

ZAGREB SCHOOL OF ECONOMICS AND MANAGEMENT
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GRADUATE THESIS REGULATIONS
of Graduate MBA Program and Graduate Program in
Economics

Zagreb, March 2015

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1. GENERAL PROVISIONS

Article 1

These Regulations prescribe how to apply for, write and evaluate a graduate thesis of Graduate MBA program and Graduate program in Economics (in further text graduate thesis) at Zagreb School of Economics and Management (in further text ZSEM).

Article 2

In order to earn the appropriate qualifications title, apart from completing all of the exams and fulfilling other obligations, a student must apply for and write a graduate thesis and defend it with success in front of the Committee for evaluation and defense of the graduate thesis, in accordance with the Statute of ZSEM, the Study Program Rules and Regulations and these Regulations.

Article 3

A student who, during the course of his/her studies, writes an exceptionally successful research paper, which fulfils the goals of the study program, may be exempt from having to write the graduate thesis. In such a case, following the proposal by the course lecturer (mentor), the Dean appoints a Committee, which treats this research paper in the same manner as a regular graduate thesis.

Article 4

A graduate thesis is an individual effort by which a student proves that he or she has mastered the curriculum and the study program, has gained in-depth knowledge and is capable of applying it in practice and that he or she is successfully using scientific methods in research and presentation of the research results.

In a graduate thesis, through application of knowledge and methods, a student proves his or her capability of correlating the acquired knowledge.

The purpose of a graduate thesis is also to confirm a student's capability and independence in researching a certain profession related topic by using: references, empirical studies, knowledge and experience of the practitioners and all the other sources needed for writing a thesis.

2. SELECTION AND SUBMISSION OF THE GRADUATE THESIS TOPIC

Article 5

A student must apply for approval of a graduate thesis topic during the last semester of the study, or at the latest four (4) months after the last lecture unless he or she:

- participated in an exchange program (see Article 6)
- is a General MBA student (see Article 7)
- is taking an elective course (see Article 8)
- has selected and was allowed to take a replacement course (see Article 9)

Article 6

Exchange program

If a student of the graduate MBA program participates in an international exchange program at one of the ZSEM's partner universities, he or she can ask for postponement of the deadline for thesis topic submission, but only in the following situations:

- if the candidate is participating in the exchange program during the first semester of the graduate MBA studies and upon return has courses to catch up, for which he or she has to wait for the spring/winter semester of the new academic year, and which he or she missed while on the exchange program, the postponement of up to four (4) months can be approved running from the end of lectures in the semester the student had to catch up.
- if the candidate is participating in the exchange program during the second semester of the graduate MBA studies and upon return has courses to catch up, for which he or she has to wait for the spring/winter semester of the new academic year, and which he or she missed while on the exchange program, the postponement of up to four (4) months can be approved running from the end of lectures in the semester the student had to catch up.
- if the candidate is participating in the exchange program after having taken both semesters of the graduate MBA studies at ZSEM, the postponement of up to four (4) months can be approved running from the return to Croatia from the exchange program

Students participating in the exchange program six (6) or more months after the end of the last course must apply for approval of a graduate thesis topic before their departure to the exchange program.

Article 7

General MBA program

All students enrolled in a graduate MBA program, General MBA, have the right to prolong their study to up to a maximum of twenty-four (24) months from the academic year they enrolled into the MBA program. Accordingly, General MBA students have to submit their graduate thesis topic no later than twenty-eight (28) months after the date they enrolled into the MBA program, but they can submit the topic already during the second semester of their graduate study.

Article 8

Elective courses

All students of the graduate MBA program have a right to choose two (2) elective courses in the academic year they enrolled into, which is included in the tuition. They can also take elective courses in the first semester of the next academic year. In the case of students choosing electives in the semester after the last lecture of the academic year they enrolled into the graduate MBA program, the deadline for the

submission of the graduate thesis topic is postponed until the lectures of the elective courses have ended, or up to four (4) months after the last lecture of the elective course.

