



Department of English Language and Literature

Bachelor's and Master's Thesis Guidelines

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1. General Guidelines

The bachelor's thesis is a requirement for the completion of the bachelor's degree after three years of undergraduate study, awarding you with 6 ECTS credit points. The master's thesis is a requirement for the completion of the master's degree after two years of graduate study and is awarded with 14 ECTS credit points.

Students at the English Department of the Faculty of Humanities and Social Sciences write their bachelor's thesis and master's thesis in English.

The bachelor's and master's thesis are research papers in which the student demonstrates his/her English writing skills, the ability to independently conduct research and analyse a topic, using relevant primary and secondary sources.

1.1. Thesis Format and Appearance

The following rules apply to both the bachelor's and master's thesis paper.

- Software: Microsoft Word
- Page Size: set the page size to A4 (21x29.7 cm) with the page margins as follows: left and top 3.5 cm, right and bottom 3 cm.
- Pages must be numbered. The page number may be in the header or the footer, aligned to the right margin.
- Font: use Times New Roman 12 point and 1.5 line spacing
- Documentation style used in writing the Bachelor's and Master's Thesis:
- APA for linguistics, second language acquisition, EFL teaching methodology and translation studies:
 - https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_style_introduction.html
 - Sample paper according to the APA 7th edition documentation style:
 - https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/apa_sample_paper.html
- MLA for literature:
 - https://owl.purdue.edu/owl/research_and_citation/mla

[style/mla style introduction.html](#).

- Sample paper according to MLA 8th edition documentation style:
 - https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_sample_paper.html

- The length:
- the bachelor's thesis should be between 20 and 30 pages in length or 6000-9000 words.
- the master's thesis should be at least 50 pages long or 15000 words and it should not exceed 60 pages or 18000 words.
- Note: The page count **does not** include the abstract, table of contents, works cited, and appendices.

Note on language:

- The language you use should be objective and impersonal. Avoid words which refer to the writer (I/we) or the reader (you); the emphasis should be on the information.
- Do not use contractions (e.g., do not instead of don't) or conversational English (e.g. stuff, lots of)
- Avoid making subjective value judgments in your writing.

Note on citing:

- Wherever possible quote directly from the original source and reference the original source.
- An indirect quote is when you quote a source that is quoted and cited in another source. (E.g., if you quote Freud from some other source.) As a general rule, you should try to avoid using indirect quotes. If there is a quote in a source from another book or article that you want to use, find the original source of that quote and cite it. Only quote an indirect source when absolutely necessary, for instance, when the original work is out of print or unavailable, or in a foreign language.

1.2. The Structure

The thesis should contain the following sections (in the following order):

- 2 title pages,
- table of contents,
- abstract with keywords,
- introduction,
- main body,
- conclusion,
- a complete works cited list according to the APA or MLA style,
- appendices (optional), and
- sažetak.

Title Pages

- The cover title page of the thesis must contain the following information centred on the page: the name of the University and Faculty (18pt), the student's name and surname (16pt), the title of the thesis (22pt), the type of thesis (16pt), and the place and year of submission (14pt). (Appendix 1).
- The inner title page of the thesis must contain the following information centred on the page: the name of the University, the Faculty (18pt) and the Department, the title of the thesis (22pt), the type of thesis (16pt). The lower half of the page will contain the following information, centred: the relevant course (14pt), the supervisor's full name and title (14pt) and the student's full name (14pt). Centred at the bottom of the page will be the place, month and year of submission (14pt). (Appendix 2)
- Note: The title pages are never numbered. Page numbering starts from the Table of Contents.

Abstract

- The abstract is written in English and should provide a brief summary of the thesis paper in approximately 250-300 words.

Works Cited

- The Works Cited section must include all the sources referenced in the text of your thesis. There should be at least 5 entries in the Works Cited for the bachelor's thesis, and at least 20 entries for the master's thesis, including primary and secondary sources.
- Web sources like Wikipedia, Cliffnotes, Sparknotes, www.echeat.com, www.123helpme.com, etc. are not appropriate for university-level research and cannot be used in your theses.
- A citation of a source is required whenever you directly quote from, paraphrase, summarise, or refer to published or unpublished writings by another author.
- You should always provide an in-text citation for quoted text, photographs, images, tables, and other cited material.

Sažetak

- As the bachelor's and master's thesis is written in English, the sažetak gives information to those who do not speak English about your thesis.
- The Sažetak should be a translation of the Abstract in Croatian and should not exceed 300 words.

