



INTERNATIONAL UNIVERSITY OF SARAJEVO  
INTERNACIONALNI UNIVERZITET U SARAJEVU

## PhD Thesis Submission Form

This form is used by PhD candidate to submit completed doctoral thesis to the Faculty Dean's Office so it can be publicly defended in front of the Committee for the Defense.

### Part I. Student and Thesis Information (to be filled by Student)

Student Name and Surname		Student Number	Faculty / Program	
Thesis Title				
Number of ECTS accrued	Date Qualifying Doctoral Exam has been passed	Date of First Assessment passed	Date of Second Assessment passed	Date of Third Assessment passed

### Part II. Verification of Tuition Fee Payments (to be filled by Office for Finances and Economic Matters)

Official Statement	Name of Officer	Signature
All financial obligations are paid: Confirmation by Office for Finances and Economic Matters		

### Part III. Mentor's Approval

	Name, surname and title	Signature	Date
Mentor			

### Part IV. Proposed Members of the Committee for Defense - Other than Mentor (to be filled by Program Coordinator, Head of Department or Dean)

Thesis Committee			
	Academic Title and Name	University	Faculty
Committee member			
Committee member			
Committee member			
Committee member			
Substitute member of the committee			
Substitute member of the committee			

### Part V. (For Official Use Only)

*Committee approved by Faculty Council on _____, Decision No. _____
* Committee approved by IUS Senate on _____, Decision No. _____

\*If IUS Senate appoints different Committee for Defense than proposed, attach the appointment decision.

Defense of the doctoral thesis scheduled for: (date) _____ (location) _____ (time) _____
PhD candidate notified about the date and time of the defense of the thesis on _____
Notice of the defense posted on the: Faculty notice board <input type="checkbox"/> University Web page <input type="checkbox"/>
Notified by: _____
Signature: _____

**EXCERPT FROM THE STUDY RULES FOR THE THIRD STUDY CYCLE****Committee for defense of dissertation and the procedure of defense of dissertation****Article 28**

- 1) The student whose progress reports obtained mark “S” by the Committee for supervision three times has the right to apply for defense of dissertation. With the consent of the mentor, student submits his/her request for defense of dissertation to the Program Coordinator. The Program Coordinator forwards a copy of the dissertation together with the references of the Committee for supervision to the Faculty Council.
- 2) Faculty Council nominates Committee for defense of the dissertation (hereinafter: the Committee for defense) which consists of three or five members. Mentor is the member of the Committee for defense. At least one of the members of the Committee for defense should be an academician from another university; other members will be from the same or similar scientific / artistic fields.
- 3) The Committee for defense is appointed by the IUS Senate.
- 4) Committee for defense sets the time, date and place of the dissertation defense and forwards it to the relevant faculty's Dean Office to be publicly announced on Faculty Board and IUS website. Dissertation defense is public, open to all students, academic staff and guests.

**Article 29**

- 1) The Committee for defense elects its chairperson.
- 2) The time for defense is at most 60 minutes. After the defense, audience may ask questions. After this session, Committee for defense has closed door meeting and with simple majority decides whether the dissertation is
  - a. Acceptable, or
  - b. Acceptable with minor corrections, or
  - c. Acceptable with major corrections, or
  - d. Rejected.
- 3) The candidate whose dissertation is found acceptable with minor corrections is given two weeks to make these corrections. The candidate whose dissertation is found acceptable with major corrections is given three months to make these corrections. At the expiry of these periods, the dissertation defense procedure is repeated.
- 4) If the dissertation is rejected the candidate has the right to re-apply with a new dissertation within one year from the date when the first dissertation has been rejected.
- 5) If the defense is found acceptable, Committee for defense prepares an evaluation report and forwards it to the relevant Faculty Dean. A copy of the report is kept in students file in the Student Affairs Office.
- 6) Students whose dissertation/thesis has been rejected on two occasion forfeits the student status.
- 7) The doctoral dissertation is submitted in ten copies (at least five as hard copies, and five in electronic format), of which three copies (two as hard copies, and one in electronic format) are for the National and University Library of Bosnia and Herzegovina, and three copies (two as hard copies, and one in electronic format) are for the IUS Library.
- 8) Should the doctoral dissertation be in the arts in form of music note, sound, video, or digital recording, then it is submitted in the format it has been made, in the number of copies stipulated in the preceding paragraph.