



INTERNATIONAL BURCH UNIVERSITY

FLOWCHART FOR THE SECOND STUDY CYCLE (1 YEAR WITH MASTER THESIS)

ENROLLMENT TO THE 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 Semester)

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

PROGRAM DURATION

- 2 semesters / 1 year

PRINTING OF MASTER THESIS

- Final version of MA Thesis should be printed out in 5 copies and in alignment with the standardized design of MA Thesis at IBU
- One copy is submitted to the 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 Affairs Office
- Receiving diploma

Rector
Prof. Dr. Damir Marjanović

SUPERVISOR APPOINTMENT AND TOPIC SELECTION (2nd Semester)

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

MASTER THESIS SUBMISSION (2nd Semester)

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

APPLICATION FOR DEFENSE SCHEDULING (2nd Semester)

- Student submits a form with the code **SAO.4.6.0 ENG** to the Secretary of Faculty
- Student submits 3 copies of the MASTER THESIS 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 checking is the form with the code **PO.4.1.0 ENG**
NOTE: Students 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
- Committee is comprised of 3 to 5 members (Supervisor is an automatic member but cannot be President of the Committee)
- Defense date is determined by Faculty Council
- Information about the defense is published on the University's official webpage

MASTER'S THESIS DEFENSE (2nd Semester)

- Oral presentation of the MASTER'S THESIS
- Jury prepares report using the form with the code **SAO.4.7.0**

REJECTED APPROVED APPROVED WITH CORRECTIONS REPEATING THE DEFENSE

Within one year from the defense

FORMAT CHECK

- Student submits an electronic version of the MASTER THESIS to the Publications Office for a format check

ACCEPTED REJECTED

FORMATING THE MASTER'S THESIS

- It should be in accordance with the IBU guidelines

CORRECTIONS

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

ACCEPTED REJECTED