2. Bachelor's and Master's Thesis Application Process

- All students writing their bachelor's/master's thesis must inform the head of department of their chosen thesis topic and supervisor by the end of the winter semester of their final year of study. For undergraduates, this is by the end of semester 5; for graduate students the end of semester 3.
- The head of department will subsequently confirm and appoint the supervisor for the bachelor's/master's Thesis.
- A student may change the topic and/or supervisor of his/her thesis only once, no later than 60 days following the approval of their first thesis topic. The form for the appointment of a new supervisor must be signed by the old and new supervisor (Appendix 5).

2.1. Defining a topic

- Topics for bachelor's and master's theses can come from any core (A) or elective (B) course that you have attended in the English Department.
- Once you have decided on the broad topic you wish to write about, select your supervisor who will help you narrow down the topic.
- Your supervisor can be any teacher/instructor with the academic rank of assistant professor, associate professor or full professor.
- A student can also be assigned a co-supervisor. The co-supervisor can be any person with academic rank or an expert in a practical field. The appointment of an expert as co-supervisor must be approved by the vice-dean for teaching.
- At this stage of the process, most students do not have a clear focus for their paper and must conduct preliminary research before they can clearly define their topic. To this end, the Department has created a Bachelor's/Master's Thesis Proposal form, which is an aide to help you find a topic that can be analysed adequately.

2.1.1. Bachelor's Thesis Proposal Form

1. **Title:** The title of your paper should reflect the topic and/or thesis statement.
2. **The topic.** The topic is the subject of the paper. What is the paper about/on?

3. **Potential Thesis Statement.** Most students confuse the topic and thesis statement. They are not the same thing. A thesis statement reflects the position the paper is taking on the topic. One of the easiest ways to formulate a thesis statement is by first formulating a question or questions, the answer to which would be the thesis statement.
4. **Methodology.** What kind of analysis and method(s) will you be using in your paper?
5. **Literature/references.** List the sources on a new page. At this point of the topic-defining process, it is necessary to show the references you have used and will be using for your research. During the research process, it is quite possible that you will find other, more relevant sources, so you are not limited to the sources you list in the proposal.

2.1.2. Master's Thesis Proposal Form

1. **Title.** The title of your paper should reflect the topic and/or thesis statement
2. **Thesis statement.** Provide a concise and specific statement of the question you propose to tackle and perhaps answer. Describe in outline the argument you intend to make. A thesis statement must be arguable.
3. **Previous research on the topic/Background of the study.** Give a summary of the contents of the literature relevant to the subject and your research on the topic. This should provide you with a foundation and framework from which to design your research study.
4. **Methodology.** Describe how you will pursue your research.
5. **Anticipated findings.** Discuss what you hope your work will establish in confirming your thesis statement.
6. **References.** List sources of research, both secondary and primary. Include all references on a separate page in the appropriate documentation style (APA or MLA).

2.2. Registering your Bachelor's/Master's Thesis topic

- When your supervisor is satisfied with the bachelor's thesis proposal, print and fill out the Topic Registration Form (*Prijava teme za završni rad* Appendix 3). The form must be signed by both the supervisor and the head of department.

- The master's thesis registration process is now the same as that for the bachelor's thesis: the form must be signed by both the supervisor and the head of department. The only difference is that the three-member panel which will conduct the master's thesis defence must be proposed on the form. The form is appended here as Appendix 4 (*Prijava teme za diplomski rad*).

2.3. Editing your Bachelor's/Master's Thesis

- Once you have written your bachelor's thesis and you are satisfied with it, submit it to your supervisor. The supervisor will read the paper, giving comments and suggestions on ways to improve the paper and pointing out inadequacies in content and technical details. The supervisor is obliged to give his/her assessment of the thesis within 21 days of submission.
- When the supervisor returns the paper, you should act upon the suggestions, comments etc., and resubmit the paper for approval. A bachelor's thesis completed at the English Department must meet the strictest criteria with respect to academic honesty and integrity. The bachelor's thesis is first and foremost proof of your analytical skills and your ability to continue studying at graduate level.
- The same process applies to the master's thesis. As many students have little experience in structuring longer papers, your supervisor may require more insight into your writing process. To alleviate some of these difficulties, your supervisor may wish to see outlines of chapters after you have done your research and before you start writing. This is important and will keep you on the right track with respect to structure and cohesion.
- Please note: Very rarely is the first or second draft of a paper satisfactory. The supervisor will usually return your paper until it fulfils all requirements and is of the necessary standard.
- Art. 9 of the latest "Faculty Regulations for Bachelor and Master Theses" (28/6/2021) provides the legal framework for the process and deadlines, stipulating the following: "The student shall submit a complete version of the bachelor's or master's thesis in digital form, written in accordance with art. 8, to the supervisor for assessment no later than one year after passing his/her final exam. The supervisor is obliged to give his/her assessment of the thesis within 21 days of submission. The supervisor may return the thesis for amendments and additions. The student may not defend his/her bachelor's or master's thesis without the supervisor's prior

approval of the thesis. If the thesis fails to meet the necessary requirements after three rounds of editing, the supervisor can give a negative assessment, and in such a case, the student will select a new supervisor and new topic.”