In the case of students choosing electives six (6) months after the last lecture of the academic year they enrolled into the graduate MBA program, the deadline for the submission of the graduate thesis topic is postponed up to four (4) months after the last lecture of the academic year in which they enrolled into the graduate MBA program.

Students also have the right to choose electives after the mentioned deadlines, but in that case, the courses have to be paid for based on the number of ECTS credits of the academic year during which these courses are being executed.

Article 9

Replacement courses

If, for some reason, a student of the graduate MBA program has not been able to take some of the mandatory courses of their specialization and it is not possible to complete it without having attended the lectures, the Graduate MBA Committee can take into the consideration and grant the request of the student to take a replacement course.

A replacement course can be approved only in the case of:

- health problems
- work obligations.

A replacement course can be a mandatory or elective course of any specialization program provided that it has the same or higher number of ECTS credits as the course that the candidate wants replaced.

The Committee can grant a maximum of two (2) replacement courses to a student.

The candidate can choose only those replacement courses which do not overlap with the lectures of his or her mandatory courses.

A student wishing to take a replacement course has to send a request by e-mail to the Graduate MBA Committee at povjerenstvo@zsem.hr. The request has to be sent no later than seven (7) days after the last lecture of the course the student has not taken and wishes to have it replaced.

The request has to contain the reason for the replacement, the correct title and ECTS credits of the course being replaced and the correct title and ECTS credits of the replacement course. Also, in the attachment to the request there has to be a proof relating to the above-mentioned situations when replacement is granted.

If the request does not contain all the necessary elements, it shall not be taken into consideration by the Graduate MBA Committee.

If students are taking a replacement course within six (6) months after having taken all other mandatory courses of their specialization program, the deadline for the submission of the graduate thesis topic is postponed up to four (4) months after the last lecture of the replacement course.

If students are taking a replacement course six (6) months after the last lecture, the deadline for the submission of the graduate thesis topic is postponed up to four (4) months after the end of the academic year they are enrolled in.

Article 10

A student can change the topic once by submitting a request to the Graduate MBA Committee, up to ninety (90) days from the date the first topic was submitted.

If agreed so with a mentor, a student can choose a topic and start writing a graduate thesis before the officially determined deadlines.

If the topic of the graduate thesis pertains to the scope of activity of ZSEM, the student must ask for permission from the Dean to use the necessary data.

Article 11

Topics of graduate theses are chosen from the list of suggested courses within the MBA studies, and in the field which fulfills to the largest extent the aims of the studies.

The obligation of each professor teaching within the MBA studies is to single out at least ten (10) topics for graduate thesis.

The topic of a graduate thesis is chosen and defined by the professor (in further text: mentor) teaching the course that a student selected.

The mentor can select the topic in cooperation with the student, i.e. accept the student's suggestion.

Article 12

The application for the approval of a graduate thesis topic is written in the third person singular (e.g. This research will show... or This thesis deals with...). First person singular or plural is to be avoided.

The title of the graduate thesis has to convey the point of the thesis in a concise and precise manner.

The structure of the thesis has to be divided into at least two (2) and up to a maximum of three (3) levels.

The explanation of the thesis topic must contain all of the following elements:

- a) definition of the problem being researched,
- b) a definition of the purpose and aim of the research,
- c) an assessment of the existing research of the topic,
- d) scientific and/or research methods,
- e) a short description of the thesis content (by chapters),
- f) a list of Croatian and foreign literature that the student intends to use during the composition of the thesis.

The application of the graduate thesis topic is to be written in accordance with articles 27, 28, 29, 30 and 31 (formatting and text organization, graduate thesis structure, documenting sources).

The application has to be proofread. A proofreader is a person who completed undergraduate studies in Croatian language and literature, whose name has to be cited in the application. If the graduate thesis is written in English, then the proofreader has to be a person who completed undergraduate studies in English language and literature.

The application must also contain a short CV in the EU format. The CV template can be downloaded from <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions>.

