

HOW TO WRITE A MASTER'S THESIS

Article 1

(1) The Committee for Integrated Under-graduate and Graduate Studies is responsible for the procedure for writing a Master's Thesis.

Article 2

(1) A Master's Thesis may be an independent scientific, professional or review paper, by which students demonstrate that they have knowledge in a specific field, and written under the supervision and with the help of a mentor.

(2) A scientific paper that received the Rector's Award or a paper that has been published in an indexed journal, of which a student is a co-author or first author, may also be recognized as equivalent to the student's scientific Master's Thesis, with an explanation of the specific contribution by the student to that paper (forms DVM-06 and DVM-07). If the paper has several authors, only one student author may have exercise that right, on the basis of the mentor's opinion.

(3) A member of the teaching staff of the Faculty of Veterinary Medicine of the University of Zagreb, who has been awarded a scientific-teaching title, or a senior assistant/post-doctorand registered in the Register of Scientists of the Republic of Croatia may be a mentor for a Master's Thesis. A teacher or associate from a cooperating institution may also be a co-mentor for a Master's Thesis alongside a teacher from the Veterinary Faculty.

(4) The mentor shall help the candidate to write the Master's Thesis, explaining in more detail the tasks involved and offering advice on how to chose and process material and select materials for the work, documentation and literature.

(5) In exceptional cases, with an explanation provided, where a student requires multi-discipline guidance whilst undertaking and writing a Master's Thesis, the Master's Thesis Committee may approve the dual mentorship of experts in the different fields to which the subject of the Master's Thesis belongs.

Article 3

(1) The subject of the Master's Thesis shall be approved by the Committee, following a proposal by the mentor and the student, without a decision by the Faculty Council.

(2) Students may change the subject of their Master's Thesis and/or their mentor for their Master's Thesis once (forms DVM-04 and DVM-05).

Article 4

(1) Students must register the subject of their Master's Thesis no later than when enrolling in the 12th semester.

(2) Students shall send the Committee for Integrated Studies a request for approval of the subject and mentor of the Master's Thesis (form DVM-01), which they must sign as a sign of their approval and confirmation of the agreement between the student and the mentor.

(3) The Committee shall draw up a Decision Accepting/Rejecting the proposed subject and mentor for the Master's Thesis on the prescribed form (form DVM-02) and send it to the student and the mentor.

(4) In the case of a negative decision regarding the proposed subject and mentor of the Master's Thesis, the Committee shall send a written explanation with the Decision and a recommendation to the student and the mentor.

Article 5

(1) The Master's Thesis may be written in Croatian or English.

(2) When the student has completed the Master's Thesis, they shall send the Committee for Integrated Studies one unbound final version of the Master's Thesis and one copy in electronic form, through the Student Affairs Office.

(3) Along with the final version of the Master's Thesis, it is also necessary to enclose a certificate of the authenticity of the Master's Thesis, generated by the Turnitin Program, signed by the mentor and the student, and a proposal of members of the Committee for Defence of the Master's Thesis.

(4) The time limit referred to in paragraph 2 of this Article does not include the period from 15th July to 1st September.

Article 6

(1) The Committee for Integrated Studies shall render a decision to accept the Master's Thesis (without a decision by the Faculty Council) and the proposed Committee for Defence, and shall send notice of this Decision to the student, the mentor and the selected Committee (form DVN-03).

(3) If the Committee for Integrated Studies requests certain corrections and/or supplements to the paper, the student shall send the Committee a new, corrected version of the Master's Thesis as soon as possible (no more than 15 days), in one printed copy and in electronic form.

Article 7

(1) Following the Committee's Decision to accept the Master's Thesis, the student must send four bound copies of the Master's Thesis and one in electronic form to the Office for Integrated Studies, no later than 8 days before the date of the defence of the Master's Thesis, together with a proposed date for the defence.

(2) The decision on the defence of the Master's Thesis shall be sent with the bound copies to the members of the Committee for Defence, no later than 3 days before the defence of the Master's Thesis.

(3) Members of the Committee for Defence of the Master's Thesis may be teaching staff with scientific-teaching titles, or senior assistants/post-doctorands.

(3) The Veterinary Faculty library shall maintain an on-line data base of Master's Theses on its web site, pursuant to the current regulations on public access to and protection of copyright of published papers.

Article 8

A student without student rights, along with the documentation referred to in Article 7, paragraph 1 of these Instructions, shall also enclose proof of payment of the costs of the defence of their Master's Thesis.

Article 9

If a student fails to defend their Master's Thesis, the defence shall be repeated 30 days later.

INSTRUCTIONS FOR WRITING A MASTER'S THESIS

A Master's Thesis that is equivalent to a scientific paper

A Master's Thesis that is equivalent to a scientific paper shall include the following chapters:

1. **INTRODUCTION:** considering the issues dealt with in the paper with reference to the literature dealing with similar issues. The Introduction also includes a brief explanation of the aim of the paper and the subject matter.
2. **REVIEW OF THE RESULTS OF PREVIOUS RESEARCH:** this deals only with literature directly related to the subject. This chapter may have several sub-sections, with clearly separated titles, which deal with separate subject units. Literature shall be cited according to the Instructions on Writing an Article in Veterinarski arhiv.
3. **MATERIALS AND METHODS:** this is the main part of the paper, and how the experiments were conducted and the statistical processing of the results are dealt with in order.
4. **RESULTS:** cover the presented results, which may be shown in Tables, Figures, sketches etc. The results are presented in the order in which the experiments were conducted. In this chapter there is no discussion, merely a presentation of the facts. Each Table and pictorial enclosure must be comprehensible, it must have a number and a title, and it must be clear without reading the text.
5. **DISCUSSION:** this is the chapter in which the student's own results are compared with known statements in the literature, and the aim is to confirm one's own results, or assumptions, or even refute others'.
6. **CONCLUSIONS:** these are based on the results achieved. The chapter may be written separately or included at the end of the Discussion.
7. **REFERENCES:** all the literature used, but also personal notices, listed alphabetically by the name of the first author. The References do not include citations which are not mentioned in the text.
8. **SUMMARY/ABSTRACT:** containing 150 – 300 words, the same in content as the Sažetak in Croatian.
9. **SAŽETAK:** in Croatian, contains 150 – 300 words.
10. **BIOGRAPHY:** briefly mentioned the most important information from the candidate's life and work.

