

Final thesis

Procedure for 6th year students at study program "Medical" in English Language

1.	<p>Students of the XII semester will submit the softback copies-final thesis working version (draft version) to the Mentor. The student is obliged to follow the instructions and remarks given by the Mentor. The Mentor is obliged to review the paper and return it with comment no later than four weeks from the day of submission, except on holiday, sick leave, or other mentors justify absents.</p> <p>In accordance with Article 67, paragraph 7 of the Study Rules for the first and second cycle of studies, integrated, vocational and specialist studies at the University of Sarajevo, the final thesis must contain the following information:</p> <ul style="list-style-type: none">a) On the cover page: name and surname of author of the final thesis, title of the thesis, name and surname of mentor, name of faculty, month and year of thesis defense,b) English version of the cover page (with all listed elements),c) Bosnian version of the cover page (with all listed elements),c) Summary (from 300 to 500 words) with up to 5 key words/terms in B/H/S and English.
2.	<p>Upon completing the final thesis, at the end of classes, the student submits a written request for assessment and defense through the registering forms (Form: The Written request for assessment and defense of final thesis) at the Student Affairs Office.</p> <p>Prerequisites for Forms submission are: verification of XI and XII semester, passed all exams that must be registered in the eUNSA system and Index and verified Clinical Rotation by mentor/responsible teacher.</p> <p>The student submits to the Student Affairs Office as follows:</p> <ul style="list-style-type: none">a. Request - Form ZR3 (filled out by the student)b. Written Mentor's consent form confirming that final thesis meets all the criteria set out in the explanation of the topic- Form ZR4 (filled out by the mentor)c. Authenticity statement form – Statement (signed by the student)d. Three copies of the final thesis (softback copies- final thesis working version-draft version, or four copies of final papers if student has two mentors), Index and Clinical Rotation booklete. ECTS transcript (issued by Student Affairs Office)f. Written confirmation/stamp issued by the Library <p>Upon completing above mention prerequisites, Student Affairs Office will send a final thesis draft version to the Commission's members to review.</p>

3.	<p>The Final Assessment and Defense Commission is obliged to prepare a Final Thesis Assessment Report (Final Thesis Evaluation and Defense Report form), which provides a summary of the work, the set goal, methods used, obtained results, and conclusions, and submit it to the Faculty's Council, no later than <u>two weeks after the date of receiving the final thesis's work version.</u></p> <p>The Final Thesis Assessment Report is submitted in the three original copies, signed by all Commission members (alternate members' signature changes any of the Commission's member signature except Mentor's).</p> <p>The Faculty's Council shall decide on accepting or declining the Report submitted by the Evaluation and Defense Commission within 30 days from its submission and forward it to the Student Affairs Office.</p>
4.	<p>The final thesis defense is scheduled at least five working days from the date of Faculty Council approval of the Commission report. The Student Affairs Office will schedule the final paper's defense time and place with the commission members. After scheduling the final thesis's defense, the student is obliged to submit to the Student Affairs Office the following documents no later than five working days before the final thesis defense:</p> <ul style="list-style-type: none"> a) Five final thesis copies (hardcover) b) A copy of the final thesis and the separated summary (in English and Bosnian) in PDF forms. c) Two Biography copies (written in the third person, Font Size 14)
5.	<p>The final thesis defense is performed before a commission consisting of a mentor and the odd number of commissioners. Therefore, a mentor's presence is obligatory and cannot be changed by any other commission member.</p>
6.	<p>Upon successfully final thesis defense procedure, the graduate student will be issued a University certificate on the completed cycle of studies (two original copies) and a University certificate on the completed practical work (one original copy).</p>
7.	<p>The amount for issuing University certificates is 90 BAM Example of invoice is given below.</p>

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adresa i tel.)

Račun
pošiljaoca

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Izdavanje uvjerenja/potvrde

Račun
primaoca

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HITNO

Depozitni račun KS

Samo za uplate javnih prihoda

Broj
poreskog
obveznika

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Vrsta
uplate

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Mjesto i
datum
uplate

Sarajevo / /

Porezni period

Potpis i
pečat
nalagodavca

Vrsta
prihoda

7	2	2	6	5	5
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Od

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Do

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Općina

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Budžetska
organizacija

3	5	0	2	0	1	8
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Potpis
ovlaštenog lica

Poziv
na broj

0	0	0	0	0	0	0	0	1	8
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Broj poreskog obveznika: upisuje se JMB uplatioca