In the statement of consent, the mentor suggests the members of the Committee for evaluation and defense of the graduate thesis. The Graduate MBA Committee:

- a) confirms the members of the Committee for evaluation and defense of the graduate thesis
- b) suggests the changes in the composition of the above Committee
- c) rejects the suggested members of the Committee

The application which does not contain the suggestion for the composition of the Committee for evaluation and defense of the graduate thesis shall not be examined by the Graduate MBA Committee.

The application for the approval of a graduate thesis topic is submitted in electronic format. The electronic application is to be sent as one document (application + Appendix A + curriculum vitae in EU format).

The mentor shall send the application (containing under subject: application of the graduate thesis topic + name and surname of the student + MBS) by e-mail to povjerenstvo@zsem.hr.

After that, the application is examined by the Graduate MBA Committee, which then sends its decision and suggestions to the candidate and the mentor.

By sending the application through e-mail, the mentor confirms that he or she accepts mentoring and agrees with all elements of the application.

The application which will not contain all the prescribed elements listed in this Article shall not be taken into consideration by the Graduate MBA Committee.

The deadline for the submission of the graduate thesis topic to the mentor is fourteen (14) days before the deadline for the submission of this item to the meeting of the Graduate MBA Committee in order for the mentor to read the application and suggest possible changes. If a student sends the application to the mentor after that deadline, the mentor is not obliged to send the application to povjerenstvo@zsem.hr.

The Graduate MBA Committee shall examine only those applications of the graduate thesis topics that were sent to mentors until the mentioned deadline. The application sent by the mentor to povjerenstvo@zsem.hr shall be examined at the next meeting. The Office of the MBA School shall inform about the date of the next meeting of the Graduate MBA Committee by e-mail or the MBA notice board.

Article 13

The choice of the topic and the application of the student-candidate for writing a graduate thesis shall be approved by the Graduate MBA Committee.

The Graduate MBA Committee shall make a decision on:

- granting the application, thus confirming the topic and the mentor
- the need to improve the application, by setting a deadline of twenty (20) days during which the student together with the mentor needs to change the application as instructed by the Graduate MBA Committee
- rejection of the application.

3. MENTORING

Article 14

A mentor can be a professor who holds a PhD or is at least appointed as a lecturer. Exceptionally, depending on the topic and the field in which a candidate is writing a thesis, the Graduate MBA Committee can approve as a mentor a professor holding an M.Sc. or an M.A. title, who is at least appointed as a lecturer.

A mentor is obliged to guide and direct the student in writing a graduate thesis.

4. DEADLINES

Article 15

The student shall submit the application of the graduate thesis topic within the deadline defined in the Article 5.

If the student does not submit the application of the graduate thesis topic within the mentioned deadline, which is included in the tuition fee, the application of the graduate thesis topic shall be paid additionally in the following way:

The total value of the graduate thesis in ECTS points x nominal value of a ECTS point in the tuition fee for the academic year in which the student is submitting the application of the graduate thesis topic, minus 50% of the amount.

Article 16

The student shall submit the graduate thesis and the grade book to the Student Administration Office for verification.

The Student Administration Office shall issue a certificate on fulfilled obligations of the student towards ZSEM, based on which the student may proceed to the graduate thesis defense.

The deadline for the submission of the grade book to the Student Administration Office is at least 30 days before the planned defense date. The student can submit the grade book for verification even before he or she has finished writing the graduate thesis, after having passed the last exam and having the grade entered into the grade book.

Article 17

The deadline for completion, submission and defense of a graduate thesis, that is, the deadline for a student to graduate, is twelve (12) months from the official application of the graduate thesis topic.

If a student does not graduate within the defined deadline, which is included in the tuition fee, he or she shall repeat the process of application of the graduate thesis topic, which is to be paid additionally in the following way:

the total value of the graduate thesis in ECTS points x nominal value of a ECTS point in the tuition fee for the academic year in which a student is repeating the process of application of the graduate thesis topic.

