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Članak 1.

Donosi se Pravilnik o izradi pisanih radova na Diplomskim sveučilišnim studijima Poslovne ekonomije i Ekonomije (po Bolonjskom programu) na engleskom jeziku: *Guidelines for Writing Papers at Graduate Level of University Studies in Business and Economics (Bologna programme)*.

Članak 2.

Pravilnik stupa na snagu 8 dana od dana objave na mrežnoj stranici Fakulteta.



DEKAN FAKULTETA
Prof. dr. sc. Jurica Pavičić

Dostaviti:

1. Dekanatu
2. Tajništvu Fakulteta
3. Studentskoj referadi
4. Knjižnično dokumentacijskom centru
5. Službi za kadrovske i pravne poslove
6. Pisarnici Fakulteta
7. Mrežne stranice Fakulteta
8. Oglasna ploča

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University of Zagreb
FACULTY OF ECONOMICS &
BUSINESS – ZAGREB

**Guidelines for Writing Papers at Graduate Level of University
Studies in Business and Economics
(Bologna programme)**

Zagreb, May 2021

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The graduate university study curricula that are offered at the Faculty of Economics & Business – Zagreb (FEB) stipulates writing two papers: one seminar paper and a master's thesis.

Guidelines for the registration and defence procedure of both types of student papers, their structure and technical instructions are outlined below.

1. MASTER'S THESIS APPLICATION, WRITING AND DEFENCE PROCEDURE

A master's thesis is an extensive written professional paper that addresses a selected topic at the end of the graduate studies and is defended upon completion of all class obligations, examinations, seminar papers and the critical review.

The student is required to study a more complex specific problem from the field of study. The volume depends on the type and complexity of the topic, and typically amounts to 40 – 60 pages of text, in A4 format, excluding the abstract, contents, list of references, list of figures, charts and appendices, and the CV.

The application procedure is formal procedure consisting of several steps outlined below.

1.1. Master's thesis topic application procedure

1. The **topic** of the master's thesis is agreed on with the supervisor and should be connected to the students' field of study in the graduate programme. Any instructor at the Faculty of Economics & Business in research/teaching rank (assistant professor, associate professor, full professor) or teaching postdoctoral fellow may be a thesis supervisor independently from their involvement in teaching at the Master's level.
2. The application of the master's thesis requires filling in the Master's thesis application form (Appendix 1) with the attached (1) Table of contents, (2) Thesis statement, (3) List of references and (4) a signed Statement on academic integrity (see explanation below). The form and attachments should be submitted to the potential thesis supervisor in two copies. The due dates for application and document submission are **1 – 15 May, 15 – 30 June, 1 – 15 September and 15 – 31 January**.
3. After the potential thesis supervisor has approved the candidate's application form, the student is to submit one copy of the application documents to the department secretary¹, while the other copy remains with the thesis supervisor.
4. The topics of the master's theses are approved by the **Master's Study Programme Council**². Within two weeks from the application due date the Master's Study Programme Council brings the decision on its acceptance, or rejection. The notices on the approved applications are posted at the study programme's website. **The due date for completing the master's thesis is the expiry date of the duration of student rights.**
5. In the event of the student's decision to withdraw the already approved application of the topic (by reason of changing the topic or mentor), s/he is required to submit a request to the

¹ The Application is to be submitted to the secretary of the student's study programme department.

² Master's Study Programme Council is composed of the graduate studies coordinator and at least two members of the department in the research/teaching rank. The signed copy of the list of the approved topics is submitted to the department secretary to be posted at the internet pages of the study programme.

Master's Study Programme Council stating the cancelled topic. After the Council has accepted the cancellation (which is confirmed by the signature of the programme director for the master's studies on the student's application), the student is allowed to make a new application for the fresh topic according to the predefined procedure.

(1) The master's thesis table of contents consists of the titles of chapters and subchapters that make up the thesis. (2) The thesis statement should be formulated clearly and precisely indicating its topic, the feasibility of the planned research, and the applicability of the results. (3) The list of references should include international sources intended to be used while writing the master's thesis by which the student proves familiarity with the chosen topic. (4) The Statement on academic integrity is provided in Appendix 2.

