

Pursuant to Article 16 of the Statute of the Faculty of Chemical Engineering and Technology of the University of Zagreb and in relation to Article 9 of the Agreement on Joint Graduate Study Programme „Chemical and Environmental Technology“ the Faculty Council on its 234<sup>th</sup> regular session held on 23 March 2020 adopted the following

## RULEBOOK

on writing a diploma thesis and taking a diploma exam within the Joint Graduate Study Programme „Chemical and Environmental Technology“

### Article 1

The Joint Graduate Study Programme „Chemical and Environmental Technology“ of the Faculty of Chemical Engineering and Technology of the University of Zagreb (**hereinafter: the Provider**) and the Faculty of Chemistry and Technology of the University of Split (**hereinafter: the Partner**) is completed by passing all exams, fulfilling all other study obligations, writing a diploma thesis and taking the public diploma exam pursuant to the curriculum.

By writing a diploma thesis and taking the public diploma exam the student proves that he is capable of applying the knowledge acquired during the study programme and independently resolving the tasks in his profession.

### Article 2

The student of the Joint Graduate Study Programme is required to write a diploma thesis and pass the diploma exam before the exam jury.

The level of complexity and the extent of the diploma thesis should enable the student to write it in the period foreseen by the study programme.

The student selects the topic of his diploma thesis before enrolling to the summer semester of the second year of the graduate study programme.

The diploma thesis is written and defended in English.

### Article 3

The topics of diploma theses for the current academic year are proposed by the mentors. The Council of the Joint Study Programme (hereinafter: the Council) issues a Decision on Adoption of the Topics of Diploma Theses which comprises the list of topics. The list of accepted topics of diploma theses is published on the internet pages of the Provider and the Partner. The topics accepted and a short description of diploma theses are entered into the ISVU system. Through the Studomat module, the student selects the mentor and the topic of the diploma thesis and the mentor confirms both the topic and the mentorship in the ISVU system.

The Council adopts a separate Decision on the Selected Topic and the Mentor of the Diploma Thesis for all students.

### Article 4

The mentor of the diploma thesis shall be the employee of the Provider or the Partner holding a scientific and teaching title who teaches courses in the Joint Graduate Study Programme.

The co-mentor of the diploma thesis may be the person outside the Provider and the Partner holding a scientific title.

In case of termination of the contract between the mentor and the Provider or the Partner before the completion/defence of the diploma exam, the Council may approve that the diploma thesis is written/defended with the same mentor and that he is the president of the exam jury.

The mentor of the diploma thesis proposes the exam jury which is confirmed by the programme director. The exam jury is composed of the president and at least two members.

The president of the exam jury is the mentor of the diploma thesis. Other members of the exam jury may be faculty members of the Provider or the Partner holding a scientific and teaching degree who teach courses in the Joint Graduate Study Programme.

Based on the justified request of the mentor of the diploma thesis, a scientific expert from another institution holding a scientific degree may be appointed member of the exam jury.

#### Article 5

If the mentor of the diploma thesis is prevented from attending the diploma exam, the study programme director shall, at the mentor's request, appoint his substitute (on the form Substitute Mentor) during the oral public defence. The substitute mentor shall be the employee of the Provider or the Partner holding a scientific and teaching title who teaches courses in the Joint Graduate Study Programme.

If one of the members of the exam jury is prevented from attending the diploma exam, the programme director shall appoint his substitute.

#### Article 6

If the student did not fulfil the conditions to pass the diploma exam in the academic year in which he chose the topic of the diploma thesis, the procedure of registering and choosing the topic of the diploma is repeated, with the consent of the previous mentor of the diploma thesis and after acquiring the right to continue with the study programme.

#### Article 7

The diploma thesis is to be written on the computer, printed on the paper format A4 (font 12 pt), bound and formatted pursuant to the guidelines in the Appendix to this Rulebook, with three (3) printed and two (2) electronic copies provided. Electronic copies are submitted on two CD ROMs as one pdf document.