After the expenses for the repeated application of the graduate thesis topic have been paid for, the Graduate MBA Committee shall examine the application and approve a new deadline of 12 months for the graduate thesis defense.

If a student does not graduate until this deadline, the process of application of the graduate thesis topic and payment of the fees shall be repeated.

The graduate thesis that was checked by the mentor shall be sent by e-mail to other members of the Committee for evaluation and defense of the graduate thesis, which has to define the date of the defense within a deadline of thirty (30) days.

5. DEFENCE AND EVALUATION OF THE GRADUATE THESIS

Article 18

A student shall submit to the Student Administration Office an updated curriculum vitae, two (2) copies of the graduate thesis as well as two (2) CDs or DVDs containing the thesis.

A student can defend a graduate thesis after having obtained the attestation from the Student Administration Office confirming that he or she has fulfilled all the obligations and paid all the expenses and upon a positive evaluation of his or her graduate thesis by the Committee for evaluation and defense of the graduate thesis.

A graduate thesis is defended before a three member Committee for evaluation and defense of the graduate thesis.

The Committee consists of the mentor and two ZSEM professors suggested by the mentor. The proposal for the composition of the Committee for evaluation and defense of the graduate thesis is confirmed by the Graduate MBA Committee. Members of the Committee for evaluation and defense of the graduate thesis have to have completed at least a graduate program, that is, an M.A., M.Sc., MBA or a PhD title.

The first member of the Committee for evaluation and defense of the graduate thesis is the President of the Committee.

The President of the Committee for evaluation and defense of the graduate thesis cannot be the mentor of the student-candidate.

Article 19

Before the defense begins, the mentor must verify whether all conditions for defense of the graduate thesis have been fulfilled.

The mentor needs to set the date of the defense in agreement with the members of the Committee for evaluation and defense of the graduate thesis, and ensure the necessary technical conditions for the defense.

Article 20

The defense of the graduate thesis is made orally and lasts for at least half an hour. The student has to prepare a presentation in PowerPoint or some other presentation program to accompany the defense.

The defense of the graduate thesis is public.

The procedure of the Defense is run by the President who introduces the audience to the candidate and his or her work. After that, the candidate presents the graduate thesis and results, followed by the questions from the members of the Committee and the evaluation of the graduate thesis by the Committee.

Every member of the Committee for evaluation and defense of the graduate thesis must ask at least one (1) question on the topic dealt with in the thesis.

The Committee for evaluation and defense of the graduate thesis, after conferring, announces the result of the defense.

Special Minutes of the graduate thesis defense are taken (Appendix B), which are signed by the members of the Committee for evaluation and defense of the graduate thesis after the announcement of the defense result and then sent, together with the registration slip, the grade book and the evaluation *rubrics*, to the Student Administration Office.

Article 21

The graduate thesis is evaluated on the scale from 1 to 5.

The final grade of the graduate thesis is the arithmetic mean of all six (6) individual grades given by the three (3) members of the Committee for evaluation and defense for the written part of the graduate thesis (3 grades) and the oral presentation and defense (3 grades).

The Committee for evaluation and defense of the graduate thesis must announce the grade to the student.

If during the defense the graduate thesis is evaluated negatively, the student has to repeat the procedure of the selection of a topic, a mentor and writing of a graduate thesis, which has to be paid for additionally.

It is possible to repeat the procedure of writing a graduate thesis only once.

Article 22

ZSEM holds the right to use the research results published in a graduate thesis.

Article 23

Students who have successfully defended their graduate thesis are issued a diploma in four (4) copies, two (2) in Croatian and two (2) in English as well as Diploma Supplement in Croatian and English language.

Article 24

Students with the highest final grades at the end of the graduate program shall receive an honors distinction on their diploma based on the Latin classification of honors:

- Master of Business Administration, Summa Cum Laude; (SUMMA CUM LAUDE Magistri Negotia Administrandi);
- Master of Business Administration, Magna Cum Laude; (MAGNA CUM LAUDE Magistri Negotia Administrandi);
- Master of Business Administration, Cum Laude; (CUM LAUDE Magistri Negotia Administrandi).

