

2.11. Study completion

<i>Form of study completion</i>	Final work <input type="checkbox"/> Graduate work <input checked="" type="checkbox"/>	Final exam <input type="checkbox"/> Graduate exam <input checked="" type="checkbox"/>
<i>Conditions for final/graduate work and/ or final/graduate exam</i>	<p>Study completion scheme Graduate theological-catechetical studies are completed by making written work and taking of the graduate exam which corresponds to 5 ECTS credits, in total.</p> <p>Graduate work and examination topics</p> <ul style="list-style-type: none"> - Graduate work is made from the field of theology or corresponding sciences from a two-year graduate study. - Work leader can be a teacher awarded degree of assistant professor or higher. - Graduate work, written in a scientific method, should contain at least 30 standard author pages. - Student is required to report the title of the graduate work and the name of the work leader to the Student Service Desk at least six months before the final exam. - Graduate work is graded by the work leader. - Dates of the graduate exam are foreseen once in a month during the academic year and are scheduled in the Academic Leaflet. - Oral part of the graduate exams includes topics only from two-year graduate study programme. - Topic of the written work should differ from that of the oral exam. - The graduate exam should include one topic of Catechesis out of three. - Two months before graduate exam a student is required to report the exam and topic different from that of the graduate work. - Dean's advisory board can decide on another examination topic within seven days after the final exam is reported. <p>Graduate exam</p> <ul style="list-style-type: none"> - In the first part the applicant presents his/her work and answers to the questions of committee members related to the work and its exposition. Presentation and discussion last 10 minutes each. - Second part of the exam is based on question- answer method conducted by the exam committee members and referring to one study topic proposed by the student when s/he reported the graduate exam, and other determined by the Dean's advisory board within seven days, the most, after the graduate exam is reported. - Student is required to confirm hypotheses selected from both topics and elaborate each in 15 minutes. - Upon finishing the exam, the exam committee decides on a final grade based on the grade obtained from the graduate exam, presentation, and question answering. Then, the exam committee assigns a grade and informs the student. - Final grade is the ratio of the overall grade of the study and 	

	<p>the grade obtained from the graduate exam.</p> <ul style="list-style-type: none"> - Graduate exam at Graduate Theological-Catechetical Studies can be repeated only once, the interval between exams should be at least 60 days. - Thesarium for the graduate work is determined by the Faculty Council. - Student may postpone the graduate exam at least eight days prior to the final exam. - Every postponement of the graduate exam upon second request should be paid according to the regulation of the Faculty Council. <p>Exam committee</p> <ul style="list-style-type: none"> - The dean appoints a president of the exam committee and two members from two different courses. - The president and members of the exam committee can be teachers appointed in the scientific-teaching grade of assistant professors and higher ranked teachers. - The president of the exam committee writes an exam report which is also signed by the exam committee members. <p>Prerequisites for an access to a graduate exam</p> <ol style="list-style-type: none"> 1. Audited the scheduled three-year study programme. 2. Passed all exams from core and elective courses. 3. Written and graded seminar papers. 4. Two weeks before the date of final exam the following documents should be submitted to the Student Service Desk: <ul style="list-style-type: none"> - application form with the grade of final paper, - two hard binding copies of the final work – one of them containing a grade and the signature of leader, - confirmation from the Faculty library on book discharge, - application form for the final exam, - <i>Registration form on the graduates</i> (for Croatian bureau of statistics) – filled in the Students' office, - Personal declaration on all fulfilled prerequisites required for an access to the graduate exam.
<p><i>Evaluation process of graduate exam and evaluation and defense of the graduate work</i></p>	<p>Procedure for evaluation and defense of graduate work</p> <p>Graduate work is written from the field of theology or related sciences represented in a two-year Graduate theological-catechetical study.</p> <p>Student is required to report theme (working title) at least six months before the final exam. The theme is confirmed by the leader/mentor with his signature. Signed application form is submitted to the Student Service Desk.</p> <p>Graduate work leader can be a teacher holding degree of assistant professor or higher.</p> <p>Graduate work, written in accordance to the scientific method, should contain at least 30 standard author pages.</p> <p>Graduate work is graded by the work leader.</p> <p>Two weeks before the date of graduate exam a student is required to submit a graded copy of the graduate work and an application form containing the grade of graduate work to the Student Service Desk.</p>

A week before the graduate exam, the graduate work is being presented in the professors' common room in order for all the teachers to have the opportunity to examine the work and state their own remarks regardless if they refer to the content or the grade, and for the committee members to meet with the content of the work.

The graduate work is equivalent to 11,0 ECTS credits.

Evaluation procedure for the graduate exam and graduate work defense

Two months before the final exam a student applies for the final exam and selects area different than the area treated by the graduate work. Religious pedagogy and catechetics is an obligatory field.

If graduate work is from religious pedagogy and catechetics then the Dean's advisory board determines one study area of the final exam.

Committee members can be teachers appointed in the teaching grade of assistant professor or higher ranked.

Final exam is public.

The exam consists of two parts:

In the first part the applicant presents his/her work and answers to the questions of committee members related to the work and its exposition. Presentation and discussion last for 10 minutes.

Second part of the exams is comprised with answers to the questions of the exam committee members from two study areas: the one selected by the student, and the other from religious pedagogy and catechesis / that is, the field assigned by the Dean's advisory board.

Student answers to one of three assumptions from each area.

Presentation and answers last around 10 minutes.

The president of the committee forms and signs the minutes of a graduate exam and other committee members affix their signatures as well.

In terms of ECTS credit system, 5,0 ECTS credits are awarded for the final exam.