



INTERNATIONAL BURCH UNIVERSITY

FLOWCHART FOR THE SECOND STUDY CYCLE (1 YEAR WITH MASTER'S PROJECT)

ENROLLMENT TO STUDY PROGRAM

- 240 ECTS from the 1st study cycle as a prerequisite
- Taking 30 ECTS per Semester
- Taking 60 ECTS per Year

COURSE REGISTRATION (1st and 2nd Semester)

- Completed by the Advisor prior to the start of the lectures
- Information about advisor can be found in the Student Affairs Office

PROGRAM DURATION

- 2 semesters / 1 year

PRINTING OF MA/MS PROJECT

- Final version of the MA Project should be printed out in 5 copies and in alignment with the standardized design of MA Project at IBU
- One copy is submitted to Students Affairs Office, one to the University Library, one to the National Library, one to the supervisor

GRADUATION

- Completing the Withdrawal form (code **SAO.4.23.0 ENG**) and its submission to Student the Affairs Office
- Receiving diploma

SUPERVISOR APPOINTMENT AND TOPIC SELECTION (2nd Semester)

- Submission of form with code **SAO.4.4.0 ENG** to the Secretary of Faculty
- If necessary, co-supervisor can be appointed
- Faculty Council appoints Supervisor/Co-supervisor
- Together with supervisor, student writes MASTER'S PROJECT proposal and submits it to Secretary of Faculty using the form **SAO.4.4.0 ENG**
- Student may change the MASTER PROJECT topic by submitting a form with the code **SAO.4.5.0 ENG** to the Secretary of Faculty

MASTER'S PROJECT SUBMISSION (2nd Semester)

- Student needs to submit final version to the supervisor
- Corrections should be completed according to the supervisor's instructions

APPLICATION FOR DEFENSE SCHEDULING (2nd Semester)

- Student submits form with the code **SAO.4.6.0 ENG** to the Secretary of Faculty
- Student submits 3 copies of the MASTER PROJECT in spiral binding to the Secretary of the Faculty, and the digital version should be submitted to the Publications office for formatting and plagiarism checking. The result of this reviewing is the form with the code **PO.4.1.0 ENG**

NOTE: A student must fulfill all publication requirements predetermined by the Study Program

COMMITTEE APPOINTMENT (2nd Semester)

- Committee must be adopted within one month of the student's request by the Faculty Council
- The committee is comprised of 3 to 5 members (Supervisor is an automatic member but cannot be President of the Committee)
- The defense date is determined by the Faculty Council
- Information about the defense is published on the University's official webpage

MASTER'S PROJECT DEFENSE (2nd Semester)

- Oral presentation of the MASTER PROJECT
- Jury prepares report using a form with the code **SAO.4.7.0**



Within one year from the defense

FORMAT CHECK

- Student submits an electronic version of the MASTER'S PROJECT to Publications Office for format check

ACCEPTED / REJECTED

FORMATING THE MASTER PROJECT

- It should be in accordance with the IBU guidelines

CORRECTIONS

- Student submits corrections as a recommended by the Committee within 3 months from the day of the defense
- After revision of the altered versions of the Project, Jury members prepare a new form with the code **SAO.4.18.0 ENG**

ACCEPTED / REJECTED

Rector
Prof. Dr. Damir Marjanović