A Master's Thesis that is equivalent to a review article

A Master's Thesis which is equivalent to a review article differs from a Master's Thesis written as a scientific paper in that it does not contain chapters 3 and 4, and it does not need to include a Discussion.

THE APPEARANCE AND FORM OF A MASTER'S THESIS

(1) The first page must look like the following example:

THE UNIVERSITY OF ZAGREB
FACULTY OF VETERINARY MEDICINE

(student's name and surname)

(The title of the paper)

Master's Thesis

Zagreb, (year)

(2) This information must be arranged evenly over the whole page to give an orderly appearance.

(3) On the second page, the Department or Clinic is mentioned where the paper was written, with the name of the mentor and members of the Committee for Defence of the Master's Thesis, according to this example:

II

Title of the Department or Clinic:

Head:

Mentor:

Members of the Committee for Defence of the Master's Thesis:

- 1.
- 2.
- 3.

4. (substitute)

(4) On the third page there is a list and explanation of the abbreviations used in the paper (if necessary).

(5) On the fourth page are the Contents, according to the following example (or depending on the type of Master's Thesis):

III

CONTENTS

1. Introduction-----	1
2. Review of the results of previous research -----	2
2.1. The properties of the infectious bronchitis virus -----	3
2.1.1. The chemical properties -----	3
2.1.2. The physical properties -----	5
2.1.3. The biological properties -----	5
3. Materials and methods-----	8
3.1. Animal species -----	10
3.2. Methods for isolating the virus-----	11
3.3. Determining chemical properties-----	12
3.4. Determining physical properties-----	13
3.5. Determining biological properties-----	14
4. Results -----	14
4.1. The chemical properties of the isolated virus-----	15
4.2. The physical properties of the isolated virus-----	17
4.3. The biological properties of the isolated virus-----	19
5. Discussion	
6. Conclusions -----	25
7. References -----	27
8. Summary -----	29
9. Sažetak -----	30
10. Biography-----	31

(5) The content of a review paper must have the following elements:

Acknowledgements

Introduction

Literature

Biography

Summary (in English)

Sažetak (in Croatian)

Other subtitles shall be decided jointly by the student and mentor, according to the nature and content of the paper.

(6) The part of the text in which the author wishes to thank someone for their help or some other service comes after the page in which the members of the Committee for the Defence are named.

(7) The Summary is written in English and Croatian (each on a separate page) and must cover: the title of the paper, the name and surname of the author, the text of the Summary, key words (three to five key words); or the title of the paper in Croatian, the name and surname of the author, the text (Sažetak) in Croatian, and key words.

(8) The first page shall not be numbered, the second and other pages up to the Introduction (the title of the department or clinic, the list of the members of the Committee, the list of abbreviations, contents) shall be marked using Roman numerals (I, II...) and the first page of the Introduction and all other pages using Arabic numerals (1, 2...)

FIGURES AND TABLES

Numbered Figures (Figure 1 etc.) and/or Tables (Table 1 etc.) shall be enclosed with the main text. They may be included as part of the text or printed on separate pages. The titles and descriptions of the Figures/pictures shall be written under the Figure/picture, and the titles and descriptions of Tables above the Table. Figures and Tables as a rule are placed alongside the Results chapter in the paper, but in justified cases they may also be included in the Introduction, in the chapter describing the materials and methods, or beside the appropriate part of text, if it is a review paper.

Important Note: If you used illustrations or tables in the paper taken from publications by other authors, do not forget that those materials are legally protected (copyright, publishing and related rights), and that you are always obliged to mention the precise source (protection of copyright) and in most cases obtain prior permission from the publisher to use that material (protection of publishing rights).

HOW TO WRITE REFERENCES

(1) References in the text to the literature are to be given as in the journal Veterinarski arhiv, as follows, e.g.: LEVETT, P. N. (2001) (if it is a single author); ROUX and RAOULT (2000) (if there are two authors); QUINN et al. (2002) (if there are three or more authors).

(2) In the list of References, the authors should be listed in alphabetical order according to the surname of the first author, where each paper is given a new line, for example:

1. LAMMLER, CH., G. HAHN (1994.): Streptokokken. In: Handbuch der bakteriellen Infektionen bei Tieren. Band II. Teil 2. (H. Blobel, T. Schliesser, Eds.). Gustav Fischer Verlag Jena, Stuttgart, S. 15. – 141.
2. LEVETT, P. N. (2001.): Leptospirosis. Clin. Microbiol. Rev. 14., 296. – 326.
3. ROUX, V., D. RAOULT (2000.): Phylogenetic analysis of members of the genus Rickettsia using the gene encoding the outer – membrane protein rOmpB (ompB). Int. J. Evol. Microbiol. 50., 1449. – 1455.
4. QUINN, P. J., B. K. MARKEY, M. E. CARTER, W. J. DONNELLY, F. C. LEONARD (2002.): Veterinary Microbiology and Microbial Diseases. Blackwell Science, London.

BINDING

A Master's Thesis does not need to have hard covers.