



FLOW SCHEDULE

Application, preparation and defense of the final thesis

1. STEP

- a. The topic of the final thesis is chosen from the subjects included in the study program.
- b. The topic of the final thesis is proposed by the mentor.
- c. The student can also be approved for the topic of the final thesis, which he proposes independently, with the written consent of the mentor.
- d. Topic of the final thesis **IN THE FIRST CYCLE**, the student reports to the competent Faculty service on the prescribed form, once he/she has fulfilled all the prescribed requirements from the penultimate semester (**Form ZDR-1**).
- e. The application must contain the following information: working title of the topic, subject, date of application and signature of the professor - mentor.
- f. In one year, a professor can undertake a maximum of 10 mentorships of final - graduate theses first cycle of studies in technical, biotechnical, natural and mathematical sciences, or a maximum of 15 mentorships for study programs in social sciences and humanities.
- g. A student can only change the topic of the final thesis once.
- h. Student's final thesis creates independently and/or with the help of a professor-mentor.
- i. The mentor is obliged to monitor the student's work, help him/her with advice and references to literature.
- j. The student forms the final work in a concept with all the associated parts. The concept is submitted to the teacher-mentor for inspection and review. The student is obliged to act according to the instructions and remarks of the teacher-mentor. Otherwise, the work is returned for further refinement.

2. STEP

- a. After verbal consent from the mentor, the student submits an electronic version of the final thesis to the competent faculty department **(Form ZDR-2) along with a request for defense.**
- b. The student also completes the Statements relating to the final - diploma thesis in accordance with the Regulations on the form and manner of archiving diploma theses in the University library **(Appendix 1, Appendix 2 and Appendix 3)**
- c. The student submits a request for verification of fulfillment of the requirements for the defense of the final thesis. **(Form ZDR-3)**
- d. Based on the student's request, the student services prepare a report on the fulfillment of the requirements **(Form ZDR-4)**
- e. If all conditions are met, the student can enter the procedure for defending the final thesis.
- f. After the submission of the electronic version of the work, upon the proposal of the mentor, the dean of the faculty forms a committee for the defense of the final thesis and schedules the defense. **(Form ZDR-5)**
- g. The commission consists of at least 3 members.
- h. The mentor is a member of the Final Thesis Defense Committee, but cannot be the president of the Committee.
- i. After the review, the committee has the option to order revisions or additions to the final paper. The deadline for these activities is no longer than two weeks from the date of the committee's formation.
- j. After the action of the commission, the dean of the faculty schedules the defense of the final thesis. **(Form ZDR -6)**
- k. The student is obliged to submit at least 4 bound copies of the final thesis to the competent department of the faculty.
- l. Information about the defense is published on the faculty's website or bulletin board.
- m. The defense of the final thesis is carried out in accordance with the Protocol for the defense of the final thesis. **(Form ZDR-7)**
- n. The defense of the final thesis consists, as a rule, of an oral presentation of the results of the work and an explanation of the

conclusions, as well as answers to the committee's questions regarding the results of the work and conclusions.

- o. The final thesis and defense are evaluated with a single grade from 5 (five) to 10 (ten).
 - p. The assessment is made by the majority of votes of the members of the Commission.
 - q. **(form ZDR-8)** on the defense of the final thesis.
 - r. If the student passes the defense of the final thesis, he/she will be issued a Certificate of Graduation (completion of the first cycle of studies) within 7 days from the defense date.
 - s. If a student fails the final thesis defense, he or she has the right to request approval to choose a new topic within the same or another course.
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