#### Article 8

The diploma thesis should consist of the following chapters:

- SUMMARY: full title of the task, key words, purpose of the task, basic idea and essential parts of the conclusion (in Croatian and in English);
- TABLE OF CONTENTS:
- INTRODUCTION: brief justification of the topic and initial ideas;

- GENERAL PART (theoretical part): description of most important theoretical achievements in the field of the diploma thesis and theoretical foundations of experimental methods applied in the thesis;
- EXPERIMENTAL PART: description of the experimental work;
- RESULTS: tables, diagrams figures and other experimental and theoretical results;
- DISCUSSION: discussion about experimental results. The results are analysed and compared with the results of other authors. Strengths and weaknesses of the applied methods are presented. The contribution of the work is especially underlined;
- CONCLUSION: overview of the most important results achieved in the diploma thesis;
- LIST OF SYMBOLS used in the thesis;
- BIBLIOGRAPHY: list of references used during the elaboration of the work. It is necessary to include the sources of information (bibliographic and numerical) mentioned in the thesis. The citations from the literature should be numbered in the order as they appear in the text and
- ANNEXES (as required): additional documentation (computer programmes and similar).

#### Article 9

In order to present himself at the diploma exam, the student shall file a registration on the required form which should be signed by the programme director and submitted to the Student Administration Office of the Provider of the study programme eight (8) days before the beginning of the set date of the diploma exam at the latest.

The student is allowed to file the registration only if he passed all the exams foreseen by the study programme.

The student is required to submit to the Student Administration Office a bound diploma thesis in three (3) printed and bound copies and 2 CD ROMs three (3) days before the defence of the diploma thesis at the latest.

#### Article 10

Diploma exams are held on a monthly basis, generally between the 23<sup>rd</sup> and the 31<sup>st</sup> day of each month (registration until the 5<sup>th</sup> day of the month). In July and in September there are additional terms for diploma exams.

In December, the exams are held somewhat earlier, generally between the 13<sup>th</sup> and the 20<sup>th</sup> of the month.

#### Article 11

The student whose diploma thesis was accepted by the exam jury can present himself at the diploma exam if he fulfils the following conditions:

- he has been enrolled in the Joint Graduate Study Programme for the last two semesters of the study programme
- he fulfilled the obligations stipulated by the study plan and programme, completed all exercises and passed all the required exams.

If the student passed all the required exams and the diploma thesis before the last semester of the study programme, the Council may allow him to simultaneously enrol in the last semester and pass the diploma exam.

#### Article 12

If the proposed diploma thesis is not accepted, the exam jury shall ask for changes, amendments or elaboration of the new diploma thesis.

If the student does not pass the oral part of the diploma exam, the exam shall be taken again within two months.

The diploma exam may be taken three times at most whereby the third attempt shall be approved by the Council.

#### Article 13

The minutes are held during the diploma exam and they contain the data on the study programme, the grade of the diploma thesis, the grade of the oral part/diploma exam and the final grade of the diploma exam.

The minutes are signed by all members of the exam jury.

The members of the exam jury sign the register of diploma exams.

#### Article 14

The final grade of the diploma exam is awarded by the exam jury immediately after the oral part of the diploma exam based on the quality of the diploma thesis and the oral part of the diploma exam.

#### Article 15

The diploma thesis can in its entirety or partially be published in scientific or professional publications only with the approval of both the mentor of the diploma thesis and the student.

#### Article 16

One copy of the diploma thesis as well as the pertaining CD ROM are kept in the archives of the Provider or the Partner, another copy is kept by the mentor of the diploma thesis and the third is returned to the student. The second CD ROM is kept in the library of the Provider or the Partner.

### DIPLOMAS

#### Article 17

At the completion of the graduate study programme, the student is issued a diploma confirming that the study programme has been completed and the academic title awarded.

#### Article 18

The student who passed the diploma exam is issued a diploma and a diploma supplement containing detailed information on passed exams, grades, ECTS credits and acquired competences.

#### Article 19

The content of diplomas and diploma supplements is stipulated by the Minister. The form of diplomas and diploma supplements as well as the content and the form of the certificates are stipulated by the

University of Zagreb. The certificates and diplomas issued by the University of Zagreb are public documents.

