

UNIVERSITY OF SPLIT
School of Medicine

DIPLOMA THESIS GUIDELINES

GENERAL REGULATIONS

Article 1.

This thesis and diploma examination guideline (hereinafter: Guideline) regulates the conditions and methods of applying for a thesis topic, the preparation of a thesis, the evaluation of the thesis, the defense (examination) of the thesis, the rights and obligations of students, mentors, members of the thesis defense committee, and other issues related to the thesis at the School of Medicine in Split, excluding the Pharmacy program (hereinafter: Faculty).

Expressions used in these Regulations that have a gender meaning, whether they are used in the masculine or feminine gender, equally include both male and female gender.

Article 2.

A student of the integrated undergraduate and graduate university program (hereinafter: the program) completes the studies by passing all exams and preparing and defending the thesis (written and oral part), after the final verification of all passed subjects.

The thesis must be independently prepared by the student.

By preparing the thesis, the student should demonstrate the ability to apply theoretical and practical knowledge, the ability to use professional and scientific literature independently, and to master the given topic. Also, students should demonstrate that they have dealt with the topic in accordance with the requirements of the profession, i.e., the appropriate scientific methodology, and have properly cited the literature used in the text.

MENTORS

Article 3.

A thesis preparation mentor can be an employee of the Faculty or an external collaborator of the Faculty with a scientific-teaching position, or a person with a teaching or associate position if they have a doctoral degree.

The mentor is obliged to introduce the student to the methodology of preparing the thesis, provide professional advice and guidelines, assist the student in writing, and prepare the student for the defense of the thesis.

The mentor must introduce the student to all relevant documents related to the application, preparation, and defense of the thesis, and ensure that they are followed according to the instructions.

The student has the right to change the topic and/or mentor of the thesis once after the official deadline for the application, with the approval of the Department for the Diploma Thesis Examination (hereinafter: the Department).

TOPIC APPLICATION AND APPROVAL

Article 4.

The mentor proposes a thesis topic from their area of work no later than December 31 of the current academic year.

Article 5.

The thesis topic is approved from the area of the study program that the student has attended.

The titles of the topics are given in the language in which the program is conducted.

Article 6.

The student is required to choose a topic and mentor no later than March 31 of the current academic year, that is, to complete Form 1 - Application of the thesis topic and submit it to the Department. The Department determines whether the thesis topic is suitable. If not specified otherwise, Form 1 is submitted through the Merlin interface. The deadline for the final selection of the topic can be moved in exceptional cases, with the approval of the Department. If the student does not apply for the topic by the deadline, without an adequate reason and approval of the Department, they must do so as soon as possible, and in this case, the earliest date for the thesis defense can be in September of the current academic year.

DIPLOMA THESIS PREPARATION

Article 7.

The thesis must be prepared according to the Instructions available on the Department's website along with the help of the mentor. The student submits the thesis to the mentor in electronic form.

Article 8.

If, in the opinion of the mentor, the thesis does not meet the required quality and scope, the mentor will return the work to the student for revision.

Article 9.

The final version of the thesis, along with the signed Consent form of the mentor available on the Department's website, must be submitted by the student to the Department for evaluation no later than 15 days before the planned defense.

Article 10.

Upon receiving the final version of the work, the Department conducts an authenticity analysis of the work using a plagiarism detection system (Turnitin). The program detects the percentage of similarity (similarity index) between the thesis and other papers, articles and books stored in the existing database. If the similarity index is 10% or less, the Department proceeds with further evaluation of the work. If the similarity index is between 10-20%, an explanation is required from the student and the mentor. Finally, if the similarity index is greater than 20%, such a work does not meet the originality requirements and is returned to the student and mentor for additional revisions and corrections.

THESIS EVALUATION AND THE COMMITTEE FOR DEFENSE AND ASSESSMENT OF THE THESIS

Article 11.

After a satisfactory evaluation of the work's originality, the head of the Department assigns an evaluator to check the quality of the work. Evaluators of the thesis are members of the Department or, exceptionally, other employees of the Faculty in the scientific-teaching position appointed by the head of the Department.

Article 12.

If the thesis, in the opinion of the evaluator, does not meet the required quality and scope, the evaluator will return the work to the student for revision. The student must send the revised version of the work to the evaluator, who, after verification, issues a final confirmation and positive opinion for the continuation of the thesis defense process.

Article 13.

With the consent of the head of the Department and the proposed members, using Form 3 - Committee for the Defense of the Thesis available on the Department's website, the head of the Department appoints the Expert Committee for Assessment and Defense of the Thesis (hereinafter: Committee) from the area of the thesis topic, no later than 7 days before the scheduled thesis defense date.

The Committee members are employees of the Faculty or external associates of the Faculty in the scientific-teaching position whose area of professional and scientific activity is related to the thesis topic. The mentor cannot be a member of the Committee.

Article 14.

The student submits the final version of the thesis to the Committee members in electronic form or in another form if agreed upon, no later than 6 days before the scheduled thesis defense date.

Article 15.

If the thesis, in the opinion of any member of the Committee, does not meet the required quality and scope, the Committee member will return the work to the student for revision.

Article 16.

After reviewing the final version of the thesis by the Committee, the chairperson of the Committee provides a positive evaluation using Form 4 - Evaluation of the thesis.

Article 17.

Upon a positive evaluation of the thesis, the Department, together with the Committee, determines the date of the public defense of the thesis.

THESIS DEFENSE AND ASSESSMENT

Article 18.

The defense of the thesis (final examination) is public and takes place in the official premises of the Faculty or teaching units associated with the Faculty's work. The defense of the thesis consists of the student's oral presentation lasting up to 15 minutes, within which the student presents the thesis in the given format (introduction, methods, objectives, results, conclusions), followed by each member of the examination committee asking at least one question. Each committee member evaluates the preparation of the thesis (0-50 points) and the public defense of the thesis (0-50 points). The final grade is based on the average value of the total number of points of the three-member committee. If the final grade of the final examination is insufficient (1), the student is directed to initiate the procedure for selecting a new topic with a mandatory change of mentor. The procedure for obtaining a new topic can be initiated no earlier than 30 days from the date of the oral defense of the thesis.

Article 19.

The results of the thesis defense (final examination) are announced by the chairperson of the Committee immediately after the completion of the thesis defense. The grade of the thesis defense is included in the average grade of study success.

Article 20.

At the defense of the thesis (final examination), the chairperson of the Committee leads the Record of the Defense of the Thesis (Form 5 - available on the Department's website). This record lists the names of the Committee members, the start and end time of the defense, the questions of the Committee, and the final grade of the thesis and defense of the thesis. The record is signed by all members of the committee immediately after the final examination. The signed record is submitted to the Student Service. The Student Service is obliged to enter the final examination grade in the ISVU system within 24 hours of the completion of the thesis defense.

Article 21.

On the day of the thesis defense, the student is obliged to submit a printed and electronic copy of the work to the Faculty Library. Also, the student must submit a completed form for storing the work in the DABAR repository and a Statement of Approval for Storage and Publication of the graded work (available on the Department's website).