INSTRUCTIONS FOR PASSING THE FINAL EXAM

The most important steps

1. Mentor selection – prior to course enrollment
2. Discussion with the mentor regarding the content of thesis
3. Topic defense in front of the Final Thesis Committee
4. Writing the thesis
5. Thesis defense

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Detail information

- All information about the procedure for taking the final exam is contained in the *Book of Regulations on the Final, Graduation or Specialist Thesis and the Final Exam* (available on the University's website)

- These instructions were prepared on the basis of the *Book of Regulations* and represent an abbreviated description of the process of taking the final exam

- In the event that something is not described in these instructions or there are any ambiguities, the *Book of Regulations* is applicable

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Content of the presentation

1. Internship*
2. Mentor selection and course enrollment
3. Practical final exam**
4. Thesis topic proposal
5. Writing the thesis and defense application
6. Thesis defense

* undergraduate study programmes
** undergraduate study programme of multimedia computing

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1. Internship

Internship

- Before applying for the final thesis defense, **undergraduate students** should pass the Internship

- Internship is described in the *Book of Regulations on Internship* (available on the University's website)

- You can get additional information on Internship at Career Center:

centar.karijera@algebra.hr

2. Mentor selection and course enrollment

Mentor selection

- Before enrolling in the final thesis course, you must have an approved mentor
- You can see the list of available teachers that you can choose as a mentor in Infoeduka
- After you have chosen (up to three desired) mentors in Infoeduka, the mentor must confirm that they accept to mentor your thesis, after which the selection is confirmed by the president of the Final Thesis Committee
- If you do not choose a mentor or no mentor confirms that they want to mentor your thesis, the Final Thesis Committee will assign you a mentor

Mentor selection

- It is recommended that you contact the teacher you would like to mentor your thesis as soon as possible, in order to check whether they can mentor your thesis, or whether they are already busy mentoring other students, are they competent for the proposed topic, etc.

- If the desired teacher has confirmed to you in advance that they can and want to mentor your thesis, you **do not have to** fill in all three mentor choices in Infoeduka, it is enough to put them as your first choice

Course enrollment

- After the president of the Final Thesis Committee has confirmed the mentor for your thesis, you can enroll in the final thesis course

- You can enroll in this course as you did in all the other courses in your study programme, through Enrollment Form in Infoeduka

- You can get additional information on course enrollment in the Student Office:

studentska.referada@algebra.hr

3. Practical final exam

Practical final exam

- Before applying for the final thesis defense, **undergraduate students in multimedia computing (<u>applies exclusively to students who enrolled in study programme before the academic year 2021/2022</u>)** should pass the practical final exam

- Through practical final exam, students demonstrate the overall practical knowledge acquired through the study, by solving tasks that are appropriate for the degree of expertise provided by the study programme

- You can register for the practical final exam the same way you do it for any other exam, in any of the available exam dates (**the deadline for registering this exam is 7 days before the exam date**)

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Practical final exam

- Students can take the practical final exam regardless of whether they have previously passed all other exams in the study programme or not

- The exam can not be taken partially (by learning outcomes)

- An example of the practical final exam is published in Infoeduka, among the course materials

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Practical final exam dates

17.3.2026. u 17:00
24.4.2026. u 18:00
23.6.2026. u 18:30
11.9.2026. u 17:00
30.10.2026. u 17:00
4.1.2027. u 17:00
12.2.2027. u 18:30

- **The deadline for registering the exam is 7 days before the exam date!**

* The final practical exam is taken by Multimedia Computing students who enrolled in the study programme before the academic year 2021/2022.

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4. Thesis topic proposal

Final Thesis Application Form

- After course enrollment, it is necessary to fill out the ***Final Thesis Application Form*** with the thesis topic proposal

- The thesis topic should be described in detail, and it should be seen from the description that the topic corresponds to the level of study programme and that it reflects the professional character of the study programme with an orientation to the elaboration of a specific practical task

- The student fills out the form and, if necessary, corrects it in accordance with the mentor's instructions

Final Thesis Application Form

- The most important questions that need to be answered with the Final Thesis Application Form are:
    1. Why is the topic important?
    2. What will be gained by this? Why is the app/system/strategy/ whatever you're doing different from what already exists?
    3. What problem will be solved by your thesis?
    4. How will the applicability of your thesis be measured?

