Sveučilište u Rijeci
University of Rijeka

Sveučilište u Rijeci • Fakultet dentalne medicine
University of Rijeka • Faculty of Dental Medicine
Krešimirova 40/42 • 51000 Rijeka • CROATIA
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UNIVERSITY OF RIJEKA FACULTY OF

DENTAL MEDICINE

INSTRUCTIONS FOR SUBMISSION AND PREPARATION OF THE GRADUATION THESIS, AND SUBMISSION OF THE GRADUATION EXAM

Rijeka, June 2026.

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1. GENERAL NOTES

The study program of the Integrated undergraduate and graduate university study of Dental Medicine ends with writing a graduate thesis and passing a graduate exam.

- The official language for writing and defending a thesis is English. Thesis title and abstract must be written in English and Croatian language.
- The student is responsible for editing the text. The text must be grammatically correct (without spelling and typographical errors) and must contain all the elements listed in the instructions for preparation of graduation thesis
- The mentor has the right to return a linguistically incorrect or incorrectly formulated text of the paper, without a detailed review of the paper.

2. SELECTION AND APPLICATION OF GRADUATION TOPIC, SUBMISSION OF GRADUATION THESIS AND GRADUATION EXAM

- At the beginning of the academic year, all teachers are required to propose at least 1 and at most 3 topics for the graduation thesis till October 30th. Based on these proposals, a list of graduation thesis topics is created and published on the Faculty's website and notice board. The list of topics is published till November 10th, after which new topics cannot be added.
- Each individual topic can only be chosen once, and the chosen title cannot be changed during the writing of the paper, i.e. in the final version the title must be the same as in the list of topics. Exceptionally, with a valid reason, it is possible to change the title of the topic, mentor or co-mentor with a written request on the appropriate form, which is approved by the Vice Dean of Education.
- The student fills out the graduation thesis topic submission form with the signed consent of the mentor and co-mentor and submits it to the Student affair's office **(Form 1)**. This form must be submitted **no later than the last day of XI. semester**.
- During the writing of the graduation thesis, the mentor and co-mentor are obliged to provide the student with professional assistance and advice.
- The graduation thesis is submitted to the mentor and co-mentor to the official e-mail.
- The final version of the thesis is assessed by the mentor and co-mentor. In case the thesis is negatively evaluated, it is returned to the student for further work

until the requirements are met. If the thesis is positively evaluated, the mentor is obliged to forward the thesis to the other members of the Committee.

- The Committee for the evaluation and defense of the graduation thesis consists of three members: the President of the committee - mentor, one member from the department of the topic of the graduation thesis (or the thematically closest department) and one member appointed by the mentor **(Form 2 is completed by the mentor)**
- The thesis evaluation and defense committee will review the thesis within 30 days. The student is required to correct any possible objections in consultation with the mentor.
- The mentor is obliged to check the originality of the work through the IT system for checking originality **(Turnitin)**. Upon completion of the assessment, the mentor fills out a Report on the verification of the originality of the student paper. The maximum allowed value of similarity is 10%.
- The documentation of the finished graduation thesis is submitted to the Student affair's office by the 5th of the month in which the defense will be organized, and includes:
  - Completed and signed Graduation thesis evaluation form - **Form 3**
  - Report on the verification of the originality of the student paper
  - Certificate of completed storage of the thesis in the repository of the Faculty of dental medicine, issued by the Biomedicine and health library at the Faculty of Medicine.
  - Completed and signed declaration on the use of AI tools in the preparation of the thesis **– Form 4**
  - Approval from the Ethics Committee of the Clinical Hospital Center Rijeka, if this involves the preparation of a case report

- The student is obliged to store the thesis in the Repository of the Faculty of dental medicine - Dabar (according to the instructions on the Faculty's website). In case of questions/ambiguities when storing the thesis in the repository, student should contact the staff of the Biomedicine and health library at the Faculty of Medicine. After the graduation thesis has been stored, the student reports in person or by e-mail to the Biomedicine and Health library (kbz@medri.uniri.hr) to acquire certificate of completed storage in the repository, which will be issued within 3 working days.

IMPORTANT!

- To store graduation thesis in the repository, it is necessary for the **mentor** to enter the graduation thesis data for each student into the ISVU system priorly. The data can be entered immediately after the topic is registered, or at the latest immediately before the student enters the thesis into the repository. The title of the topic in Croatian and English must be the same in Form 1 and in the ISVU system.

- Timely entry of data into the ISVU system is important. Otherwise, the student will not be able to save graduation thesis in the Faculty's repository - Dabar. Instructions for entry into the ISVU system can be found on the Faculty's website.
- The graduation exam can be registered during each month (except August) until the 5th day of the month through the ISVU system. The requirements for registering for the diploma exam are: all exams passed, the Practice course completed, and a certified practice diary submitted. Also, all documentation on the completed diploma thesis must be submitted to the Student affair's office.
- If a student does not pass the graduation exam, retaking the exam, with registration, is possible after at least 30 days from the previous exam.
- The defense of the thesis can be held at least 8 (eight) days after successfully passing the graduate exam.

3. TECHNICAL INSTRUCTIONS FOR PREPARATION OF THE GRADUATION THESIS

The thesis should be written on a computer in standard page size (A4, 210x297 mm), with margins of 2,5 cm and double-spaced. When writing, it is necessary to font **Times New Roman**, **size 12.** Except for the introductory pages, all pages of the text (starting from the Introduction) must be numbered in the lower right corner. The thesis must be written in the range of 15-50 pages. The text must be written in standard English language (United States), following all grammatical and spelling rules.

If AI tools have been used, their use must comply with the framework governing the use of artificial intelligence tools in teaching, student work, and research.

- The use of AI tools in teaching and learning is permitted, provided it is transparent, complies with ethical standards and legal requirements, and respects privacy and intellectual property rights.
- When AI tools are used, the manner of their use must be described (e.g., in the methodology section of the paper or another appropriate section).
- Students must not submit content generated by AI tools without disclosing how the tools were used.
- Any part of the work generated with the assistance of AI tools must be clearly identified.
- Students are required to critically evaluate and verify the results and sources generated by AI tools.
- Students must not enter sensitive or private data when interacting with AI tools.
- Students are responsible for any content generated with the assistance of AI tools.
- In cases of uncertainty regarding the use of AI tools in the preparation of academic work, students should consult their menthor and, if necessary, provide the prompts and outputs generated by the AI tool (e.g., a record of the conversation with the AI tool).

Students must complete and sign the declaration on the use of AI tools in the preparation of the theis **– Form 4.**

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Design of the cover of the graduation thesis

1. Mandatory sheets

Example of a cover page layout

UNIVERSITY OF RIJEKA
FACULTY OF DENTAL MEDICINE
INTEGRATED UNDERGRADUATE
AND GRADUATE UNIVERSITY
STUDY OF DENTAL MEDICINE

Student's first and last name
TITLE OF THE THESIS
Graduation thesis

Rijeka, *year*.

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An example of the layout of the second page:

SVEUČILIŠTE U RIJECI
FAKULTET DENTALNE MEDICINE
SVEUČILIŠNI INTEGRIRANI
PRIJEDIPLOMSKI I DIPLOMSKI

Student's first and last name
TITLE OF THE THESIS IN CROATIAN
Diplomski rad

Rijeka, *year*

An example of a third page layout:

Student's first and last name: **JMBAG**

Mentor of the thesis: (*first and last name, corresponding academic titles*)
Co-mentor: (*first and last name, corresponding academic titles*)

The graded thesis was evaluated on_____at_____

_____, before a Committee composed of:

1._____

2._____

3. _____

The work contains _____ pages, ____ images, ____ tables, _____ references.

<u>Note</u>: when writing a thesis, everything marked in italics in the instructions above must be printed in a way that does not differ from the rest of the text!

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2. Optional sheets

The fourth page is optional and can be used to write a preface, dedication, or acknowledgment. The preface should contain information important to the research, such as the name and designation of the project within which the research was conducted.

3. After the optional sheets

Table of Contents

The table of contents of a thesis lists the chapters and subchapters along with the pages on which they begin. **Page numbering begins with the introduction.**

List of abbreviations and acronyms

All terms for which abbreviations will be used in the paper should be listed in alphabetical order. Abbreviations should not be used in the title of the paper unless their meaning is generally known.

BODY OF THE THESIS

The body of the thesis consists of didactically elaborated chapters. Overview of the components of the thesis:

Case report:

Preliminary pages
1. Introduction
2. Case report
3. Discussion
4. Conclusions
5. Abstract
6. Abstract (Sažetak) in Croatian language
7. References
8. Biography

Scientific paper /Case report:

Preliminary pages
1. Introduction
2. Purpose of the paper
3. Subjects/materials and procedures
4. Results
5. Discussion
6. Conclusions
7. Abstract
8. Abstract (Sažetak) in Croatian language
9. References
10. Biography

Each section (introduction, purpose of the paper, etc.) begins on a new page.

The abstract is written after the conclusion. The abstract should briefly present the most important parts of the thesis on one page, with a maximum of 250 words. Below the abstract, 3-5 keywords should be listed in alphabetical order.

The abstract (Sažetak) in Croatian is located after the English abstract. It is a translation of

the abstract in Croatian. Below the abstract, the keywords should be listed in alphabetical order in Croatian.

The references are listed after the abstract in Croatian language and contain all the literature sources that the author used during the preparation of the thesis. These can be papers, books, website pages, legal regulations, etc. All literature belongs to the author's work; therefore, the student is obliged to list all the literature used.

References used in the paper are listed:
- when quoting or paraphrasing someone else's text literally.
- when copying images, tables and other visual material.
- in the list of used literature at the end of the paper.

For citation, the Vancouver style (International Committee of Medical Journal Editors) is used, which implies citing references in the order of appearance in the work. The number of references used is indicated in round brackets in the sentence before point **(1)**. The last name of the author can be indicated, for example **Ingle (4)**. At the same time multiple sources can be referred to, for example **(7-11, 14, 22).**

The reference at the end of the paper provides a series of data that precisely describes the author's work used:

- data on authorship: authors of the work, editors, translators, illustrators
- data on the title and subtitle of the article, book, journal, website, research
- data on the edition, place of publication, medium numerical data: year of publication of the book or journal, volume, number and page of the journal article, date of last update and citation of the website
- location data: website and DOI
-

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Rules and examples of citing the most frequently used works:

BOOK

- *printed:*
Glažar I and co-authors. Oral hygiene manual. Rijeka: Faculty of Medicine, University of Rijeka; 2017.

- *electronic, available on the Internet:*
Jain P, ed. Current therapy in endodontics [Internet]. Hobuken: Wiley Online Books; 2016 - [accessed 21.11.2022.]. Available at: https://onlinelibrary.wiley.com/doi/book/10.1002/9781119067757

- *chapter / paper in a collection*
Ćuković Bagić I. Prevalence and etiology of dental erosion in children and adolescents. In: Brkić H and authors. Oral manifestations of systemic diseases. Zagreb: Faculty of Dentistry, University of Zagreb; 2015. pp. 15-22.

ARTICLE:
- *in a printed journal*
Hague AL. Eating disorders: screening in the dental office. J Am Dent Assoc. 2010;141(6):675-8.
- if there are more than six authors, only the first six are listed and *et al*.
Kuis D, Sciran I, Lajnert V, Snjaric D, Prpic J, Pezelj-Ribaric S et al. Coronally advanced flap alone or with connective tissue graft in the treatment of single gingival recession defects: a long-term randomized clinical trial. J Periodontol. 2013;84(11):1576-85.

- *in an electronic journal, available on the Internet*
Podnar O, Torre R. Anorexia and bulimia - two extremes with the same goal. Your health [Internet]. 2006 - [accessed 21.11.2022.]. Available at: URL: http://www.vasezdravlje.com/izdanje/clanak/882/

OTHER BIBLIOGRAPHY:
Instructions for citing other types of references can be found at the following link:**https://www.nlm.nih.gov/bsd/uniform_requirements.html**

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Biography should be written in the third person singular, with a maximum of 200 words.

Attachments

Tables and figures are permitted in addition to the text of the paper. All other attachments (schemes, graphs, diagrams, illustrations, etc.) must be included as the figures.

Figure titles are always below the body of the figure, and table titles are always above the body of the table. They must be numbered. Figures and tables must be self-explanatory and clear. Abbreviations and symbols that are not explained in the tables and figures or immediately below (for tables) must not be used.

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WORKFLOW

1. The student must complete, and the mentor must sign **Form 1 (Graduation thesis topic submission form)** and submit it to Student affair's office the by the end of classes in the winter semester.
2. The student submits the graduation thesis to the mentor (and co-mentor) electronically.
3. The student must attach to the thesis a completed and signed declaration on the use of AI tools in the preparation of the thesis (Form 4)
4. When the mentor (and if included co-mentor) approves the work, the mentor appoints a Committee for the evaluation and defense of the graduation thesis (fills out **Form 2** and submits it to the Student affair's office). The Committee has 30 days to read the work and provide suggestions for improvement.
5. Upon completion, when all members of a Committee give a positive opinion on the work, the mentor enters the work into Turnitin and fills out the Report on the verification of the originality of the student paper, in which he gives a positive or negative opinion:
   - in the case of a negative report (more than 10% similarity) -> the work is returned to the student for further improvement until the conditions are met
   - in the case of a positive report -> the graduation thesis is finished
6. Committee for the evaluation and defense of the graduation thesis fills the **Form 3.**
7. The student is obliged to enter the final version of the final/diploma thesis in the Repository of the Faculty of dental medicine and to contact the Library, which will issue the Certificate.
8. IMPORTANT! To store the graduation thesis in the Repository, it is necessary for the mentor to enter data for each student in the ISVU system.
9. The documentation on the completed graduation thesis is submitted to the Student affair's office by the 5th of the month during which the defense will be organized. The documentation includes:

   - **Form 3 (Graduation thesis evaluation form)**

   - **Report on the verification of the originality of the student paper**

   - **Form 4 (declaration on the use of AI tools in the preparation of the paper)**

   - **Approval from the Ethics Committee of the Clinical Hospital Center Rijeka, if this involves the preparation of a case report**

   - **Certificate of storage of the graduation thesis in the Faculty of dental medicine Repository** (issued by the Biomedicine and health library at Faculty of medicine)