- Besides the application form, the student also submits his/her gradebook, one hardcover copy and a digital version of the thesis. The Student Office sends the hardcover version of the thesis to the supervisor. The supervisor forwards the digital version of the master's thesis to the members of the defence panel. The time for the bachelor's and master's thesis defence must be set no later than 15 days following the commencement of the defence application process at the Student Office.

2.4. Applying for your Bachelor's and Master's Thesis Defence

- Your supervisor will inform you when your bachelor's or master's thesis meets all the requirements with respect to form and content.
- In justified cases, a student may apply to have the defence conducted online in accordance with the online defence process (*Hodogram prijave obrane završnog / diplomskog rada na daljinu* Appendix 6).

2.4.1. Bachelor's thesis defence procedure

- Your supervisor will set a date and time for the defence. You will apply for the defence at the Student Office, submitting a hardcover copy and a digital copy of your bachelor's thesis. Notification of the defence must be given at least five days in advance and the defence must be held no later than 15 days following the commencement of the defence application process at the Student Office.

2.4.2. Master's thesis defence procedure

- The master's thesis is defended orally before a panel of three members. Before you can apply for the defence, your supervisor will confer with the other panel members and set a date and time for the defence. You will then apply for the oral defence at the Student Office, submitting one hardcover copy and a digital copy of your master's thesis. Like the bachelor's thesis defence, the notification of the oral defence must be given at least five days in advance and the defence must be held no later than 15 days following the commencement of the defence application process at the Student Office.

- Note on the Panel: The student defends the master's thesis before a panel which consists of a president (assistant professor and higher academic rank) and two members with academic rank. If a co-supervisor with academic rank has been appointed, the co-supervisor is also a member of the panel. The supervisor and co-supervisor cannot be the president of the panel (art. 7 para. 1).
- The panel members for the master's thesis defence are teachers / instructors at the Department, and can be, on exception, experts in the field. If the thesis is an interdisciplinary paper, one panel member can be a teacher from another department, whereby this person cannot be the panel president (art. 7 para. 2).

2.5. Oral Defences

The protocol for bachelor's and master's thesis defences are appended at the end of these guidelines (Appendix 8).

2.5.1. Bachelor's Thesis Defence

- The bachelor's thesis defence is held before your supervisor.
- The supervisor will ask you three or four questions which you will answer to the best of your knowledge and ability.
- There is no need to make a presentation. This is exclusively an oral exam.
- You will get two grades: one for the final paper itself and a grade for the oral defence or the final exam. The grade for the defence is an aggregate of the two grades.

2.5.2. Master's Thesis Defence

- The master's thesis defence is held before a panel.
- The panel consists of three members: the president, the supervisor and a third member.
- The panel will give you 10-15 minutes to present your paper.
- Students usually prepare a PowerPoint presentation or use notes to keep their presentation focused.
- Each member of the panel will proceed to ask you questions which you will answer to the best of your knowledge and ability.

- When you have answered all the questions, the panel will ask you to wait outside until they confer on the final grade.
- You will get two grades: one for the final paper itself and a grade for the oral defence or the final exam. The grade for the defence is an aggregate of the two grades.
- Art. 14 para. 3 of the Faculty Regulations stipulates that the student has no right to appeal the grade for the bachelor's or master's thesis paper and oral defence grade which are final.

2.5.3. Cancelling the Oral Defence

- For justified reasons, a student may cancel a set master's thesis defence but no later than two days prior to the announced defence (art. 12 para. 2).
- If a student fails to show for their bachelor's or master's thesis defence without a valid excuse, or if the student fails to defend the thesis, the student may seek permission to choose a new topic and mentor within the framework of the same or another course (art. 14 para. 4).

