

Updated Templates and Procedures for Theme Registration and Submission of Applications for Evaluation and Defense of Master's Theses

The process for obtaining a Master of Arts (MA) degree at the University of Sarajevo's Faculty of Political Science (FPN/UNSA) involves a series of defined steps:

1. **Topic Selection:** Initially, students select their research topic in close consultation with their mentor(s), ensuring the chosen subject aligns with their academic interests and faculty expectations.
2. **Theme Proposal Development:** Following topic selection, students, again in consultation with their mentor(s), develop a comprehensive theme proposal. This document elaborates on the intended research, including objectives, methodology, and a review of relevant literature.
3. **Submission of Detailed Theme Proposal:** Students are required to submit a detailed theme proposal that outlines the research methodology and provides an extensive overview of pertinent literature. The specific requirements for this submission are detailed further in Step 1 (below).
4. *Approval and Committee Formation: The Department of Political Science, along with the Faculty's Council, reviews and approves the proposal. Subsequently, a Committee/Panel for Thesis Assessment and Defense is formed to oversee the next stages of the process.*
5. **Research and Thesis Completion:** Students embark on their research journey, finalizing their thesis in continued consultation with their mentor(s). This stage is crucial for gathering data, analyzing findings, and synthesizing the research into a coherent thesis.
6. **Submission for Final Assessment:** With the mentor's endorsement, the working version of the thesis is submitted for final evaluation. Detailed instructions for this step are outlined in Step 2 (below).
7. *Adoption of Final Assessment and Defense Approval: Following a positive evaluation from the Committee/Panel for Thesis Assessment and Defense, the Department of Political Science and the Faculty's Council formally adopt the final assessment of the thesis and authorize the public defense.*
8. **Final Thesis Submission:** Students submit the final, approved version of their thesis, incorporating any required (only minor) amendments post-assessment. Further details on this submission are provided in Step 3 (below).
9. **Scheduling of Public Thesis Defense:** The Student Services, in coordination with both the student and the mentor, arrange for the public defense of the thesis. This culminating event allows students to present their research findings and defend their thesis before the Committee/Panel, representing the academic community. Students are allowed to extend invitations to guests. This provides an avenue for students to

share the culmination of their academic efforts with peers, family, friends and mentors, enhancing the significance of this scholarly milestone.

Each of these steps is critical to the successful completion of the MA degree, designed to ensure academic rigor, comprehensive research, and scholarly contribution to the field of Political Science.

Below is a comprehensive breakdown of the prerequisites and obligations for students:

STEP 1 - REQUIREMENTS FOR APPROVAL OF FINAL THESIS PROPOSAL

In order to have the MA thesis topic assessed and approved, the following must be submitted to the student service:

- 3 copies of the final thesis theme proposal (form [ZR1](#)) signed by the mentor (Note: the theme and its elaboration as well as the methodology and relevant literature is prepared in consultation with the mentor).
- CD with the theme proposal saved in .docx format (Word)
- Proof of payment (payment slip) in the amount of 100.00 KM (as shown bellow)

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Svrha doplatenja: **izjava završnog rada na II ciklusu**

Primalac/Primateelj: **DEPOZITNI RACUN KANTONA SARAJEVO**

Mjesto i datum uplate: _____

Potpis i pečat nalogodavca _____

Potpis ovlaštenog lica: _____

Račun pošiljoca/pošiljatelja _____

Račun primaoca/primatelja: 1 4 1 1 9 6 5 3 2 0 0 0 8 4 7 5

KM ***100,00 HITNO

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Broj poreznog obveznika _____ Vrsta uplate

Vrsta prihoda: 7 2 2 4 2 9

Porezni period
Od: _____
Do: _____

Općina: 0 7 7 Budžetska organizacija: 3 5 0 2 0 1 0

Poziv na broj: 0000000026

STEP 2 -SUBMISSION OF FINALIZED THESIS

Once the thesis is finalized and approved by the mentor, the following should be submitted to the Student Services:

- Request for evaluation and defense of the final thesis (Form [ZR3](#)),
- The mentor's written consent that the work meets the criteria specified in the theme proposal (Form [ZR4](#)),
- The student's statement that the final thesis is his/her authentic work (Form: [AR](#) - Izjava o autentičnosti rada/Declaration of work authenticity),

- Report from the record office on exams and ECTS credits of the student (obtainable in the Students' Service)
- 3 softcover copies of the final thesis - working version

STEP 3 - SUBMISSION OF THE APPROVED FINAL VERSION OF THE THESIS

(submitted following the Faculty Council's approval of the Thesis Report prepared by the Committee/Panel for Thesis Evaluation and Defense)

The following must be submitted to the student service:

- 5 hardcover copies of the final thesis
- 2 CDs with the final thesis saved in .docx format (Word)
- Proof of payment (payment slip) in the amount of 200.00 KM (as shown below)

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Svrha doplate: **ODBIJANA ZAVISNOG rada na II ciklusu**

Primalac/Primatelj: **DEPOZITNI RACUN KANTONA SARAJEVO**

Mjesto i datum uplate: _____

Potpis i pečat nalogodavca _____

Pečat Banke _____

Račun pošiljaoca/ pošiljatelja _____

Račun primaoca/ primatelja **1 4 1 1 9 6 5 3 2 0 0 0 8 4 7 5**

KM *****200,00** HITNO

samo za uplate javnih prihoda

Broj poreznog obveznika _____

Vrsta prihoda **7 2 2 4 2 9**

Općina **0 7 7** Budžetska organizacija **3 5 0 2 0 1 0**

Poziv na broj **0000000026**

Vrsta uplate

Porezni period
Od: ____/____/____
Do: ____/____/____

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