1.2. Master's thesis structure

The format of the master's thesis that is submitted to the evaluation committee should consist of the following sections:

- Cover page
- Front page
- Title
- Abstract and key words
- Table of contents
- Introduction
- Main part
- Conclusion
- List of references
- List of figures
- List of tables
- Appendices
- Student's CV

The **cover** should read from top to bottom as follows (Appendix 3):

- "University of Zagreb"
- "Faculty of Economics & Business"
- Name of university master's degree study programme
- Title of the master's thesis
- "Master's Thesis"
- Student's first and last name
- Place and date (month and year of completion of thesis)

The **front page** should read from top to bottom as follows (Appendix 4.):

- “University of Zagreb”
- “Faculty of Economics & Business”
- Name of university study programme
- Title of paper
- “Master’s thesis”
- Student’s first and last name, and identification number (*JMBAG*)
- Mentor: title/rank, first and last name
- Place and date (month and year of completion of thesis)

Title. The title of the master’s thesis should state the principal idea clearly and unambiguously. It may not contain abbreviations, foreign words or phrases, nor imprecise wordings.

Abstract and key words. The abstract is a concise summary of a master’s thesis comprising up to one page. It contains the main information from the master’s thesis: the aim of the research, methodology used, findings and the key conclusions, followed by five key words.

Table of contents. The table of contents is a list of main chapter headings and sub-headings (up to three levels), and their page numbers. The headings are marked by numbers and written in capital bold letters, while the sub-headings are marked by second (third) level numbers and written in small letters.

Introduction. The introduction describes clearly and concisely the topic of the thesis, research aims and questions, research methodology, data collection and analysis procedure, as well as the thesis structure and contents. It should not be longer than two pages.

Main part. The main part of the thesis consists of chapters with the appropriate headings and sub-headings that expound theoretical insights on the topic of the thesis, present the results of the analysis or empirical research, and discuss the implications of the findings. This part is based on the analysis of the sufficient number of references (a minimum 15). The volume of the main part of the thesis should be around 40 pages.

Conclusion. The conclusion summarises the most significant findings. It does not present new insights, data or information, nor does it state new sources or cite literature. It should not be longer than one or two pages.

References. The list of references should contain all sources cited in the thesis in alphabetical order. It does not include the references that were not cited in the thesis, nor those that the thesis does not refer to.

List of figures, list of tables. All figures (graphs) and tables presented in the thesis are listed separately. The list contains the numbers and titles of the figures/tables that correspond to those in the main part of the thesis and the numbers of the pages where they can be found.

Appendices. If the thesis includes questionnaires, different documents, forms or similar, they should be attached as appendices and marked by numbers.

Student's CV. The student's *curriculum vitae* should contain the information on the date and place of birth, educational background, foreign language skills, and other professional competences and activities. It should not exceed one page.

1.3. Master's thesis defence protocol

When the student has written the master's thesis, s/he consults with the thesis supervisor and submits one spiral bound copy to the Student Administration Office for Graduate Studies, and three copies to the supervisor. Alternatively, instead of the three spiral bound copies the student may submit the master's thesis to the mentor and the members of the defence committee in electronic form. Besides that, student is required to submit a copy of the master's thesis in digital form, CD only, in PDF, MS WORD or similar format and Central European encoding. The digital copy of the master's thesis on CD is stored permanently in the Library of the Faculty of Economics & Business. The master's thesis review procedure requires the verification of authenticity of the master's thesis according to the incumbent instructions issued by the FEB Dean's Office or in the FEB Library and Documentation Centre.

The supervisor passes the copies of the thesis to the other members of the evaluation committee and organises the oral defence of the master's thesis within 30 days at the latest. The defence date is posted on the website of the master's study programme.

The oral defence of the master's thesis is public and follows the protocol described in Appendix 4.

