**GRADUATION PROCEDURE FOR STUDENTS OF MASTER STUDIES**

**PROCEDURE PHASES**

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| Nr. | **THE FIRST PHASE** | **Semester** |
| 1. | Completion of exams  | The Third (3) |
| 2. | Topic selection  | The fourth (4) |
| 3. | Choosing a mentor  | The fourth (4) |
| 4. | Submitting the request for approval of the topic:- Completion of the standardized form;- Signature of the professor / mentor;- Delivery to the College; | The fourth (4) |
|  | **After the completion of the first phase****THE SECOND PHASE** | **Competent body** |
| 1. | Verification of student filea. Completion of exams;b. Completion of seminar papers;c. Completion of payments in accordance with the contract: College - Students | -Dean of the College;- Manager;- Finance Office |
| 2. | - Application for approval at the College of MA Studies - The presented topic is verified;- The importance of the topic;- Innovations expected;- literature;- Work methodology, etc.If the criteria provided by the Regulation for Master Studies are met:- The topic is approved;- The candidate leader / mentor is also appointed;- The Verdict is communicated to the candidate and his mentor | College of Master Studies |
| 3. | The candidate consults with his mentor about the elaboration of the topic;The mentor keeps records of meetings;Final approval by the candidate's mentor  | Candidate's mentor |

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| 4. | - The candidate submits a request for the formation of the Evaluation Commission;- The members of the commission are appointed by the Collegium of Master Studies;- In the commission, the candidate's mentor is always a member of the commission- The Verdict is communicated to the candidate and his mentor.  | College of Master Studies |
| 5. | Commission for the evaluation of MA work:- Gives remarks and suggestions for the candidate's work;- The candidate incorporates remarks and suggestions in the final version;  | Work evaluation commission |
| 6. | The evaluation report of the paper is presented before the Scientific Teaching Council;The report is approved by KMSH  | Scientific Teaching Council |
| 7. | Public protection of the master's thesis:- Appointed in cooperation with the members of the commission, the candidate and the administration of the College | College Manager |
| 8. | Verdict for protection of the master's thesis and completion of Master studies  | Commission for the evaluation of the work |
| 9. | MA graduation certificate for studentGrade Certificate;  | Secretary General of the College |
| 10. | Original diplomaDiploma SupplementOriginal Student Documents - Keeping Copies  | Students Service |