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|  | ***Odsjek za hemiju***  PRIRODNO - MATEMATIČKI FAKULTET  S A R A J E V O |

**PROTOCOL**

with information for postgraduate study

* For exams and seminar papers, the candidate is obliged to bring to the exam a completed application in which the exam grade is entered with the same date as in the index (for the seminar paper, write "passed successfully")
* The teacher is obliged to submit the signed application with the grade to the Secretary of Postgraduate study, who hands it over to the student service.
* Submit one copy of the seminar paper together with the CD to the Secretary of Postgraduate studiy, which remains in the Department of chemistry library.
* One copy of the seminar paper, together with the CD, must be submitted to the Secretary of Postgraduate study, which remains in the Department of chemistry library.
* Candidates must regularly enroll in semesters and certify completed semesters.
* After passing the exams and defending the seminar papers, in writing, report the topic to the Council of Postgraduate study (\*see example below the text), (fill out the application with the help of a potential mentor).
* A mentor can be a teacher in the title of assistant professor, associate professor and full professor, permanently employed and a chemist by profession, and retired professor in the title of emeritus.
* After the approval of the topic and the mentor by the Council of Postgraduate study, the candidate works on his master thesis, the practical and theoretical part, under the supervision of the mentor.
* **When the mentor assesses that the work is completed and properly written, the candidate submits the Request for evaluation and defense of the master thesis via the Faculty of science protocol, addressed to the Council of Department of chemistry and the Council of the Faculty of science, and also attaches four copies of the spirally bound master thesis.**
* At this moment, the candidate is obliged to pay all financial claims from the Faculty, which includes the costs of publishing the defense in public newspapers, the costs of defending the master thesis and the costs of printing the diploma.
* Candidate must be discharged from the library (Certificate from the library regardless of whether or not he was a member).
* **The Secretariat of Faculty sends a request to the Council of Department of chemistry to propose the Committee for the evaluation and defense of the master thesis, specifying the name of the candidate and the title of the thesis.**
* The Council of the Department of chemistry proposes the **Committee** for the evaluation and defense of the master thesis of four members; i.e. the president (he cannot be a mentor), two members, one of whom is a mentor, and a reserve member, who has the same task as the other members until the moment of the defense, when he does not have to be involved in the actual act of defense, if the other members are present.

**The Committee for the evaluation and defense of the master thesis is approved by the Council of Faculty of science on the proposal of Department of chemistry Council.**

* The members of the Commission for the evaluation and defense of the master thesis, after receiving the **Decision,** are obliged to prepare a **Report on the master thesis**, which is signed by all members and submitted to the protocol of the Faculty.
* The Council of Department of chemistry expresses its opinion on the Report of the Commission and with the results of the statement submits the Report to the Faculty of science Council for adoption.
* After the approval of the Report of the committee for the evaluation and defense of the master thesis, the candidate is obliged to submit 14 copies of the bound master thesis to the protocol of the Faculty.
* The announcement of the master thesis defense, in agreement with the mentor and candidate, is announced by the Faculty's management in public newspapers and on the Faculty's notice board and on the website with the time and place of the public defense.
* A minimum of one month must pass from the day of publication to the day of the defense.
* During the defense of the work, official Minutes are kept, and the protocol itself, which is a separate act, is taken care of by the president of the Commission.
* The candidate is obliged to submit the basic data from his biography and bibliography to the president of the Commission in a timely manner, which will be read on the day of the defense.
* At the end of the defense, "successfully defended" is written in the candidate's index and application, which are signed by all members of the Commission.

Sessions of the Faculty Council are held once a month, so between the proposal of the Committee for the evaluation and defense of the master thesis and its acceptance, as well as the submission of the Report of the Committee for the evaluation and defense of the master thesis and its acceptance, usually two months pass, plus one month of waiting after publication in to the newspaper.

As part of the Law on amendments to the Law on higher education, Article 1 (Official Gazette No. 35/20), the following is stated:

"In the law on higher education (Official Gazette of Sarajevo Canton, number 33/17) in Article 180 paragraph (7) and (16) are changed and read:

„Persons who have started postgraduate studies to acquire the degree of Master of science according to the regulations that were in force before the entry into force of this law, **have the right to acquire the scientific degree of Master of science by September 30, 2025.**"

**Head of Postgraduate study**

Prof. dr Jasna Huremović

**UNIVERSITY IN SARAJEVO**

**FACULTY OF SCIENCE**

**DEPARTMENT OF CHEMISTRY**

**COUNCIL OF POSTGRADUATE STUDIES - DEPARTMENT OF CHEMISTRY**

**SUBJECT: REGISTRATION OF MASTER THESIS TOPIC**

CANDIDATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I am asking you to approve me to write a master thesis under the title:

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PROPOSAL OF A MENTOR**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**JUSTIFICATION OF THE TOPIC OF THE MASTER THESIS**

**1. TYPE OF RESEARCH:**

**2. RESEARCH OBJECTIVES:**

**3. RESEARCH TASKS:**

**4. MATERIAL AND METHODOLOGY OF RESEARCH:**

**5. EXPECTED RESULTS OF THE RESEARCH:**

CANDIDATE:

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