

The roadmap for writing a thesis

1. Student proposes a diploma thesis mentor. The thesis mentor can be a person who is at least in the scientific-teaching position of assistant professor, and who has a contract with the Faculty of Medicine of Mostar.
2. In agreement with the mentor, the student may also have a co-mentor. The co-mentor should be selected in the scientific-teaching position or had a contract with Medical School of Mostar, and overall, the co-mentor is assigned for thesis proposal that is interdisciplinary, which is performed in several organizational units of the University of Mostar or at different universities.
3. The student, in agreement with the selected mentor, proposes the topic and title of the thesis and future members of the Committee for the defense of the thesis. The Committee consists of three members, of which the first member (President) should be in the position of assistant professor or higher, the second member is a mentor, and the third member can be a teacher who has the option of a scientific-teaching position.
4. At the beginning of the academic year (in October), the Graduate Theses Committee submits a table to the representatives of the year, which must be filled out and submitted by mid of January. The table contains the following information: student's name, topic (title), mentor, co-mentor, and two members of the Defense Committee. The student representative sends the completed table to the Graduate Theses Committee officer for review, and also submits it to the Faculty office for the students. The table is then forwarded to the Graduate Theses Committee and adopted at the Scientific-teaching council.
5. The student fills in the topic application on the Topic Application Form. After the mentor's approval, the completed application is sent to the Graduate Theses Committee by email to email:**diplomski@mef.sum.ba**. The Committee then reviews the application, possibly returns it for correction or rejects it completely, and when the Committee's criteria are met, the president issues a certificate of approval of the topic. The Graduate Theses Committee must return the student's response to the thesis topic application within 20 days.
6. The student requests permission from the ethics committee for the proposed research. The form, application with the required documentation and explanation are available on the faculty website.
7. The student prepares the thesis according to the instructions of the mentor/commentator, the rules from Article 6 of the Regulations and the instructions available on the faculty website.
8. The completed thesis is first sent to the MENTOR (and possibly the co-mentor) for review. The mentor (and possibly the co-mentor) reviews the thesis and sends the student instructions and comments according to which the student should act. Only when the mentor issues a written consent that the thesis is ready for review by the Committee, the student fills out the form Application for Graduation Thesis and sends the thesis to the Graduation Thesis Committee by e-mail: **diplomski@mef.sum.ba**.
9. The Graduation Thesis Committee reviews the thesis and returns the thesis to the student for corrections if it is necessary. The final version of the thesis **MUST** be approved by the mentor and the president of the Graduation Thesis Committee. The Graduate Thesis Committee must return the student's response to the application for the degree thesis for assessment within 20 days.
10. Upon approval by the mentor and assessment of the written part of the work by the President of the Committee (from point 8), the student reports to the officer of the Graduate Thesis Committee, fills out and signs the Graduate Thesis Defense Application Form and acquires the right to defend it if he has fulfilled all other obligations, in accordance with the curriculum and program of study. The place and time of the thesis defense are then determined, in accordance with the Regulations. The student must send the

thesis to the members of the Thesis Defense Committee electronically for review at least 3 days before the defense.

11. A more detailed description of individual procedures and rules for preparing a graduate thesis can be found in the Regulations on the faculty's website.

Graduate Thesis Committee and Vice-Dean for Education MEFSUM Mostar, 25.02.2026.