General Notes:

- **Gifts banned.** The English Department has a policy against gifts. Students are not allowed to buy any gifts for their supervisors or panel members. The supervision of bachelor's and master's thesis papers is an obligation for all qualified staff at the Department.
- **Plagiarism.** Any attempt at plagiarizing—using the work of others as your own original work and failing to cite quoted or paraphrased content—is unacceptable, as is purchasing papers from any source. Any form of academic dishonesty in the writing of the bachelor's or master's thesis will result in the initiation of disciplinary proceedings and the disqualification of the thesis by the supervisor.
- **Deadlines:** Students tend to do all things last minute and do not understand that professors are not always available to look at your paper when it suits you. Therefore,
- students who are at the stage of writing their bachelor's thesis and wish to attend the graduation ceremony in December should hand in their thesis by September 15 at the latest.
- students writing their master's thesis should submit their paper by

September 30. This will leave plenty of time for the revision process to be completed.

- If you are not enrolling in further education or are in no hurry to graduate, then the deadlines do not apply to you, and you can submit your thesis whenever you complete it within one year of passing your last exam.
- **Student Office verification process.** Before you can set a date to defend your thesis, the Student Office must check your student file. When you have passed all your exams, you must go to the Student Office and apply to have your student file officially verified. The verification process usually takes approximately one week.

3. Guidelines for Papers in Linguistics, Second- Language Acquisition, EFL Teaching Methodology and Translation Studies

Guidelines on formatting a thesis paper according to the APA documentation style may be found in the online style guide on the OWL website at Purdue University: https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_style_introduction.html

3.1. Bachelor's Thesis

- If your paper involves empirical research, please follow the guidelines for writing master's theses provided in the next section.
- If your paper is not based on empirical research, it should follow the structure outlined in the General Guidelines section of this document.
- Additional information on the structure of non-empirical research papers:
- The **Introduction** should present your topic and explain why you decided to write about it. In addition, you should state your thesis clearly and give an overview of the structure of your paper.
- The **main body** should contain the literature overview (definitions of the terms relevant for your analysis and a brief survey of what prominent scholars in the field have written about the topic) and your analysis of the topic. It should be subdivided into chapters depending on the topic chosen.
- The **Conclusion** should summarize your findings and state whether your thesis has been confirmed.

3.2. Master's Thesis

- Your paper should follow the structure outlined in the General Guidelines section of this document.
- Additional information on the structure of your paper:
- The **Abstract** should contain the following information: background (introduce the subject), description of the research conducted (the aim, methods, corpus, thesis), results and concluding remarks (e.g. the implications of the findings, suggestions for further research etc.). The length specified in the General Guidelines cannot be exceeded, so you

need to be concise.

- **The Introduction** should present your topic, explain what your research is about, why you decided to conduct it, how you conducted it and what you hope to find out. State your hypotheses clearly and give an overview of the structure of your paper.
- **The hypothesis** is a point your paper/research is trying to prove. It should be specific and arguable. It must be in a form of a statement, not a question.
- Do not confuse it with the topic e.g. ‘This paper will discuss the importance of learning a foreign language’ announces the topic.
- Hypotheses should not be obvious or broad, e.g., “Learning a foreign language is good” is too obvious and too broad. Instead, you are supposed to make a claim related to your topic, e.g., “Learning a foreign language can improve cultural understanding.”
- Your paper can have more than one hypothesis.
- **The main body** consists of two sections: the theoretical (literature review) and analytical. Each should be subdivided into chapters with appropriate titles.
- The *literature review* (or theoretical background or some other title of your own choice) should place your subject within a theoretical framework. This implies defining the field of your study (e.g. morphology), defining and discussing the concepts and issues relevant for your study (e.g. compounds) and summarizing the findings of similar studies. Make sure you discuss recent research and main researchers in the field. Do not discuss concepts irrelevant for your study. The literature review should not be longer than the analytical part of your paper.
- The *analytical part* of your paper (or research or some other title of your own choice) should contain the following information (organized into chapters):
- Research question(s) (the questions you hope to answer by conducting the study) and hypotheses.
- Methodology: research methods (how you conducted your study), research participants (who, how many, how they were chosen) and/or corpus/materials (quantity, source, criteria for the selection) and the type of analysis (e.g. quantitative or qualitative).

- Results are the summary of your findings. Using visuals is a common way of presenting results, but they need to be accompanied by text (explanations). In addition, each visual (e.g. graph, pie chart) needs to be labelled (please check APA guidelines).
- Discussion - discussing your findings (checking whether your hypotheses have been confirmed, explaining the implications of your findings, the limitations of your study, unexpected results, etc.). Provide examples wherever possible.
- It is common to merge the Results and Discussion into one section.
- **Conclusion:** summarize your findings and address whether they support your hypotheses. Relate your results to the findings of similar studies. Suggest ideas for further research.
- **Appendix** (Appendixes/Appendices) is/are used to present the data which is too comprehensive for the Results section or to include a questionnaire/interview used to collect the data. Appendices should be numbered, e.g., Appendix A, Appendix B etc. They should also be mentioned in the paper.

