**GRADUATION PROCEDURE FOR STUDENTS OF BACHELOR STUDIES**

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| Nr. | **THE FIRST PHASE** | Semester |
| 1. | Selection of the topic | The Sixth (6) |
| 2. | Choosing a mentor | The Sixth (6) |
| 3. | Completion of exams | The Sixth (6) |
| 4. | Completion of the topic |  |
|  | **THE SECOND PHASE** | **After the completion of the first phase** |
| 1. | Verification of the student file  a. Completion of exams  b. Completion of payments in accordance with the contract: College - Students | Administrative Service |
| 2. | Formation of the Commission for evaluation of works BA:  a. Commissions are formed on a monthly basis;  b. In the commission, the mentor of the candidate is always a member of the commission | Dean of the College |
| 3. | Evaluation of the work by the commission | The grade of the topic BA is set |
|  | **THE THIRD PHASE** |  |
| 1. | - Graduation certificate for the student;  - Grade certificate. | Secretary General of the College |
| 2. | - Original diploma  - Diploma supplement  - Original student documents - keeping copies | Manager Administrative service |