



Pursuant to Article 40 of the Act on Amendments to the Act on Science and Higher Education (Official Gazette 94/2013) and Decision on the Text of the Statement on Academic Integrity passed at the Faculty Council session held on 17 December 2013, the Dean of the Faculty of Economics and Business of the University of Zagreb hereby passes the following

## **INSTRUCTIONS TO STUDENTS ON THE SUBMISSION OF FINAL PAPERS AND DOCTORAL DISSERTATIONS IN ELECTRONIC AND PRINT FORMAT**

### **I STATEMENT ON ACADEMIC INTEGRITY**

- Each final paper, graduation paper, specialist postgraduate paper and doctoral dissertation (hereinafter referred to as: final papers and doctoral dissertations) defended after 1 January 2014 must contain the Statement on Academic Integrity.
- The signed Statement on Academic Integrity is a constituent part of final papers and doctoral dissertations in print and electronic format.

### **STATEMENT ON ACADEMIC INTEGRITY**

I hereby declare and confirm with my signature that the final/graduation/specialist paper or doctoral dissertation is exclusively the result of my own autonomous work based on my research and literature published, which is seen in the notes and bibliography used. I also declare that no part of the paper submitted has been made in an inappropriate way, whether by plagiarizing or infringing on any third person's copyright. Finally, I declare that no part of the paper submitted has been used for any other paper in another higher education institution, research institution or educational institution.

Student:

In Zagreb, \_\_\_\_\_  
(date)

\_\_\_\_\_  
(signature)



## II PAPER IN PRINT FORMAT

- The structure of the paper in print format is determined by valid regulations for the creation of written papers at the Faculty of Economics and Business of the University of Zagreb.
- The original Statement on Academic Integrity signed by the student is a constituent part of all final papers and doctoral dissertations. It must be included on the second page of the paper, i.e. immediately after the title page.
- The printed version of the final and graduation paper is submitted to the Undergraduate and Graduate Student Administration Office.
- One copy of the printed specialist postgraduate paper and six copies of the doctoral dissertation are submitted, together with electronic versions, to the Library and Documentation Centre (the working hours for submitting the papers are described under title III of this document called Paper in Electronic Format).
- Specialist postgraduate papers are stored at the Library and Documentation Centre.
- Two copies of the doctoral dissertation are stored at the Library and Documentation Centre, one copy is delivered to the National and University Library and three copies are delivered to Faculties of Economics in Split, Rijeka and Osijek.

## III PAPER IN ELECTRONIC FORMAT

- The structure and content of the electronic format of final papers and doctoral dissertation must entirely correspond to the paper in print format.
- The Statement on Academic Integrity, scanned and signed, is a constituent part of final papers and doctoral dissertations. It must be included immediately after the title page.
- Final papers and doctoral dissertations are stored on a CD exclusively in the PDF format, in one file.  
The recommended name of the file is *Last name\_First Name.pdf*.
- CDs must be submitted in the hard cover, with the student's name and family name written on it.
- All final papers and doctoral dissertations are submitted to the Library and Documentation Centre in two copies (CDs).
- One copy of the CD is processed and stored in the Library and Documentation Centre (pursuant to valid regulations on the creation of written papers at the Faculty of Economics and Business of the University of Zagreb). Another copy of the CD is submitted to the National and University Library.
- Papers in electronic format are submitted every Wednesday from 3 to 7 p.m. and every Thursday from 9 a.m. to 1 p.m. at the library counter (the so-called *INDOC* service).
- After the officer in charge within the *INDOC* service determines if the electronic version complies with the required format, he or she shall issue a certificate to the student.
- The student shall submit such certificate to the relevant student administration office. Without the certificate submitted, the student shall not be able to receive the document certifying the completion of studies.

These Instructions come in effect on 1 January 2014.

**DEAN**  
Professor Tonći Lazibat, Ph.D.