The criteria for honors and the number of students receiving honors shall be defined by the ZSEM taking into account grades, duration of studies and other elements.

The criteria for all three (3) honors are the following:

- that the students defended their thesis no later than four (4) months after the end of the academic year, that is, after the last lecture.

- that the Committee for evaluation and defense of the graduate thesis assessed the graduate thesis as excellent (5), with the special mention for its originality and quality (Appendix C).

The criteria for the highest honor (SUMMA CUM LAUDE Magistri Negotia Administrandi) is to have had a grade average of 5,0.

The criteria for the great honor (MAGNA CUM LAUDE Magistri Negotia Administrandi) is to have had a grade average of 4,9.

The criteria for the honor (CUM LAUDE Magistri Negotia Administrandi) is to have had a grade average of 4,8.

6. FORMAT, LENGTH AND STRUCTURE OF THE GRADUATE THESIS

Article 25

A graduate thesis is written and defended in:

- Standard Croatian language. The topic title, abstract and key words of the graduate thesis must also be written in English.
- Standard English language. The topic title, abstract and key words of the graduate thesis must also be written in Croatian.

A graduate thesis is written in the third person singular. (For example: This research will show ... or This thesis is about...). First person singular or plural is to be avoided.

A graduate thesis has to be proofread, and the name of the proofreader has to be cited in the graduate thesis.

Article 26

Title page

The cover page of a graduate thesis should contain the following text:

| | |
|---------------------|--|
| At the top | ZAGREB SCHOOL OF ECONOMICS AND MANAGEMENT ZAGREB |
| In the middle | Name and surname of the student |
| A line or two below | THESIS TITLE |
| A line below | GRADUATE THESIS of Graduate MBA Program and Graduate Program in Economics (please choose the one you are enrolled in) |
| At the bottom | Zagreb, year |

On the first page inside, the following text should appear:

| | |
|---------------------|--|
| At the top | ZAGREB SCHOOL OF ECONOMICS AND MANAGEMENT ZAGREB |
| In the middle | Name and surname of the student |
| A line or two below | THESIS TITLE in Croatian THESIS TITLE in English |
| A line below | GRADUATE THESIS of Graduate MBA Program and Graduate Program in Economics (please choose the one you are enrolled in) |
| At the bottom | Zagreb, year |

Article 27

Graduate thesis length

A graduate thesis, as a rule, should be not less than sixty (60) pages in length. Title page, contents page and the list of tables, graphs, pictures and references are not counted in the number of pages of the thesis.

Article 28

Formatting

Font: Times New Roman

Font size: 12

Text alignment: justified

Paragraph indentation: 1,27 cm

Line spacing: 1,5

Paragraph spacing: 6 t

Heading system:

1. Title – CAPITAL LETTERS – bold, font 14 -18
2. Heading - CAPITAL LETTERS – font 12 - 14
3. Chapters and subchapters - lower case – bold, font 12
4. Emphasizing important parts in the text: bold
5. Text - lower case – font 12

Footnotes – lower case – italic, font 10

Original final text of the thesis is divided into chapters and subchapters. The titles of chapters and subchapters have to be short and clear, and numbered in Arabic numerals, up to a maximum of three (3) levels, but not more (e.g. 1., 1.1., 1.1.1.).

References and quotations are cited in-text, not in the notes.

Remarks, notes and explanations regarding the text are placed at the bottom of the page as footnotes: starting from number 1. Footnotes are used only for additional clarification of the basic text. They are not used as a reference to a piece of literature used.

Tables, graphs and pictures are placed within the text. Tables, graphs and pictures have to have a number, title and a source. They are numbered in continuation by Arabic numerals (separately tables, separately graphs, separately pictures). Titles of tables, graphs and pictures: above the table, graph or the picture centered. Sources for tables, graphs or pictures are cited below, centered. All tables, graphs and pictures have to be placed within the text and be explained (i.e. chapter or a subchapter cannot start or end with them).

