

**PROCEDURE FOR THE APPLICATION, SUBMISSION, AND DEFENCE
OF THE FINAL THESIS IN FIRST-CYCLE STUDIES**

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Based on the Rules of Study for the First and Second Cycles, Integrated, Professional and Specialist Studies at the University of Sarajevo, the procedure for the application, submission, and defence of the final thesis at the first cycle of studies at the School of Economics and Business is described as follows:

- After passing all required exams, the student submits the Final Thesis Application to the Student Affairs Office (form: Final Thesis Topic Application). The application must include the following information:
 - a. name of the faculty and department/unit,
 - b. student's full name,
 - c. student index number,
 - d. title of the selected topic,
 - e. topic justification, research purpose, research questions/hypotheses, objectives, methodology,
 - f. references,
 - g. place and date of application, and
 - h. name, surname, and signed approval of the supervisor.
- The completed and signed application is submitted to the Faculty Registry Office. The application is officially recorded and placed in the student's file.
- The student prepares the final thesis independently. The appointed supervisor is obliged to monitor the student's work and provide guidance, including advice and relevant literature.
- The completed thesis is submitted to the supervisor for review. The supervisor is required to review the thesis and return it with comments within four weeks of submission. Additionally, the supervisor conducts an independent plagiarism check using Turnitin or submits the thesis for checking to the Library and Information Centre (BIC).
- The student is obliged to act in accordance with the supervisor's instructions and comments.
- Once the supervisor approves that the thesis can proceed to the next stage, the student submits a request for verification of compliance with the Guidelines for the Technical Preparation of Final Theses (form: Request for Verification of Compliance with Technical Preparation Guidelines). If the thesis is found not to comply with the guidelines, it must be revised and resubmitted for review. For a thesis that complies with the technical guidelines, the student is issued a Certificate.

- After the verification of compliance, the student submits a written request for the evaluation and defence of the final thesis via the Registry Office (form: Request for Final Thesis Defence). The defence date may be scheduled after a minimum of ten days from the date of submission of the request. In addition to the request, the student must submit three unbound copies of the thesis.
- The Committee is required to review the thesis and provide any comments to the student and the supervisor in written form or via email within no more than two weeks from the date of receiving the working version of the thesis.
- The Student Affairs Office is required to complete the verification of the student's file within ten days from the date of submission of the request for evaluation and defence of the thesis.
- The defence of the final thesis is conducted before the supervisor and two additional academic staff members and must be completed within 15 days from the date of submission of the request for evaluation and defence. The defence consists of a brief presentation of the thesis by the student, followed by responses to questions related to the results and conclusions of the thesis.
- The completed and signed Minutes of the Final Thesis Defence (form: Minutes of Final Thesis Defence) are submitted to the Student Affairs Office. In addition to the Minutes, the student submits one hardbound copy of the thesis and a CD/USB containing the electronic version.
- If the student does not successfully pass the defence, they are entitled to one additional defence of the same thesis or may request approval to select a new topic and/or supervisor.