4. Guidelines for Papers in Literature

The following guidelines apply to any written assignment you do in the various literature courses in the English Department.

- When writing your thesis in English literature you should use primary sources (the literary works you are analysing) and secondary sources (theoretical and critical texts relevant to your topic). The University librarian may be able to help you gain access to articles from online databases you need.
- Guidelines on formatting a thesis paper according to the MLA documentation style may be found in the online style guide on the OWL website at Purdue University: https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_formatting_and_style_guide.html /
- Additional guidelines for writing research papers are available at: http://www.socialstudieshelp.com/Research_Paper_Format.htm
- **The Introduction** should do the following:
 - introduce your topic,
 - clearly state your thesis statement or hypothesis and
 - present your methodology giving an overview of your paper and how the different parts make the whole.
- Due to the specific nature of the Introduction, most people choose to write the Introduction after they have written the paper because then they can introduce the paper more concisely. You will, however, need to write a draft introduction at the beginning to help you organise your paper.
- **Main body.** Longer papers will be divided into chapters or sections. Every chapter/section must start on a new page.
- Although you will organise your paper into chapters/sections, this does not mean that every section is a standalone or mini-essay. Papers that are a series of mini-essays are marked down due to the lack of cohesion.
- There must be cohesion between all the sections. It must be clear at the beginning of a chapter how it ties in with the previous chapter and the end of a chapter/section must point towards the direction the next section will

take.

- Good papers have cohesion and are concise. This means that there is nothing superfluous in the paper. A good paper does not digress with irrelevant information or even “interesting” information, nor does it jump from topic to topic in a paragraph or between paragraphs. Every transition from paragraph to paragraph, from idea to idea is logical and flows smoothly. Every paragraph should have a topic sentence usually stated at the beginning of the paragraph which informs the reader of what the paragraph is about.
- The purpose of the **conclusion** is to conclude your discussion, that is to confirm the thesis statement or hypothesis you specified in the introduction. This is not the place for you to make your own personal comments and opinions. Nor should you introduce anything new in the conclusion. The conclusion **CONCLUDES** your discussion, confirming the thesis statement

Appendices

- Appendix 1 Hardcover title page
- Appendix 2 Inner title page
- Appendix 3 Prijava teme završnog rada
- Appendix 4 Prijava teme i povjerenstva za obranu diplomskog rada
- Appendix 5 Promjena teme i mentora diplomskog/završnog rada
- Appendix 6 Hodogram prijave obrane završnog/diplomskog rada na daljinu
- Appendix 7 Obrazac za prijavu obrane završnog/diplomskog rada na daljinu
- Appendix 8 Protokol javne obrane završnog, odnosno diplomskog rada
- Appendix 9 Pravilnik o završnom i diplomskom radu (28.6.2021)

**SVEUČILIŠTE U MOSTARU
FILOZOFSKI FAKULTET**

[Name]

[TITLE]

Završni / Diplomski rad

Mostar, godina.

UNIVERSITY OF MOSTAR
FACULTY OF HUMANITIES AND
SOCIAL SCIENCES

Department of English Language and Literature

[TITLE]

Bachelor's / Master's Thesis

Course:

Supervisor:

Student:

Mostar, Month, Year

	Matice hrvatske b.b. 88000 Mostar Bosna i Hercegovina Tel: 00387 36 355 400 Fax: 00387 36 355 401 Email: ff@sum.ba http://ff.sum.ba	
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PRIJAVA TEME ZAVRŠNOG RADA

Student: _____

Broj indeksa: _____

Studij: _____

Ovim potvrđujem da sam u dogovoru sa mentorom odabrao/la temu za završni radrad pod naslovom: _____

_____.

Tema je u okviru predmeta: _____

kod mentora: _____.

U Mostaru, _____ godine.

Potpis studenta

Potpis mentora

Potpis pročelnika studija

	Matice hrvatske b.b. 88000 Mostar Bosna i Hercegovina Tel: 00387 36 355 400 Fax: 00387 36 355 401 Email: ff@sum.ba http://ff.sum.ba	
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**PRIJAVA TEME I POVJERENSTVA ZA OBRANU
DIPLOMSKOG RADA**

Ispunjava student

Student: _____

Broj indeksa: _____

Studij: _____

Ovim potvrđujem da sam u dogovoru sa mentorom odabrao/la temu za diplomski rad pod naslovom: _____

_____.

Tema je u okviru predmeta: _____

_____ kod mentora: _____.

U Mostaru, _____ godine.