Article 29

Graduate thesis structure

A graduate thesis in its structure contains the following important elements:

- Title
- Summary, Key Words
- Content
- Foreword (not obligatory)
- Introduction (objective and the topic of the research, existing research, research methods)
- Body of the thesis (detailed description of the problem, description of the research results, and comparison with other research results...)
- Conclusion
- A list of reference
- A list of tables
- A list of graphs
- A list of pictures
- Appendices and examples (which do not fit in the text due to their length).

Up to Conclusion, everything is numbered as a chapter or a subchapter; there is no numbering after Conclusion.

Article 30

Text organization

The text of the thesis must be organized in the following way:

TITLE - The most important summary of the thesis which must reflect the content and the purpose of the thesis. The title must be clear and as short as possible and chosen in such a way to immediately provide the reader with the clear information on the issue dealt with.

ABSTRACT in the Croatian and English languages. The abstract must be relevant and concise (between 150 and 200 words). In the abstract, the author gives the general overview of the topic (issue and purpose of the thesis), describes working methods, results and the conclusion. The conclusions deriving from one's own research need to be emphasized. After the abstract, key words need to be cited in Croatian and English.

CONTENT - Written after the thesis is completed. The content page must contain all chapters and pages.

FOREWORD - Shortly lists motives and reasons for the research described in the paper. In the foreword, one usually expresses gratitude to companies or individuals who enabled writing of the thesis. Also, one expresses the gratitude to the mentor, and all those who helped in writing of the thesis in any other way.

1. INTRODUCTION - The author describes the significance and the purpose of the issue dealt with. It starts from the general towards the more specific, i.e. the author in a short overview of general characteristics introduces the problem researched in the paper. In logical order, he or she defines the purpose and research objectives and explains the content and the structure of the thesis. The introduction should provide the reader with an insight into wider issue and direct the readers towards the narrow topic that the thesis deals with. Adequately defined problems and objects of the research introduce the reader with the working hypotheses, i.e. assumptions that have to be proved. Sometimes, there can be several auxiliary hypotheses. After establishing the main and auxiliary hypotheses, it is desirable to list several arguments which support the hypotheses. The Introduction can be divided into chapters in the following way:
 - 1.1. The objective and the object of the research - Clearly defined goals, objectives, purpose and the object of the thesis research – the reasons for choosing the topic, the intentions of the author, i.e. what is to be achieved by the research. The object or the topic of the research derives from the clearly defined problem of the research and should be clearly and concisely defined.
 - 1.2. Existing research - In this part of the thesis, the author gives a concise summary of the existing research on the topic or related research carried out by other authors, i.e. provides an overview of the existing literature on the topic. Existing research represents the guiding principle of the research, from which the goal and the purpose of the thesis are derived.
 - 1.3. Research methods - In this subchapter, the author describes the place, methods and techniques of measurement and analysis of the research results. He or she describes the method of data gathering, emphasizes the problems and the data source availability, techniques of measurement and evaluation of the data and other relevant factors needed for the research results analysis.
2. MAIN BODY - This part of the text carries the same heading as the title of the graduate thesis, and chapters within carry the headings based on the topics they deal with. The main body is the most extensive part of the thesis and represents a description of one's own research and obtained results. It is corroborated by quotations from the literature, tables and graphs, pictures, etc. In the text, references to the data in tables, graphs and pictures are used. Example:
 - 2.1. Chapter (title) (extensive description of the problem, theoretical elaboration, extensive description of the existing research by other authors with quotations, divided into subchapters 2.1.1., 2.1.2.,....),
 - 2.2. Chapter (title) (description of a specific problem, theoretical elaboration, divided into subchapters 2.2.1., 2.2.2., 2.2.3.,....),
 - 2.3. Chapter (presentation of the own research, own research results, comparison with the existing research. Divided into chapters 2.3.1....)

