**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 file  a. 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 student  Grade Certificate; | Secretary General of the College |
| 10. | Original diploma  Diploma Supplement  Original Student Documents - Keeping Copies | Students Service |