Potpis studenta

Ispunjava mentor

Prijedlog povjerenstva za obranu diplomskog rada u sastavu:

1. _____, predsjednik povjerenstva
2. _____, mentor i član
3. _____, član

Potpis mentora

Potpis pročelnika studija

	Matice hrvatske b.b. 88000 Mostar Bosna i Hercegovina Tel: 00387 36 355 400 Fax: 00387 36 355 401 Email: ff@sum.ba http://ff.sum.ba	
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**PROMJENA TEME I MENTORA
DIPLOMSKOG/ZAVRŠNOG RADA**

Ispunjava student

Student: _____

Broj indeksa: _____

Studij: _____

Ovim potvrđujem da sam u dogovoru sa starim i novim mentorom odabrao/la novu temu za diplomski/završni rad pod naslovom: _____

_____.

Tema je u okviru predmeta: _____

kod mentora: _____.

U Mostaru, _____ godine.

Potpis studenta

Potpis starog mentora

Potpis novog mentora

Potpis pročelnika studija

Appendix 6

Hodogram prijave obrane završnog / diplomskog rada na daljinu

1. Mentor šalje studentskoj referadi na email studentska.referada@ff.sum.ba ime, prezime, temu rada, povjerenstvo, datum i sat (Appendix 7).
2. Studentska referada objavljuje na oglasnoj ploči i šalje mentoru zapisnik u koji se upisuju pitanja i ocjena (obrazac isti kao i kod klasičnog održavanja obrane)
3. Mentor šalje tajniku studija poveznicu online obrane koju tajnik objavljuje na web stranici fakulteta (u kategoriju studija)
4. Mentor nakon obrane šalje referadi popunjen zapisnik (iz točke 2.)

**OBRAZAC ZA PRIJAVU OBRANE
ZAVRŠNOG/DIPLOMSKOG RADA NA DALJINU**

Ime i prezime studenta(ice): _____ -

Studijski program: _____

Naslov rada: _____

Nadnevak obrane završnog/diplomskog rada: _____

Mentor: _____

Povjerenstvo za obranu (samo za diplomske radove):

Predsjednik povjerenstva: _____

Član povjerenstva: _____

Datum:

Protokol javne obrane završnog, odnosno diplomskog rada

1. Predsjednik povjerenstva pozdravlja sve nazočne i moli ih da ustanu.

„Otvaram javnu usmenu obranu završnog/diplomskog rada studenta/ice (ime i prezime studenta) pod nazivom (naziv teme rada) pred povjerenstvom u sastavu:

1. (član povjerenstva)
2. (član povjerenstva)
3. (član povjerenstva)

(Ime studenta) je položio/a sve ispite predviđene nastavnim planom i programom Studija (navesti ime studija) te ispunio sve Zakonom i Statutom propisane obveze, te napisao i predao završni/diplomski rad.

Povjerenstvo je pregledalo rad i zaključilo da je zadovoljena propisana forma i sadržaj, te da student/ica (ime i prezime studenta) može pristupiti usmenoj obrani završnog/diplomskog rada. Molimo da u roku od 15 minuta izložite svoj rad.“

2. Nakon izlaganja rada svaki član povjerenstva postavlja kandidatu do tri pitanja iz sadržaja diplomskog rada. Nakon odgovora na postavljena pitanja Povjerenstvo se povlači na vijećanje (ili zamoli kandidata i nazočne da kratko napuste učionicu).

3. Nakon vijećanja predsjednik povjerenstva čita zaključak (Povjerenstvo i nazočni stoje):

„Povjerenstvo je nakon pregledanja rada i saslušane obrane i odgovora na postavljena pitanja (jednoglasno) odlučilo da je student/ica (ime i prezime studenta) dana (navesti točan datum) uspješno obranili završni/diplomski rad, te postigli ocjenu (izreći dobivenu ocjenu).

Time ste stekli pravo na naziv PRVOSTUPNIK/MAGISTAR (navesti točan naziv titule).

Čestitamo!“

**SVEUČILIŠTE U MOSTARU
FILOZOFSKI FAKULTET**

Na temelju članka 61. Statuta Sveučilišta u Mostaru, Znanstveno-nastavno vijeće na 46. sjednici održanoj 28. lipnja 2021. donosi

PRAVILNIK O ZAVRŠNOM I DIPLOMSKOM RADU

Ur. broj:04/I-
Mostar,

Članak 1.