- 2.4. Chapter (discussion of the thesis and obtained results, comments, opinions, criticism, suggestions. Divided into subchapters 2.4.1.....) This part can be presented in the Conclusion of the thesis.
3. CONCLUSION - Contains clearly stated scientific claims, open issues and recommendations for further research. This stems directly from the last chapter of the main body of the thesis. The conclusions stemming from the research are presented concisely and clearly. Relevant conclusions are quoted in accordance with the defined objective of the research, hypotheses and the obtained research results.

LIST OF TABLES, GRAPHS AND PICTURES - Each list should be added separately with pages where tables, graphs and pictures are located.

LIST OF REFERENCES - see Article 31.

APPENDICES AND EXAMPLES - Everything that does not fit in the main body due to its volume or because it would make it cumbersome; i.e. more extensive illustrations, tables, graphs, examples...

Article 31

Documenting sources

In writing the graduate thesis, one can use the Harvard System of Referencing; (more at <http://libweb.anglia.ac.uk/referencing/harvard.htm>). The mentor can approve another documenting style and the student must use it consistently throughout the thesis.

References and quoted parts of texts are cited in the text in *italic* or in quotation marks, and not in footnotes. The surname of the author and the year of publishing should be put in parentheses, e.g. (*Bombelles, 2003*). In case of a quotation, it is necessary to cite the page as well (*Bombelles, 2003:150*). Do not use *ibid*, etc. Every note is listed as the first time. If there are two authors: (*Bombelles i Marušić, 2004*). If there are more authors, the first one is cited: (*Bombelles and al., 2003*). Every reference has to be fully cited in the list of references.

LIST OF REFERENCES; comprises all of the sources used and full information on works cited in the text. The list of references is not a numbered chapter and comes at the end (after Conclusion). References are numerated. They follow an alphabetical order, and a chronological order for works of the same author. Literature is cited according to the examples for books, journals and other sources:

Books: surname, name, (year), title, place of publication: name of the publisher. If there are two or three authors, surnames and initial letters of names are cited, (year), title, place of publication: name of the publisher. If there are more authors (four or more), the name of the first author is quoted followed by *et al.*

Magazines: surname of the author/editor, name, (year), "Title of the article", title of the journal, date of publication, volume, page number. If more works by the same author have been published in the same year, the designations "a,b,c" are used alongside the year.

Sources from internet pages: surname of the author/editor, name, (year), "title of the article", journal title, publication date, volume, page number
internet address, access date. e.g. Wells, Joseph (2007), „What Is Your Fraud IQ?“, Journal of Accountancy, May 2007, Vol. 203, No. 5, <<http://www.aicpa.org/pubs/jofa/may2007/wells.htm>>, accessed April 15, 2008.

Collection of works: surname of the author of the chapter/part, name, (year), "title of the chapter/part". In: name of the publisher or the author of the collection, title of the collection, place of publication: publisher.

Theses and dissertations: surname and name, (year), title of the dissertation, institution where it was defended.

Official publications: title of the publication/ organization/institution, (year), title, place of publication: publisher.

Article 32

Plagiarizing the graduate thesis constitutes a major infraction of the disciplinary rules of ZSEM, according to the Disciplinary Procedure Regulations.

By signing the academic integrity statement, a student guarantees: that he or she is the author of the graduate thesis, that all sources used, published as well as unpublished, have been appropriately quoted, paraphrased and referenced at the end of the thesis, that the thesis does not contain parts of other thesis submitted at Zagreb School of Economics and Management or other institutions for the purpose of completing one's studies, that the electronic version of the graduate thesis is identical to the printed version, that this is the version of the thesis approved by the mentor, and that he or she is familiar with the provisions of the Code of Conduct of Zagreb School of Economics and Management. The academic integrity statement is attached as the last page in the thesis and has to appear in the PDF version as well.

The academic integrity statement is an integral part of these Regulations (Appendix D).

Article 33

Within three days of the completion of the graduate thesis defense, the student shall enter the data related to the graduate thesis, and the thesis itself, in the institutional repository.

