

Roadmap for Diploma Theses

1. Students decide on a mentor for their diploma thesis. According to the Ordinance on Preparation and Defense of the Diploma Thesis (hereinafter referred to as the Ordinance), the mentor for the thesis can be a person who has a minimum scientific-teaching title of assistant professor, and who is in a contractual relationship with the University of Mostar School of Medicine.
2. As agreed with the mentor, the student can also be assigned a co-mentor. The co-mentor should be elected to a scientific-teaching position or in a contractual relationship (item 1), and as a rule, the co-mentor is appointed for theses that are interdisciplinary and those that are carried out at several organizational units of the University of Mostar or at several universities.
3. The student, in agreement with the selected mentor, determines the topic and the title of the thesis and the future members of the Committee for the Defense of the Thesis. According to Article 5 of the Ordinance, the Committee consists of three members, of which the first member (Chairman) must hold the rank of assistant professor or higher, the second member is the mentor, and the third member can be any teacher who is elected to a scientific-teaching position.
4. At the beginning of a calendar year (during the month of January), the Committee for Diploma Theses delivers to the representatives of the year a table that must be filled out and submitted at least 14 days before the scheduled regular spring session of the Scientific-Teaching Council (STC). The table requires the following information: student's name, topic (title), mentor, co-mentor, and two members of the Committee for the Defense of the Thesis. The filled-out table is sent by the student representative to the officer of the Committee for Diploma Theses for inspection, and is also delivered to the Secretariat of the School. The table is then forwarded to the Committee for Diploma Theses and is adopted at the STC session.
5. The student fills in the application for topic on the existing Topic Application Form. After the mentor's approval, the completed application is sent to the Committee for Diploma Theses by email. The Committee then reviews the application, possibly returns it for correction or completely rejects it, and when the Committee's criteria are met, the Chairman issues a certificate of approval of the topic.
6. The student requests permission from the Ethics Committee for the proposed research. The form, the application with the specified necessary documentation and the explanation are available on the School's website.
7. The student prepares the thesis according to the instructions of the mentor/co-mentor, the rules from Article 6 of the Ordinance and the instructions available on the School's website.
8. The completed thesis is first sent to the MENTOR (and possibly the co-mentor) for review. The mentor (and possibly co-mentor) reviews the paper and sends the student instructions and remarks, which the student is obliged to act on. After the mentor provides written consent that the paper is ready for review by the Committee, the student sends the work to the Committee for Diploma Theses.
9. The Committee for Diploma Theses reviews the paper and returns it to the student for corrections if necessary. The thesis in its final version MUST be approved by the mentor and the Chairman of the Committee for Diploma Theses (Article 8 of the Ordinance).
10. Upon the approval of the mentor and the evaluation of the written part of the thesis by the Chairman of the Committee (from point 8), the student contacts the officer of the Committee for Diploma Theses, fills in and signs the Application Form for Defense of the Diploma Thesis and acquires the right to defend it if he has fulfilled all other obligations, in accordance with the curriculum and study program. Afterwards, the place and time of the defense are determined, in accordance with the Ordinance.

11. A more detailed description of individual procedures and rules can be found in the Ordinance on the School's website.

Committee for Diploma Theses and Vice-Dean for Teaching of the School of Medicine of University of Mostar

Mostar, February 25, 2022