Ovim Pravilnikom propisuje se način prijavljivanja, izradbe i obrane završnog, odnosno diplomskog rada.

Članak 2.

Preddiplomski studij završava stjecanjem najmanje 180 ECTS bodova predviđenih studijskim programom što uključuje položene obvezne i izborne kolegije te završni rad.

Diplomski studij završava stjecanjem najmanje 120 ECTS bodova predviđenih studijskim programom što uključuje položene obvezne i izborne kolegije te diplomski rad.

Svrha izradbe završnog, odnosno diplomskog rada jest da student pokaže sposobnost samostalnog pristupa u obradbi tema iz područja posebnih, zajedničkih i općih sadržaja struke za koju se osposobljavao tijekom studija na Fakultetu, služeći se literaturom, teorijskim ili empirijskim istraživanjima, društvenom praksom i osnovama metodologije predmetne discipline.

Članak 3.

Student je dužan pročelniku studija predložiti temu završnog, odnosno diplomskog rada i mentora najkasnije do završetka nastave u zimskom semestru na završnoj godini studija. Pročelnik studija potvrđuje studentu mentora za izradbu završnog, odnosno diplomskog rada.

Student može jednom promijeniti temu završnog, odnosno diplomskog rada i mentora, najkasnije u roku od 60 dana od dana odobravanja prve teme. Na obrazac (Prilog 4.) za promjenu mentora potpisuju se i stari i novi mentor.

Članak 4.

Završni, odnosno diplomski rad na Fakultetu isključivo se zadaje, piše i brani na hrvatskom jeziku, osim na studijima stranog jezika i književnosti gdje se rad može pisati i braniti na jeziku i pismu dotičnog studija. Odobrena tema i ECTS bodovi

Appendix 9

upisuju se u indeks, što mentor potvrđuje potpisom. Završni rad nosi 6 ECTS bodova, a diplomski rad nosi 14 ECTS bodova.

Članak 5.

Temu i radni naslov završnog rada student dogovara s mentorom iz jednog od obveznih ili izbornih (B) kolegija iz nastavnog plana i programa preddiplomskog studija koji je student odslušao. Temu i radni naslov diplomskog rada student dogovara s mentorom iz jednog od obveznih ili izbornih (B) kolegija iz nastavnog plana i programa preddiplomskog ili diplomskog studija koji je student odslušao. Na dvopredmetnim studijima student bira na kojem će studiju raditi završni, odnosno diplomski rad.

Članak 6.

Mentor može biti nastavnik u znanstveno-nastavnom zvanju docenta, izvanrednog ili redovitog profesora. Studentu se pored mentora može odrediti i komentor. Komentor može biti osoba u znanstveno-nastavnom zvanju ili stručnjak iz prakse. Za imenovanje stručnjaka iz prakse kao komentora potrebna je suglasnost prodekana za nastavu.

Završni rad se brani pred mentorom. Za obranu diplomskog rada mentor pročelniku studija predlaže tročlano Povjerenstvo (u daljnjem tekstu: povjerenstvo).

Članak 7.

Datum obrane završnog, odnosno diplomskog rada određuje mentor u dogovoru s povjerenstvom, a oglašava ga studentska služba najmanje 5 dana prije obrane. Student brani diplomski rad pred Povjerenstvom koje čine predsjednik povjerenstva (najmanje u zvanju docenta) i dva člana u znanstveno-nastavnom zvanju. Ako je uz mentora imenovan i komentor koji ima znanstveno-nastavno zvanje, onda je i komentor član povjerenstva. Mentor i komentor ne mogu biti predsjednik povjerenstva.

Članovi povjerenstva za obranu diplomskog rada nastavnici su sa studija na kojemu student prijavljuje diplomski rad, uz izuzetak stručnjaka iz prakse. Ako je riječ o radu koji pokriva interdisciplinarno područje, jedan član povjerenstva može biti osoba s drugog studija, pri čemu ta osoba ne može biti predsjednik povjerenstva.

Članak 8.

Završni, odnosno diplomski rad mora biti izrađen po uputama o pisanju završnog ili diplomskog rada koje su prilog ovog pravilnika (**Prilog 1**). Upute se mogu prilagoditi da bi se uzele u obzir određene specifičnosti pri izradi završnog odnosno diplomskog rada na određenom studiju.

Završni rad treba imati 20 do 30 kartica.