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Thesis topic approval

- When the mentor considers that the Form is ready for consideration by the Final Thesis Committee, **the mentor** submits the form (**in Word format**) to the Committee

- The Committee meets once every month (except in July and August)

- The student and the mentor are invited to the Committee session, to explain the proposed topic to the Committee members

- If neither the student nor the mentor comes to the session, the topic proposal will not be considered

- The Committee can accept, reject or return the topic proposal for revision

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Thesis topic approval

- **Recommendation:** Send the Final Thesis Application Form as soon as possible, and at least three months before the desired defense application deadline

- Fill in the form in third person

- At least 60% of the work should include the practical part of the work, while the remaining maximum 40% can be the theoretical part

- Review the Form before the mentor sends it to the Committee (correct spelling and grammatical errors, numbering, ...)

- Uniform the use of expressions throughout the entire Form, and then the thesis (application/software solution, promotion/ad campaign, ...)

Thesis topic approval

- If the Committee **accepted** the topic proposal, the student can proceed with writing the thesis

- If the Committee **rejected** the topic proposal, the student should, in cooperation with the mentor, choose another topic and send a new Final Thesis Application Form to the Committee

- If the Committee **returned the form for revision**, the student should, using *track changes*, make the requested changes, after which the **mentor** submits it again to the Commission

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Thesis topic approval

- Once the Final Thesis Application Form has been approved, you can start writing the thesis

- **It is important to do this step as soon as possible, so that you can focus on writing the thesis**
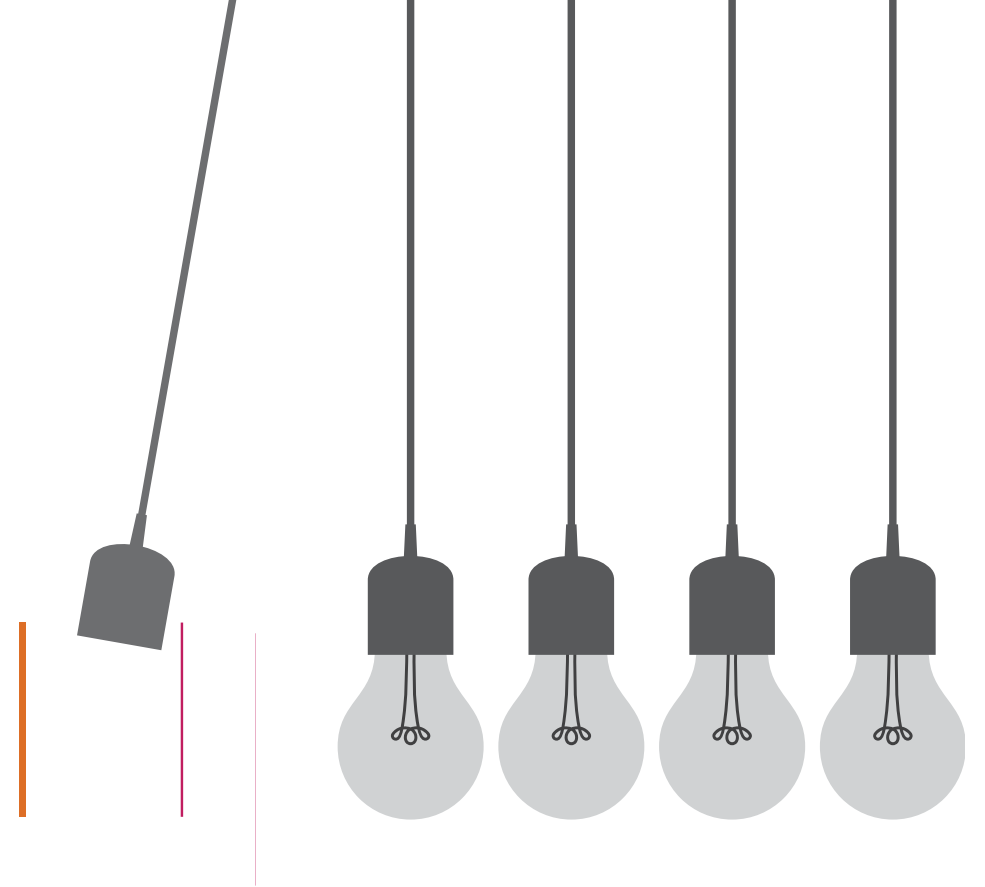
5. Writing the thesis and defense application

Writing the thesis

- The student is obliged to stick to the topic approved by the Committee and to accept the mentor's remarks and make the necessary modifications and improvements

- The mentor supervises and monitors the writing of the thesis so that it is in accordance with the standards of thesis creation and the approved topic

- **The thesis is written in the *Template for writing theses**, which is uploaded in Infoeduka, among the course materials

- Each source that you used in the thesis must be referenced and listed in the thesis literature, according to instructions in the Template

Writing the thesis

- **Final thesis** on undergraduate study programmes, from the introduction to the conclusion, should contain **12.000-15.000 words**

- Final thesis on graduate study programmes (**graduation thesis**), from the introduction to the conclusion, should contain **20.000-25.000 words**

- The thesis is written in the standard Croatian or English language, using the Latin alphabet

- Graduation thesis is written in English.

