authorship (hand-signed)
 5. Table of Contents
 6. Abstract and keywords in the language of the thesis
 7. Introduction
 8. Main part
 9. Conclusion
 10. Bibliography
 11. Title, abstract, and keywords in English or Croatian (if the thesis is written in another language)
 12. Attachments (e.g. images, graphics, sound recordings, etc.)
- (2) In addition to the formal elements and paragraph 1 of this article, the Department Council may issue additional instructions for the preparation of the thesis in accordance with these Regulations.

VIII. Submission of the MA Thesis

Article 14

*(Class: 007-01/23-01/61, Reg. No.: 2170-1-41-01-03-04-26-5 of 29 January 2026,
entry into force: 6 February 2026)*

- (1) If the supervisor deems the thesis to be satisfactory in terms of quality and scope, the supervisor shall run an authenticity check of the thesis and sign the Report on the verification of the authenticity of student work.
- (2) Upon receipt of complete documentation for the application for the thesis defense, administrative staff at Student Services in charge of studies in question shall check whether the student has passed all exams and fulfilled all obligations from the study programme, after which they shall prepare the Report of the thesis defense and submit it to the administrative secretary of the department/division, who shall submit it to the Chair of the thesis defense committee.
- (3) The student shall register for the thesis defense at Student Services in accordance with the instructions published on the Faculty's official website.
- (4) Along with other prescribed documentation for the application for the thesis defense, the student shall submit a filled-in form Application for MA Thesis defense to Student Services.

Article 15

*(Class: 007-01/23-01/61, Reg. No.: 2170-1-41-01-03-04-26-5 of 29 January 2026,
entry into force: 6 February 2026)*

The thesis defense shall be scheduled no earlier than one (1) week and no later than three (3) weeks after the application for the thesis defense.

IX. Defense of the MA Thesis

Article 16

*(Class: 007-01/23-01/61, Reg. No.: 2170-1-41-01-03-04-26-5 of 29 January 2026,
entry into force: 6 February 2026)*

- (1) The defense of the thesis shall be carried out in accordance with the summer semester activity schedule, published on the Faculty's official website.
- (2) The defense of the thesis is public, announced by the department/division on its website and held in the official premises of the Faculty.
- (3) With the approval of the Vice-Dean for Teaching and Students, the defense of the thesis may also be conducted via real-time online communication tools (remote access network platforms).
- (4) After presenting the thesis, the student shall answer questions from the Committee members related to the topic of the thesis.
- (5) The defense of the thesis may last up to 60 minutes.

Article 17

*(Class: 007-01/23-01/61, Reg. No.: 2170-1-41-01-03-04-26-5 of 29 January 2026,
entry into force: 6 February 2026)*

- (1) At the thesis defense, the Chair of the Committee shall prepare a report stating the names and titles of the members of the Committee, the time of the beginning and end of the defense, the questions of the members of the Committee, the grade of the written thesis, the grade of the defense, and the final average grade for the thesis and the defense of the thesis.
- (2) A separate page of the report shall state the title of the thesis in English, which shall be signed by the supervisor.
- (3) The report shall be signed by all members of the Committee.

Article 18

*(Class: 007-01/23-01/61, Reg. No.: 2170-1-41-01-03-04-26-5 of 29 January 2026,
entry into force: 6 February 2026)*

- (1) Immediately after the defense of the thesis, the members of the Committee shall evaluate the thesis and the defense separately.

- (2) The final grade for the thesis shall be equal to the sum of the grade points of all members of the Committee. A student can achieve 100 points for the thesis.
- (3) The final grade for the MA Thesis shall be the average of the final grade of the written thesis and the final grade of the oral defense.
- (4) The final grade cannot be positive if one member of the Committee evaluated the thesis defense with less than 50 points. In that case, the student is required to redo the thesis.
- (5) The report of the thesis defense shall be submitted by the Chair of the Committee to the administrative secretary of the Department/Division no later than 24 hours after the thesis defense.

Article 19

*(Class: 007-01/23-01/61, Reg. No.: 2170-1-41-01-03-04-26-5 of 29 January 2026,
entry into force: 6 February 2026)*

- (1) Based on the report of the thesis defense, the administrative secretary of the department/division shall enter the final grade of the MA thesis into the ISVU system.
- (2) The administrative secretary of the department/division shall submit the report of the thesis defense to Student Services.
- (3) The Faculty is obliged to upload the MA Thesis to the national repository, i.e. the Faculty's repository within 30 days from the day of the defense.

Article 20.

- (1) If the candidate fails to defend the thesis, they shall be referred to a new procedure for applying for the thesis defense.
- (2) The procedure for applying for and defending the thesis may be carried out a maximum of three times in the same academic year.

Article 21

*(Class: 007-01/23-01/61, Reg. No.: 2170-1-41-01-03-04-26-5 of 29 January 2026,
entry into force: 6 February 2026)*

- (1) The final grade of the thesis and thesis defense shall be included in the overall average achieved during the study.
- (2) Student Services shall archive the reports of thesis defenses and store copies of bound theses in student files.

X. Transitional and final provisions

*(Class: 003-01/21-01/31, Reg. No.: 2170-24-01-03/21-03 of 16 July 2021,
entry into force: 24 July 2021.)*

Article 22

- (1) These Regulations shall enter into force on the eighth day after their publication on the Faculty's noticeboard.
- (2) The Regulations shall apply from the academic year 2021/2022 to all students of graduate studies.

Article 23

On the date of entry into force of these Regulations, the Regulations on the MA Thesis and MA Examination in Graduate University Studies of the Faculty of Humanities and Social Sciences in Rijeka of 17 November 2009, its amendments of 28 September 2010, amendments of 12 June 2014 and amendments of 26 October 2017 shall cease to be valid..

*(Class: 007-01/23-01/61, Reg. No.: 2170-24-01-03-23-2 of 23. November 2023,
entry into force: 01 December 2023)*

Article 24

Amendments to the Regulations on the MA Thesis and the Defense of the MA Thesis at Graduate University Studies at the Faculty of Humanities and Social Sciences in Rijeka (Class: 007-01/23-01/61, Reg. No.: 2170-1-41-01-23-2) of November 23 2023, shall enter into force on the eighth day from the date of publication on the Faculty's noticeboard and shall apply from the academic year 2023/2024.

*Class: 007-01/23-01/61, Reg. No.: 2170-1-41-01-03-04-26-5 of 29 January 2026,
entry into force: 6 February 2026*

Article 20

(1) These Regulations shall enter into force on the eighth day after their publication on the Faculty's noticeboard.

(2) The Regulations shall apply to all MA theses submitted from the beginning of the summer semester of the academic year 2025/2026.

Class: 007-01/23-01/61

URBROJ: 2170-24-01-03-26-6

In Rijeka, 25 February 2026

Dean

B. Kalebić Maglica
prof. Barbara Kalebić Maglica, PhD