Upon the successful thesis defence, the student is required to complete the self-archiving process in the Repository of the Faculty of Economics & Business, University of Zagreb. The decision, procedure, brochure, statement and short instructions for self-archiving are available at FEB's web page: <https://www.efzg.unizg.hr/for-students-11750/documents/11757>). Assistance in self-archiving is available from the FEB Library and Documentation Centre upon request. After the student has completed the process of self-archiving the master's thesis into the Repository and received the acknowledgement from the Library and Documentation Centre on completing the duty, s/he submits the validated registration form, the minutes of the master's thesis defence signed by the supervisor and the members of the evaluation committee, and a copy of a validated master's thesis to the Student Administration Office for Graduate Studies. The Diploma and the Diploma supplement are delivered to the student at a public ceremony conducted by the Dean or an authorised professor.

1.4. Master's Thesis Defence Committee

The Master's Thesis Defence Committee has three members. If one of the members of the Committee is not able to be present at the master's thesis defence, the director of the master's studies may assign a substitute member. A written statement on the appointment of the substitute member is attached to the minutes of the master's thesis defence. The mentor may not be substituted.

2. WRITING SEMINAR PAPER

A seminar paper is a short written professional paper that elaborates on a selected topic. During their graduate studies, the students are required to write one seminar papers. The volume of the seminar paper depends on the type and complexity of the topic, and typically amounts to 15 pages, in A4 format (without the contents, references, lists of graphs and tables, or appendices).

2.1. Seminar paper consultations

The topic of the seminar paper is agreed on with the supervisor and should be related to the student's field of studies within the master study programme. Any FEB instructor in the research/teaching rank (assistant professor, associate professor, and full professor) or a teaching postdoctoral fellow, an assistant with a master of science degree, or an assistant with a university specialist postgraduate degree may act as the supervisor of a seminar paper independently from his/her involvement in teaching at the master study programme. After the supervisor has accepted the mentorship, the student begins writing the paper during which time they may consult with the supervisor. On completion, the student submits the paper for final review and evaluation. The grade is entered in the student records and in the seminar paper registration form.

2.2. Seminar paper structure

The structure of the seminar paper should consist of the following parts:

- Front page
- Title
- Table of contents
- Introduction
- Main part
- Conclusion
- References
- List of figures
- List of tables
- Appendices

The front page reads from top to bottom as follows:

- "University of Zagreb"
- "Faculty of Economics & Business"
- Name of the graduate study programme
- Title of paper
- "Seminar paper"
- Student's first and last name, and identification number (*JMBAG*)
- Supervisor: title/rank, first and last name
- Place and date (month and year of completion of seminar paper)

Title. The title of the paper should present the main idea of the paper clearly and unambiguously without abbreviations, foreign words or phrases, or imprecise wording.

Table of contents. The table of contents is the list that indicates the chapters and subchapters, and their page numbers. They may have three levels at the most. The chapter main headings are marked by numbers and written in bold capital letters, while the sub-headings are marked by second (third) level numbers and written in small letters.

Introduction. The introduction presents the topic of the paper clearly and concisely, and should not exceed one page.

Main part. The main part of the paper consists of the chapter headings and sub-headings. The central part contains the chapters on the theoretical insights of the field/topic of the paper and on the implementation of those insights in practice, and is based on the analysis of a sufficient number of sources (minimum 10). The volume of the main part should be approximately 10 pages.

Conclusion. The conclusion presents the most significant findings related to the topic of the seminar paper, and should not exceed one page.

References. The list of references should contain all sources used in the paper in alphabetical order and does not include the sources that were not cited nor those that are not referred to in the paper.

List of figures, list of tables. All figures (graphs) and tables included in the paper are listed separately. The list contains the numbers and titles of the figures that correspond to those in the main part of the paper and the numbers of the pages where they can be found.

Appendices. If the seminar paper includes different documents, forms or similar, they should be attached as appendices and numbered.

3. BASIC TECHNICAL INSTRUCTIONS FOR WRITING PAPERS

The papers are written in standard English. The text should be correct in terms of spelling and grammar, clear and free of printing errors. The printing format is A4 (210 mm x 297 mm). One page should contain up to 32 lines, or 1800-2000 characters, with 2.5 cm margins all around (top, bottom, left, and right) and 1,5 line spacing on both sides, and 12 size Times New Roman or Arial or Calibri font

The pages in the paper should be spiral bound and numbered. Each new main chapter should begin on a new page. The text should be structured logically into paragraphs that are separated by a space line and adhere to first line indentation.