Diplomski rad treba imati od 50 do 60 kartica.

Članak 9.

Student predaje mentoru na provjeru cjelovit primjerak završnog, odnosno diplomskog rada u digitalnom obliku napisan sukladno odredbama članka 8., najkasnije godinu dana od položenog posljednjeg ispita na studiju. Mentor je dužan u roku od 21 dan nakon predaje rada dati mišljenje o radu. Mentor može vratiti rad radi izmjene, odnosno dopune. Student ne može pristupiti obrani završnog, odnosno diplomskog rada bez prethodnog pozitivnog mišljenja mentora. Ako rad nije zadovoljavajući nakon tri ispravke mentor može dati negativno mišljenje, a u tom slučaju student bira novog mentora i temu.

Članak 10.

Nakon pozitivnog mišljenja mentora i ispunjavanja svih obveza predviđenih studijskim programom, student podnosi prijavu za obranu završnog, odnosno diplomskog rada u studentsku službu. Iz opravdanih razloga student može zatražiti obranu rada na daljinu sukladno hodogramu prijave obrane rada na daljinu (**Prilog 5.**). Uz prijavu, student prilaže svoj indeks, tvrdo uvezani primjerak rada i primjerak rada pohranjen na nekom od digitalnih medija. Studentska služba dostavlja mentoru tvrdo uvezani primjerak. Kod obrane diplomskog rada mentor šalje članovima povjerenstva diplomski rad u digitalnom obliku. Obrana završnog, odnosno diplomskog rada treba biti zakazana najkasnije 15 dana od dana prijave rada u studentskoj službi.

Članak 11.

Završni, odnosno diplomski rad pohranjen na nekom od digitalnih medija čuva se u dosjeu studenta. Rad može biti pohranjen i u sveučilišnom digitalnom repozitoriju.

Članak 12.

Obrana završnog, odnosno diplomskog rada je javna. Mjesto i vrijeme obrane objavljuje studentska služba na mrežnoj stranici fakulteta. U slučaju opravdanih razloga obrana završnog, odnosno diplomskog rada se može održati na daljinu pomoću nekog od videokonferencijskih alata.

Student može, iz opravdanih razloga, najkasnije dva dana prije zakazane obrane diplomskog rada, u studentskoj službi zatražiti odgodu.

Članak 13.

Obranu diplomskog rada otvara predsjednik povjerenstva, a tijekom obrane rada odvija se sukladno protokolu obrane diplomskog rada (**Prilog 7.**).

Članak 14.

Odluku o uspjehu obrane završnog rada objavljuje mentor, a kod obrane diplomskog rada predsjednik povjerenstva, i to na temelju zajedničke ocjene članova povjerenstva koja proizlazi iz ocjene pisanog rada i ocjene odgovora tijekom javne obrane. Na obrani završnog, odnosno diplomskog rada, obvezno se vodi zapisnik koji potpisuje mentor, odnosno svi članovi povjerenstva kod obrane diplomskog rada.

Zapisnik s obrane završnog, odnosno diplomskog rada pohranjuje se u studentskoj službi Fakulteta i u dosje studenta.

Na ocjenu završnog, odnosno diplomskog rada i ocjenu obrane student nema pravo žalbe.

Ako neopravdano ne pristupi obrani rada ili rad ne bude obranjen, student mora zatražiti da mu se odobri izbor nove teme i mentora u okviru istog ili drugog kolegija.

Članak 15.

Sastavni dio ovog pravilnika čine i sljedeći prilozi: Prijava teme završnog, odnosno diplomskog rada, Upute o pisanju završnog ili diplomskog rada, Hodogram prijave obrane rada na daljinu, Protokol javne obrane završnog, odnosno diplomskog rada.

Članak 16.

Izmjene i dopune ovog Pravilnika vrše se po postupku i na način predviđen za njegovo donošenje.

Danom stupanja na snagu ovog Pravilnika prestaju važiti odredbe Pravilnika o završnom radu Filozofskog fakulteta Sveučilišta u Mostaru ur.broj:04/I-361; ur.broj:04/I-1720/14 i odredbe Pravilnika o diplomskom radu Filozofskog fakulteta Sveučilišta u Mostaru ur.broj:04/I-1684/09; ur.broj:04/I-1166/11; ur.broj:04/I-588/15. Ovaj Pravilnik stupa na snagu osmog dana nakon objave na oglasnoj ploči Filozofskog fakulteta Sveučilišta u Mostaru.

Dekan

Prof. dr. sc. Ivica Musić