

Pursuant to Article 60 of the Higher Education Act in Herzegovina-Neretva Canton(Official Gazette of Herzegovina-Neretva Canton No. 04/12), Article 63 of the Articles of Association of the University of Mostar (No. 01-283/13 of February 12, 2013) and Articles 63 and the 67 of the Rulebook on Studying at the University of Mostar (No.: 01-1033/15 of June 17, 2015), the Scientific-Teaching Council of the School of Medicine of the University of Mostar at its 69th session held on January 12, 2018 approved the following

**RULEBOOK
ON PREPARATION AND DEFENSE OF DIPLOMA THESIS**

GENERAL PROVISIONS

Article 1

(1) The subject Rulebook regulates the procedure of application for topic and assessment of the diploma thesis, as well as the application and defense procedure for the diploma thesis at the Study of Medicine, Study of Dental Medicine, and Medical Studies in English at the School of Medicine of the University of Mostar (hereinafter: School of Medicine).

Article 2

(1) Integrated studies (Study of Medicine, Study of Dental Medicine, and Medical Studies in English) at the School of Medicine are completed by passing of all examinations and the fulfillment of other obligations provided for in the curriculum, and after preparation and defense of a diploma thesis.

DIPLOMA THESIS

Article 3

(1) Diploma thesis is an independent written paper of a student, in which the student, under the guidance of a mentor, proves the ability and independence in solving problems from the health profession by using literature, empirical research, computer and analytical processing, knowledge and experience of experts from practice and all other sources necessary for the paper.

(2) The thesis should be original research/original scientific work.

APPLICATION FOR TOPIC OF THE DIPLOMA THESIS

Article 4

(1) The topic and working title of the thesis is arranged between the student with the selected mentor.

(2) The thesis mentor must be a person with a minimum scientific-teaching title of an assistant professor, who is in a contractual relationship with the School of Medicine.

(3) At the suggestion of the mentor, the student can have an assigned a co-mentor when applying for the thesis topic. The co-mentor should be elected to a scientific-teaching position.

(4) Mentor and co-mentor are confirmed by the Scientific-Teaching Council of the School of Medicine, upon the proposal of the Committee for Diploma Theses.

(5) A student may be approved the change of topic and/or mentor/co-mentor of the thesis, at his personal request or mentor's request.

(6) The student can apply for the thesis topic from the day of enrollment in the final academic year of study, and no later than June 1 of that academic year.

(7) The subject of the thesis is submitted by the student to the Committee for Diploma Theses according to the criteria defined by the Committee.

(8) The certificate of approval of the subject of the thesis is given by the Chairman of the Committee for Diploma Theses.

COMMITTEE FOR THE DEFENSE OF DIPLOMA THESIS

Article 5

(1) The Committee for the Defense of Diploma Theses consists of the chairman (first member), mentor (second member) and committee member (third member), and is appointed by the Scientific- Teaching Council of the School at the proposal of the Committee for Diploma Theses.

(2) The chairman of the Committee may be a professor in the scientific-teaching position of assistant professor, associate professor or full professor.

(3) The third member of the Committee can be a professor professor in a scientific-teaching position.

DRAFTING THE GRADUATE THESIS

Article 6

(1) The diploma thesis should be printed on standard-sized paper (A4, 210 x 297 mm), with free margins of 2.5 cm and spacing of 1.5 cm. For printing, one should use Times New Roman font size of 12 typographical points. All pages must be numbered, i.e. marked with numbers. The text must be written in the Croatian language, in accordance with all grammatical and spelling rules. The thesis cannot contain less than 15 nor more than 50 pages. All pages are counted starting from the Introduction, and the number is printed in the lower right corner.

PROCEDURE OF APPLICATION AND APPROVAL OF GRADUATE THESIS

Article 7

(1) The student prepares the thesis independently with the right and obligation to consult with the mentor/co-mentor. The student is fully responsible for the accuracy of all information provided in the paper and for possible copyright infringement.

(2) The mentor/ co-mentor is obliged to monitor the student's work and assist with advice, and may request amendments modification, or addition of the thesis.

(3) The student is obliged to act according to the instructions and remarks of the mentor/ co-mentor.

(4) The mentor/ co-mentor is obliged to provide the student with an opinion on the acceptability of the thesis for defense at the latest within twenty days of submitting the thesis.

(5) The completed diploma thesis with the mentor's consent in writing is submitted to the Committee for Diploma Thesis.

