



FLOW SCHEDULE

Application and defense of the final master's thesis

1. STEP

- a. The topic of the final master's thesis is chosen from the subjects included in the study program.
- b. The topic of the final master's thesis is suggested by the mentor.
- c. The student can also be approved for the topic of the final master's thesis, which he proposes independently, with the written consent of the mentor.
- d. The student acquires the right to submit a proposal for the topic of the final - master's thesis at the beginning of the summer semester of study.
- e. The subject of the master's thesis and the mentor are reported by the student to the competent department of the faculty on the prescribed form (**General form and Form ZMR-1**)
- f. The completed and signed application is submitted in (2) two copies. One copy is submitted to the Faculty's Academic Council,, and the other is placed in the student's file.
- g. In studio year teacher can download, in property mentor or commenter, most 5 final papers of the second cycle.
- h. A student can change the topic once, and on that occasion he goes through the same application procedure as the first time.
- i. The master's thesis is written independently by the student.
- j. Mentor is mandatory yes follow work student, helps him advice and by referral to literature.
- k. The student creates a final thesis in concept with all the associated parts and hands it over to the teacher - mentor for inspection and review.



- l. The teacher is obliged to review the concept of the work and return it with a comment no later than 15 days from the date of receipt of the work.
- m. The student is obliged to act according to the instructions and remarks of the mentor.

STEP 2

- a. After receiving verbal consent from the mentor, along with a request for defense, the student submits an electronic version of the final master's thesis to the competent faculty department (**Form ZMR-2**).
- b. The student also fills out statements relating to his/her master's thesis in accordance with the Regulations on the form and manner of archiving master's theses in the University library (**Appendix 1, Appendix 2, Appendix 3**)
- c. The student submits a request for verification of fulfillment of the requirements for the defense of the final - master's thesis (**Form ZMR-3**).
- d. Based on the student's request, the student services prepare a report on the fulfillment of the requirements (**Form ZMR-4**).
- e. If all conditions are met, the student can enter the procedure for defending the final - master's thesis.
- f. After submitting the application and submitting the thesis, the Faculty Council forms a committee for the evaluation and defense of the thesis (**Form ZMR-5**).
- g. Commission consist of mentor, president and at least one member.
- h. The mentor is obliged to attend the defense of the master's thesis. The mentor cannot be the President of the Commission.
- i. After reviewing the paper, the Commission may propose a defense of the paper or order revision or addition of the paper. Deadline for these activities is two weeks from the date of the formation of the commission.
- j. After actions commissions, dean faculty schedules defense final work



(Form MR-6).

- k. Information about the defense is published on the notice board or the Faculty website.

3. STEP

- a. The defense of the master's thesis is conducted in accordance with the Protocol . **(Form ZMR-7)**
 - b. The defense of the final master's thesis consists of an oral presentation of the results of the work and an explanation of the isolated conclusions, as well as answers to questions from the committee and questions from the audience regarding the results of the work and conclusions.
 - c. Final - Master's work and defense evaluate to unique with a rating of 5 (five) to 10 (ten).
 - d. Rating to brings in the majority votes members of the commission..
 - e. About defense final work, Commission will to make minutes (report) **(Form ZMR-8)**
 - f. If the student passes the defense of the final master's thesis, he/she will be issued a Certificate of Completion of the Second Cycle of Studies within 7 days.
 - g. If the student does not pass the defense of the master's thesis, he has the right to request approval for a new topic within the same or another subject.
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