Validation of the entry is performed by an administrative official of ZSEM.

7. TRANSITIONAL AND FINAL PROVISIONS

Article 34

The interpretation of these Regulations is within the powers of the Dean of Zagreb School of Economics and Management

Article 35

The amendments to these Regulations are made in the same way and according to the same procedure that has been foreseen for its passing.

Article 36

These Regulations enter into force by the Dean of ZSEM and are published on the MBA Notice board and the website of ZSEM.

Dean

Đuro Njavro, Ph. D.

These Regulations have been published on the MBA Notice board and the website of ZSEM on _____.

General Secretary

Dubravka Bobinac, LL.M

8. APPENDICES

APPENDIX A

Mentor's approval and the application of the graduate thesis topic - first page

MENTOR'S APPROVAL WITH THE APPLICATION AND RATIONALE OF THE GRADUATE THESIS TOPIC

NAME AND SURNAME OF MENTOR

I confirm that I shall accept the mentoring for the candidate

NAME AND SURNAME OF CANDIDATE

with graduate thesis topic

Suggestion for the composition of the Committee for evaluation and defense of the graduate thesis:

1. _____ (President of the Committee)
2. _____ (mentor)
3. _____ (member)

Zagreb, _____

mentor

APPENDIX A

Mentor's approval and the application of the graduate thesis topic - second page

Name and surname of candidate.....
Address
(postcode, city, street and street number)
Telephone
E- mail address

TO THE GRADUATE MBA COMMITTEE OF THE ZAGREB SCHOOL OF ECONOMICS AND MANAGEMENT

SUBJECT: APPLICATION OF THE GRADUATE THESIS TOPIC

Study Program: (choose the appropriate Program - Graduate MBA Program or Graduate Program in Economics)
Academic year in which the student is enrolled:
Student number:

Graduate thesis topic:
.....
.....
.....
.....

Mentor:

Proofread:

In Zagreb,

Candidate
.....

In continuation of the document, the structure of the thesis is outlined as well as the rationale for the the topic accompanied by all the elements defined in Article 12 of this Regulations.
Appendix: CV in the EU format

APPENDIX B

Minutes of the graduate thesis defense

The Student _____, student number _____,
defended on _____, starting at _____ and finishing at _____
a graduate thesis on the topic _____

in front of the Committee for evaluation and defense of the graduate thesis
comprising the following members:

1. President of the Committee: _____
2. Mentor: _____
3. Member _____

Basic information on the thesis:

Length of the graduate thesis:

Number of tables:

Number of pictures:

Number of graphs:

Number of references:

Number of appendices:

Members of the Committee have asked the following questions:

1. _____

2. _____

3. _____

The graduate thesis was assessed by the Committee with the grade:

The defense was assessed by the Committee with the grade:

The final grade for the graduate thesis is
_____.

In Zagreb, _____

_____, President of the Committee
_____, mentor
_____, member

APPENDIX C

Recommendation of the Committee for evaluation and defense of the graduate thesis for a special mention due to the originality and quality of the graduate thesis

The Student _____, student number _____,
defended on _____ graduate thesis on the topic

with the final grade for the graduate thesis
_____.

The graduate thesis is recommended for a special mention on the basis of the following criteria:

In Zagreb, _____

_____, President of the Committee

_____, mentor

_____, member

APPENDIX D

Academic Integrity Statement

Name and surname of the student: _____

Student identification number: _____

Title of the graduate thesis: _____

I guarantee with my signature that:

- I am the only author of this graduate thesis.
- All sources used, published as well as unpublished, have been appropriately quoted, paraphrased and referenced at the end of the thesis.
- The thesis does not contain parts of other thesis submitted at Zagreb School of Economics and Management or other institutions for the purpose of completing one's studies.
- The electronic version of the graduate thesis is identical to the printed version, that this is the version of the thesis approved by the mentor.
- I am familiar with the provisions of the Code of Conduct of Zagreb School of Economics and Management.

Student's signature:
