



**Deadlines  
for Preparation, Submission and Defence  
of the Bachelor's Thesis  
- Academic year 2025/2026**

The University or professional undergraduate study programme concludes with the passing of exams, the fulfilment of other study obligations, and the preparation and defence of the final thesis.

The final thesis at the university must be prepared in accordance with the Guidelines for the Application, Preparation, Submission and Defence of the Bachelor's Thesis.

The topic of the final or master's thesis is reported at the beginning of the 7th semester of the registered course in the study programme. After the supervisor approves the topic, the title and content of the thesis are determined in consultation with the student.

The Bachelor's thesis is written and defended in English. Exceptionally, the thesis may be written in a foreign language, in which case it is necessary to submit a request by completing the form "Request – Form for Writing the Thesis in a Foreign Language", which must be approved and signed by the supervisor and the Vice Dean for Teaching.

During the academic year, four cycles of thesis defences are held. The student, in consultation with their mentor, determines in which cycle to schedule their defence.

<b>Cycles of thesis defences:</b>	<b>Deadlines:</b>
1 <sup>st</sup> Cycle - winter	16. 2. 2026 - 30. 4. 2026
2 <sup>nd</sup> Cycle -Summer 1	24. 6. 2026 - 3. 7. 2026
3 <sup>rd</sup> Cycle -Summer 2	16. 7. 2026 - 22. 7. 2026
4 <sup>th</sup> Cycle – Fall	15. 9. 2026 – 18. 9. 2026

## **I. THE THESIS TOPIC APPLICATION**

The student submits the thesis topic application (from courses in the winter or summer semester) to their mentor using the prescribed “Application Form for the Bachelor’s Thesis Topic”, available on the Faculty website (<https://fthm.uniri.hr/en/life-at-fmtu/instructions-for-students/>). The course leader confirms acceptance of the thesis topic and supervision by signing the form, which the supervisor submits to the Students’ Office by **26 January 2026**.

Students who have transferred their thesis from the previous to the current academic year must reapply for the topic and supervisor.

## **II. WRITING THE BACHELOR'S THESIS**

The supervisor organises and determines the method of work and the mode of cooperation in preparing the Bachelor’s thesis, as well as the schedule and deadlines for completing individual sections or the entire written work. The student must adhere to the established deadlines. August is not included in the deadlines for reviewing work due to holiday periods.

## **III. SUBMISSION OF THE APPROVED BACHELOR'S THESIS**

After the final version of the thesis is accepted, the supervisor informs the student about the storage of the work in the FMTU repository and uploads the student’s thesis to the cloud (cloud.fthm.hr) within the following deadlines:

<b>Cycles of thesis defences:</b>	<b>Submission of the thesis:</b>
1 <sup>st</sup> Cycle - winter	9. 2. 2026 - 31. 3. 2026
2 <sup>nd</sup> Cycle -Summer 1	until 15. 6. 2026
3 <sup>rd</sup> Cycle -Summer 2	until 10. 7. 2026
4 <sup>th</sup> Cycle – Fall	until 10. 9. 2026

## **IV. APPLICATION FOR THE THESIS DEFENCE AND SUBMISSION OF DOCUMENTATION FOR THE DEFENSE**

Students who have earned 234 ECTS credits, received approval from their mentor, fulfilled their obligations to the Faculty, and returned borrowed books to the Library may apply for the thesis defence and submit documentation.

- The application for the thesis is submitted via the ISVU Studomat and is the same as the application for any exam, except for students defending their work in the winter defence cycle.
- Documentation for the defence is submitted through the digital application available at the following link: <https://fthm.uniri.hr/en/life-at-fmtu/instructions-for-students/> during the following deadlines:

Cycles of thesis defences:	Deadlines for Submitting the Documentation:
1 <sup>st</sup> Cycle - winter	9. 2. 2026 - 24. 4. 2026
2 <sup>nd</sup> Cycle -Summer 1	15. 6. 2026 - 19. 6. 2026
3 <sup>rd</sup> Cycle -Summer 2	10. 7. 2026 - 14. 7. 2026
4 <sup>th</sup> Cycle – Fall	1. 9. 2026 - 10. 9. 2026

## V. DOCUMENTATION FOR THE THESIS DEFENCE

Students who will participate in the thesis defence must submit the following documentation:

- Application For the Bachelor's Thesis Defence
- Form for applying for additional information for enrolment in the Diploma Supplement + Evidence of completed activities for enrolment in the Diploma Supplement (if applicable).
- Report on the conducted originality check of the student's work (the form is provided by the mentor)
- Student – Author Declaration on the Publication of the Defended Bachelor's Thesis
- Application form – ALUMNI FMTU
- UNIRI Student Satisfaction Questionnaire
- UNIRI – data on graduated students
- Library confirmation of returned books – request via email knjiznica@fthm.hr or in person at the Faculty Library
- Screenshot (print screen) of the completed work record in the FMTU Repository
- Certificate of registration for the exam (paper) - The thesis exam is registered through Studomat, and as proof of registration, a screenshot of the registration in Studomat or a confirmation of exam registration received via email must be submitted (it is necessary to activate the email options in Studomat and select the 'Activate' option).