#### Article 20

A diploma is issued in Croatian and in English language.

A diploma supplement is issued in Croatian and in English language without charge.

At the student's request and at his expense, the diploma can be issued in Latin or in another world language.

The costs of issuing and printing the diploma as well as graduation ceremony costs are borne by the student.

The diplomas and diploma supplements are jointly issued by the University of Zagreb, Faculty of Chemical Engineering and Technology and the University of Split, Faculty of Chemical Engineering.

The diplomas are signed by both deans and hold an embossing of both Faculties.

#### GRADUATION CEREMONY

#### Article 21

The graduation ceremony is a formal event of awarding a diploma on the completed study programme.

The graduation ceremony is held at the Provider's or the Partner's premises with the presence of both deans or vice-deans.

#### Article 22

This Rulebook is published on the internet pages of the Provider and the Partner and comes into effect on the eighth day from its publication.

In Zagreb, 31 March 2020

Class: 003-05/20-02/1  
Ref. nr.: 251-373-5-20-2

  
Dean  
Professor Tomislav Bolanča, Ph. D.

APPENDIX TO THE  
RULEBOOK

on writing a diploma thesis and taking a diploma exam within the Joint Graduate Study Programme „Chemical and Environmental Technology“

1. LAYOUT OF THE DIPLOMA THESIS (INDICATIVE INFORMATION)

1.1. Format of the thesis is A4. The text is written in 12 pt. (the diploma thesis is bound)

All annexes smaller than the A4 format are to be copied to the A4 format pages and larger are to be folded to the A4 format.

1.2. All pages and annexes should be bound.

1.3. The cover should contain the following text:

UNIVERSITY OF ZAGREB	(25 mm)
FACULTY OF CHEMICAL ENGINEERING AND TECHNOLOGY	(35 mm)
	(45 mm)
UNIVERSITY OF SPLIT	
FACULTY OF CHEMISTRY AND TECHNOLOGY	
GRADUATE UNIVERSITY STUDY PROGRAMME	
Name and surname	(90 mm)
DIPLOMA THESIS	(140 mm)
Zagreb, month and year	(265 mm)

1.4. The first page contains the following information:

UNIVERSITY OF ZAGREB	(25 mm)
FACULTY OF CHEMICAL ENGINEERING AND TECHNOLOGY	(35 mm)
	(40 mm)
UNIVERSITY OF SPLIT	
FACULTY OF CHEMISTRY AND TECHNOLOGY	
GRADUATE UNIVERSITY STUDY PROGRAMME	
Name and surname	(105 mm)
TITLE	(120 mm)
DIPLOMA THESIS	(160 mm)
	(180 mm)
Mentor: Name and surname, title	(180 mm)
Members of the exam jury:	
Name and surname, title	(200 mm)
Zagreb/Split, month and year	(265 mm)

## CITING SOURCES OF INFORMATION

### 2.1. Periodical:

Van Oss, C. J., Chaundhury, M. K., Good, R. J. Č., Monopolar Surfaces, *Adv. Colloid. Interface. Sci.*, **28** (1987) 35-64.

### 2.2. Book:

Utracki, L., *Polymer Alloys and Blends*, Hanser Publ., Munich, 1989., str.116.

### 2.3. Conference proceedings:

Dubravec, I., Štefanič, N., *Business Models of Management in Real Conditions*, 12th International DAAAM Symposium, Jena, Deutschland, 2001, str. 115.

### 2.4. Book chapter:

Pastztor, A. J., *Thermal Properties*, u: Mark, H. F., Bikales, N. M., Overberger, C. G., Menges, G., *Encyclopedia of Polymer Science and Engineering*, New York, John Wiley & Sons, 16 (1989) 107-117.

### 2.5. Patent:

U.S.Pat.4, 568, 775 (Feb.4,1986), Aoshima, A., Tonomura, S. (to Asahi Chemical Co., Ltd.)

### 2.6. Internet source:

<http://www.zeolyst.com> (accessed on 7 January 2017)