



1919-2019  
FACULTY OF  
VETERINARY MEDICINE  
UNIVERSITY OF ZAGREB



Zagreb, 16th of April 2024.

## IMPORTANT DATES REGARDING GRADUATION THESIS DEFENCE

- *explanation*

1. Following the adopted teaching (academic) calendar - the summer exam period ends on July 12, 2024 (all exam activities, including the defense of diploma theses, end)
2. Following the adopted teaching calendar - the autumn exam period in the ac. year 2023/24 starts on September 2nd, 2024, as well as the defense of graduate theses.
3. The last day of defense of the thesis is September 30th, 2024.
4. If the students of the 12<sup>th</sup> (XII) semester have fulfilled all obligations, they can start the defense procedure of the thesis.

These obligations include:

- passed all exams
- Completed Field-professional and Professional-clinical work course
- submitted certified and signed Journal of Professional Practice (log book)
- confirmation from the Central Library that all borrowed books have been returned.

Therefore, students of the XII semester who want to start the defense of their thesis should:

- **No earlier than 7 days after passing the last subject exam** and handing in the Professional Practice Diary to the Student Office, submit the final version of the thesis written following the Instructions for Application, Writing, and Creating of the Graduation Thesis (available on our web page)

- **Students who regularly enrolled in the 6th year** of study in the academic year 2023/2024 can start the thesis review and defense procedure of the thesis **after the last working day of the summer semester, i.e. after June 7, 2024.**

- **Students who have re-enrolled in the final year** of study in the academic year 2023/2024, i.e. only take the remaining subjects and have completed professional practice in the academic year 2022/2023, access the thesis review and defense procedure after meeting the requirements, in compliance with the deadline for submitting the diploma thesis to the Student Office **no earlier than 7 days after passing the last subject exam.**

- **Students who enrolled in their 12th (twelfth) year** of study in the academic year 2023/2024 must, after fulfilling their obligations, initiate the thesis review and defense procedure **by September 18th, 2024**, at the latest, to complete their studies within the deadline, i.e. by September 30, 2024. After that date, all their student rights and the possibility of continuing their studies cease.

- **The deadline for the delivery of the working version of the thesis to the members of the Committee for Integrated Studies and Students is June 15th of the current academic year.**





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- **If the student does not submit the working version** of the thesis to the members of the Committee by June 15th, he will not be able to defend the thesis in July of the current academic year. Members of the Committee should review the received text as soon as possible and give their suggestions and instructions for corrections and additions. **The student is obliged to follow these instructions.**

- **The defense of the thesis is possible until September 30th** of the current academic year, provided that the procedure of thesis defense has been completed by September 15th (the final version of the thesis is approved by the Committee) of the current academic year. **If the procedure starts after September 15th, the defense will take place after September 30th, which means it will be in the next academic year.**

5. Deadlines for the review of graduation theses and the defense of graduation theses **do not include** a period **from July 15th to August 30th** of the current year.

The procedure for the writing and defense of the graduation thesis is carried out through the Commission for Integrated Studies, and following the Instructions for application, writing, and creating of the final (graduation) thesis:

- When the student completes the thesis, he submits it in .doc or .docx Word file format, scanned and signed by the mentor (on the first page) in identical PDF format by the 15th of the month.
- The version of the thesis submitted should be a .doc or .docx Word file without marked corrections (track changes), without Turnitin compatibility marks within the text, and should be in the final version that corresponds to the instructions for applying, writing, and creating the thesis.
- Along with the final version of the diploma thesis, it is necessary to attach a certificate of authenticity of the thesis generated from the Turnitin program and signed by the mentor and the student, as well as a proposal of members of the Committee for the defense of the thesis. The mentor can be a member of the committee, but cannot be the president.
- The Committee for Integrated Undergraduate and Graduate Studies decides on acceptance of the thesis (without the decision of the Faculty Council) and the Defense Committee, and delivers a notification about this to the student, the mentor, and the selected committee (form DVM-03).
- If the Committee for Integrated Undergraduate and Graduate Studies requests certain corrections and/or additions to the work, the student is obliged to submit it corrected in Word and scanned and signed by the mentor (on the first page) in the same PDF format by the 15th of the month.
- After the decision of the Committee on acceptance of the thesis, the student is obliged to submit the thesis in four printed copies and electronic form to the Student Office no later than 8 days before the deadline for defending the thesis, together with the mentor's evaluation/opinion and the proposed date of the defense.
- The decision on the defense of the thesis with printed copies is delivered to the members of the Defense Committee no later than 5 days before the defense of the thesis.





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- The deadline for the public defense of the thesis is determined by the vice dean together with a previously appointed three-member committee.
- The president of the thesis defense committee is obliged to organize the place and time of the defense of the thesis, about which he specifically informs the applicant student and the members of the defense committee.

Vice-dean for Veterinary Studies in English  
and lifelong learning

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