All forms can be downloaded from the page: <https://fthm.uniri.hr/en/life-at-fmtu/instructions-for-students/>

**Students who have not passed all exams in their study programme, have not submitted the required documents by the specified deadlines, or have not settled all financial obligations to the Faculty will not be permitted to defend their final thesis.**

## VI. THE DEFENCE OF FINAL THESES

Cycles of thesis defences:	Deadlines:
1 <sup>st</sup> Cycle - winter	16. 2. 2026 - 30. 4. 2026
2 <sup>nd</sup> Cycle -Summer 1	24. 6. 2026 - 3. 7. 2026
3 <sup>rd</sup> Cycle -Summer 2	16. 7. 2026 - 22. 7. 2026
4 <sup>th</sup> Cycle – Fall	15. 9. 2026 - 18. 9. 2026

The defence of final theses is open to the public and shall be organised in such a way that, in addition to the mentor and the commentator on the defence, three applicants or persons selected by the mentor are present in the scientific-teaching, teaching or collaborating grades

Pursuant to Article 33 of the Rulebook on Studies and Studying at the Faculty of Tourism and Hospitality Management, the final thesis shall be assessed according to ECTS, numerically, and by percentage. If the thesis or dissertation is graded "insufficient" (F), the student is required to resubmit and report the thesis in the next academic year.

Upon fulfilling all obligations to the Faculty, the student is issued a **Certificate** of Completion of Undergraduate University Study, which remains valid until the diploma is issued and awarded.

## **VII. RE-ENROLLS FOR THE FINAL THESIS**

The student must re-enrol and register for the final thesis in the next academic year in the following cases:

- the student did not defend the thesis in the previous academic year; the thesis was graded as insufficient (F);
- the thesis was not submitted within the deadlines set by the Academic Calendar; or,
- after completing the final examinations, the student did not pass all courses of the enrolled year of study.

## **VIII. CHANGE OF THE BACHELOR'S THESIS TOPIC**

A student may change the thesis topic once during the academic year. The change of thesis topic is submitted at the request of the student or the supervisor, with a repeated topic application procedure using the prescribed "Form for the Change of the Bachelor's Thesis Topic", available on the Faculty website. (<https://fthm.uniri.hr/en/life-at-fmtu/instructions-for-students/>).

The student submits the completed form to the Students' Office at least 15 days before submitting the thesis and documentation for the defence.

## **IX. INFORMATION FOR APPLICATION, PREPARATION, SUBMISSION AND DEFENCE OF THE BACHELOR'S THESIS**

Can be downloaded from the page: <https://fthm.uniri.hr/en/life-at-fmtu/instructions-for-students/>

Vice Dean for Teaching

Full Professor Ana-Marija Vrtodušić Hrgović, PhD.

## Annex: Tabulation of the application, submission and defence of the Bachelor's Thesis

2025/2026 Cycles of thesis defences:	THE THESIS TOPIC APPLICATION	SUBMISSION OF THE APPROVED BACHELOR'S THESIS and uploads to the cloud (cloud.ftthm.hr)	EVALUATION OF THE FINAL BACHELOR'S THESIS	SUBMISSION OF DEFENCE DOCUMENTATION (submission is done through a digital application) *	THE DEFENCE OF FINAL THESES
1 <sup>st</sup> Cycle – winter Defence after 1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> EXAM PERIOD	26. 11. 2025 – 26. 1. 2026	9. 2. 2026 – 31. 3. 2026	9. 2. 2026 – 10. 4. 2026	9. 2. 2026 – 24. 4. 2026	16. 2. 2026 – 30. 4. 2026
2 <sup>nd</sup> Cycle -Summer 1 Defence after 1 <sup>st</sup> and 2 <sup>nd</sup> EXAM PERIOD	26. 11. 2025 – 26. 1. 2026	until 15. 6. 2026	until 19. 6. 2026	15. 6. 2026 – 19. 6. 2026	24. 6. 2026 – 3. 7. 2026
3 <sup>rd</sup> Cycle -Summer 2 Defence after 2 <sup>nd</sup> and 3 <sup>rd</sup> EXAM PERIOD	26. 11. 2025 – 26. 1. 2026	until 10. 7. 2026	until 15. 7. 2026	10. 7. 2026 – 14. 7. 2026	16. 7. 2026 – 22. 7. 2026
4 <sup>th</sup> Cycle -FALL Defence after 3 <sup>rd</sup> and 4 <sup>th</sup> EXAM PERIOD	26. 11. 2025 – 26. 1. 2026	until 10. 9. 2026	-	1. 9. 2026 – 10. 9. 2026	15. 9. 2026 – 18. 9. 2026

\*The condition for applying for the Final Thesis is that all enrolled subjects in the study programme have been passed and that 234 ECTS credits have been obtained at the undergraduate level. If a student submits documentation for the defence without having passed all exams, the application will not be accepted, and the student will not be able to attend the defence.

The deadline for submitting documentation is at least three days before the scheduled defence (applies only to the winter defence cycle).