(6) In the case when the mentor is a member of the Committee for Diploma Theses, then the review of the diploma thesis is performed by another member of the Committee.

(7) The certificate of approval of the thesis and the assessment of the written part of the thesis are provided by the Chairman of the Committee for Diploma Theses.

SUBMISSION OF DIPLOMA THESIS AND APPLICATION FOR DEFENSE

Article 8

(1) The thesis, in its final version, must be approved by the mentor and by the Chairman of the Committee for Diploma Theses, which is confirmed by the signature of the thesis mentor and the assessment of the written part of the thesis by the Chairman of the Committee.

(2) A student submits the completed and signed application form for the defense of the thesis to the officer of the Committee, along with the Student's Record Book and the text of the thesis, as approved by the mentor.

(3) A student has the right to defend their diploma thesis only after fulfilling all the previous obligations prescribed by the study program, in accordance with the curriculum and study program.

(4) The Committee for Diploma Theses examines the formal prerequisites necessary for the completion of the studies, i.e. the defense of the diploma thesis.

Article 9

(1) After the application has been received, verified and confirmed by the Committee for Diploma Theses on the fulfillment of the formal prerequisites for completing the studies, the dean of the School of Medicine approves and schedules the defense of the diploma thesis. In the absence of the dean, the defense of the thesis is approved and scheduled by the vice-dean for teaching.

DEFENSE OF DIPLOMA THESIS

Article 10

(1) Place and time of the thesis defense are published on the website and notice board of the School of Medicine, no later than three days before the defense.

(2) The thesis defense is public.

Article 11

(1) A student may, for justified reasons, request a postponement at least two days before the defense of the thesis. The mentor decides on the justification of the reason for the postponement, and a new date for the thesis defense is set.

Article 12

(1) At the defense of the thesis, the Chairman of the Committee announces that the student has fulfilled all prescribed obligations and proposes the defense of the thesis.

(2) The defense begins with the student's presentation lasting 15 to 20 minutes. After the student's presentation, members of the Committee for the Defense of Diploma Theses ask at least one question each.

Article 13

(1) After the presentation and answering the questions, the Committee for the Defense of Diploma Theses evaluates the thesis, the presentation and the defense of the thesis.

(2) The final grade of the thesis defense is the average grade of the written thesis and the oral thesis defense.

(3) At the defense of the diploma thesis, Minutes of the defense of the diploma thesis are kept on a special form.

(4) The Minutes of the thesis defense are submitted and archived at the Students' Affairs Office and in the student's file.

Article 14

(1) If the Committee concludes that the student did not pass, it will be entered in the student's Minutes and other related documentation that he did not pass. The student acquires the right to defend the thesis again in the next scheduled defense period determined by the dean of the School of Medicine.

- 2) If the evaluation of the thesis defense is not positive, the student has the right to defend the thesis again on the same topic (as amended according to the instructions of the Committee), to choose a new mentor or to choose a new topic of the thesis and a new mentor.
- (3) A student may defend his thesis four times in one academic year.

Article 15

- (1) The Chairman of the Committee is in charge of the signature, entry of the grade of the thesis and acquired ECTS points into the Student's Records Book and other related documentation confirming that the student has fulfilled all obligations in the process of preparing the thesis and successfully defended the thesis.
- (2) A positive evaluation of the thesis is entered in the Student's Records Book with the signature of the Chairman of the Committee for the Defense of Diploma Theses.

Article 16

- (1) If the evaluation of the defense is positive, the Chairman of the Committee will communicate the evaluation to the candidate with an explanation and conclude by announcing that the candidate has completed the studies and obtained the appropriate number of ECTS points and the corresponding academic title.

Article 17

- (1) Before the actual defense of the diploma thesis, the student is obliged to deliver one copy of the diploma thesis in hardcover to the mentor/co-mentor and members of the Committee, and after the successful defense of the diploma thesis, the student shall deliver one copy of the diploma thesis in hardcover or paperback with one digital version of the work on CD/DVD media, which are kept in the Library of the School of Medicine.
- (2) The diploma thesis can also be published on the website of the School of Medicine, with the consent in writing provided by the student and mentor/co-mentor.

FINAL PROVISIONS

Article 18

- (1) The Rulebook enters into force on the day of its adoption and is published on the notice board of the School of Medicine.

Doc. number: 01-I-23 /18

Mostar, January 15, 2018

Dean
Milenko Bevanda, Ph.D., Full Professor