When using the ideas, data or any parts of text of others, it is required to indicate the authors and credit the original sources. **The Harvard or APA styles are the recommended for**

referencing. The precise instructions on citing the sources can be found on the FEB website and in additional literature.

Students should seek further guidance on writing papers, the contents and layout in additional literature.

APPENDIX 1. Master's thesis application form

Student's first and last name:

Address:

Telephone:

E-mail address:

Student's identification number (*JMBAG*):

Name of Master's Study Programme:

Year of enrolment:

To: MASTER'S UNIVERSITY STUDY PROGRAMME COUNCIL
OF FACULTY OF ECONOMICS & BUSINESS, UNIVERSITY OF ZAGREB

SUBJECT: MASTER'S THESIS TOPIC APPLICATION

Master's thesis topic:

Mentor:

Proposal of Master's Thesis Evaluation Committee (to be completed by potential thesis mentor):

1. _____
2. _____
3. _____

Approved by Master's Study Programme Council:

1. _____ (signature of master's study programme coordinator)

Zagreb, _____ (date of application)

Student's signature _____

Mentor's signature _____

Enclosures:

- Master's thesis table of contents
- Rationale for topic
- List of references
- Signed Statement of academic integrity

APPENDIX 2. Statement of academic integrity

I hereby declare and confirm with my signature that in writing my master's thesis I will adhere fully to the Ethical Code of the Faculty of Economics & Business, University of Zagreb.

Student's signature _____

APPENDIX 3. Master's thesis cover

University of Zagreb (12 pt Bold)
Faculty of Economics & Business (12
pt Bold)
Title of Master's Study Programme
(12 pt Bold)

TITLE OF MASTER'S THESIS (16 pt Bold)

Master's thesis (12 pt Bold)

First and last name of student (14 pt Bold)

Zagreb, month, year (12 pt Bold)

APPENDIX 4. Master's thesis front page

University of Zagreb (12 pt Bold)
Faculty of Economics & Business (12
pt Bold)
Title of Master's Study Programme
(12 pt Bold)

TITLE OF MASTER'S THESIS (16 pt Bold)
(16 pt Bold)
Master's thesis (12 pt Bold)

First name and last name of student, and identification no. (JMBAG) (14 pt Bold)

Mentor: First name and last name (14 pt Bold)

Zagreb, month, year (12 pt, Bold)

APPENDIX 5. Master's thesis defence protocol

1. The chair of the Master's Thesis Defence Committee (thesis mentor) starts the defence protocol by informing all parties present on the decision of the Master Study Programme Council to approve the topic of the master's thesis.
2. The chair invites the student to give a 10-15 minute presentation of the master's thesis.
3. After the student's presentation, the chair invites the members of the Master's Thesis Defence Committee to read their questions. The questions should be attached to the master's thesis defence minutes.
4. The student answers the questions. The student or the members of the defence committee leave the room in order to discuss the quality of the defence and reach a final decision.
5. The members of the Committee bring, unanimously or by a majority vote, the decision on the grade of the master's thesis defence.
6. The chair of the Master's Thesis Defence Committee concludes the defence, enters the grade into the student's Master's Thesis Registration Form, and into the Master's Thesis Defence Minutes (Appendix 6.). The signed minutes, along with the defence committee members' questions are transferred to the Student Administration Office for Graduate Studies.

APPENDIX 6. Minutes on Master's Thesis Defence

Title of Master's Study Programme:

Year of enrolment:

MINUTES

on defence of master's thesis

Student _____ (First name and Last name, student identification no. (*JMBAG*)) defended the master's thesis entitled:

Questions at master's thesis defence:

Defence committee chair – Thesis mentor

1. _____
2. _____

Defence committee member

1. _____
2. _____

Defence committee member

1. _____
2. _____

The master's thesis was defended on _____ (date) starting at _____ hours, and ending at _____ hours.

The Master's Thesis Defence Committee decided unanimously / by a majority vote that the student defended the master's thesis with the grade/mark _____.

Master's Thesis Defence Committee:

1. _____ (signature of committee chair – Thesis mentor)
2. _____ (signature of committee member)
3. _____ (signature of committee member)