- **GS students write their theses in English!**

Thesis submission

- When the mentor assesses that the thesis satisfies by its quality and scope, but **no later than 28 days before the desired defense application deadline**, the mentor submits **the proofread thesis** (**in Word format**) and the proofreading certificate to the Committee

- The technical requirements of the thesis are checked and, if the thesis meets them, the Examination Committee is formed

- If the thesis does not meet the technical requirements, the thesis is returned for refinement and the process of thesis submitting must be repeated

- In the next 14 days, the Examination Committee reviews the thesis in detail and submits any comments to the student

- In the following 7 days, the student corrects the thesis according to the comments and sends it for proofreading

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Technical requirements for the thesis

- Layout of the front page (as in the Template)
- Page numbering
- Abstract in Croatian and English
- Keywords
- Number of words
- Is the thesis submitted without comments and visible changes (*track changes* turned on)?
- Is the thesis submitted without visible instructions from the Template?
- Writing the thesis according to the Template

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Thesis submission

- The **mentor** submits the final version of the thesis to the Committee **in Word and PDF format no later than the deadline for thesis defense.**

- The thesis is not submitted in physical form, and it is not necessary to print and bind it

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Conditions for defense application

1. Approved topic proposal by the Committee (and submitted corrected Final Thesis Application Form, if changes were needed)
2. Submitted final version of the thesis
3. Obtained signature from the Student Office

- After meeting all three above-mentioned conditions, the student will be awarded the final signature from the Final Thesis Committee, and will be informed about it via e-mail, after which he will be able to apply for a thesis defense
- The thesis defense is generally held within 15 days (30 days at the latest) from the defense application deadline

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Student Office's Signature

- Before obtaining the final signature from the Committee, it is necessary to obtain a signature from the Student Office, confirming that the student has fulfilled all obligations related to the study:
  - Passed all exams
  - Completed internship (undergraduate studies)
  - Signed the Study Agreement
  - Resolved financial debts
  - Returned all the books to the library
- The **student requests** this signature from the Student Office (by email to studentska.referada@algebra.hr) – we recommend that you do this after the mentor sends the finished thesis to the Committee

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The deadlines

Finished thesis (Word format) Submission Deadline (mentor submits to the Committee)	Defense Application Deadline (student applies via Infoeduka)
6.3.2026. until 23:59	31.3.2026. at 12:00
10.4.2026. until 23:59	8.5.2026. at 12:00
9.6.2026. until 23:59	7.7.2026. at 12:00
28.8.2026. until 23:59	25.9.2026. at 12:00
16.10.2026. until 23:59	13.11.2026. at 12:00
18.12.2026. until 23:59	15.1.2027. at 12:00
29.1.2027. until 23:59	26.2.2027. at 12:00

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6. Thesis defense

Preparation for the defense

- The students prepare the thesis defense by themselves
- It is not mandatory to prepare a presentation, but it helps (above all) the student
- The thesis defense is a solemn act, Therefore it is desirable that it is magnified in an appropriate way (it is recommended that students come dressed appropriately)
- **The defense is a public event –** students can invite whoever they want (the only limitation is the size of the classroom)

Conducting the defense

- The defense lasts about 40 minutes
- At the beginning of the defense, the president of the Examination Committee welcomes the attendees and reads an appropriate speech, after which the student presents the thesis
- The student has about 20 minutes for the presentation
- After that, the Examination Committee asks questions related to the thesis
- The student (and the audience, if there is one) leaves the room while the Examination Committee evaluate the thesis and the defense
- The student (and the audience, if there is one) returns to the room and the Examination Committee informs them about the success of the thesis defense

After the defense

- Tired and happy that you defended your work and passed the final exam, you will receive congratulations from the Examination Committee and guests in the classroom

- You don't have to go to the Student Office after the defense

- You will receive all further information about receiving the diploma by email

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Additional questions

- You can ask any additional questions about the final exam procedure via email to:

zavrsni.diplomski.rad@algebra.hr

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Thank you!