
PRE-REQUISITES FOR STUDY COMPLETION AND ITS FORM (UNDERGRADUATE THEOLOGICAL-CATECHETIC STUDIES-TCS)

STUDY COMPLETION SCHEME

- Undergraduate theological-catechetic studies are completed if final written work is made and presented before the exam committee. Passed exam is equivalent to 3 ECTS credits.

FINAL WRITTEN WORK

- Final work is made from the fields of theology or related sciences included in the undergraduate study.
- Final work supervisor can be a teacher appointed in the title of assistant professor or higher ranked professors.
- Final work, written in accordance to the scientific methods should contain at least 30 standard author pages.
- Student is required to report the title of the final written work and the name of the work supervisor to the Student Service Desk at least six months before the final exam.
- Final work is graded by the work supervisor.
- Dates of the final exam are scheduled in the academic leaflet.

FINAL EXAM

- Final exam holds in public.
- Final exam consists of the presentation of the final written work and student's reflections on the topic from the field of religious pedagogy and catechetics and one
- from the field selected by the student, but different from the field of his/her final written work.
- If the final work is from the field of religious pedagogy and catechetics, then the Dean's advisory board determines another field of the exam within seven days after the final exam is reported.
- The presentation lasts for 15 minutes, and the exam 20 minutes.
- The final exam at Undergraduate theological-catechetic studies can be repeated only once, under a condition that the time interval between the first and the second date of examination is at least 60 days.

EXAM COMMITTEE

- The dean appoints two exam committee members, one being the mentor.
- The president of exam committee cannot be the mentor of the written work.
- The president and a member of exam committee can be teachers appointed in the scientific-teaching grade of assistant professors and higher ranked teachers.
- The president of the committee writes the exam report of a graduate exam which is signed by both members.

REQUIREMENTS FOR THE FINAL ORAL EXAM

1. The scheduled study programme completed.
2. All the core and elective courses passed.
3. Written and graded seminar essays.
4. Two weeks before the scheduled time of final oral exam the following documents should be submitted to the Student Service Desk:
 - application form with the grade of final paper,
 - two hard-bound copies of the final work – one of them containing a grade and the supervisor's signature ,
 - confirmation from the Faculty library on book discharge,
 - application form for the final exam,
 - Registration form on the graduates (for Croatian Bureau of Statistics) – provided at the Student Service Desk,
 - Declaration form on all fulfilled requirements for the graduate exam.