



On the basis of Article 32 of the Statute of the International Balkan University in Skopje, the University Senate at its session held on 04.05.2011 passed the following

REGULATION

ON APPLICATION, PREPARATION, EVALUATION AND DEFENSE OF GRADUATION PROJECT

Article 1

This regulation shall regulate the conditions, manner and procedure for application, preparation, evaluation and defense of Graduation Project (hereinafter referred to as Project) of the students of the International Balkan University.

Article 2

If the student has minimum 204 credits, he/she acquires the right to submit an application for approval of doing the Graduation Project.

Article 3

The student can do a project related to the attended courses of the II, III and IV study year (i.e. of III, IV, V, VI, VII and VIII semester) which correspond to the objectives of the study programme.

Article 4

In the project somewhat up-to-date problems in the area of the respective study programme should be elaborated.

Article 5

The project may be of theoretical-experimental or theoretical-applicative nature.

Article 6

If the student attends two study programmes, he/she has to do two projects related to two different courses.

Article 7

The candidate submits an application for approval of doing a project to the Dean of the appropriate faculty through the Student Affairs Office.

Article 8

In the application, the candidate proposes the course related to the project, the area of investigation and mentor of the project. It is required that the mentor be a selected teacher from respective IBU faculty.

Article 9

Dean directs the application to the mentor. Mentor defines the topic and in the appropriate form (template) and enters the following information:

- name of the applicant,
- title of the project,
- short content (basic theses) of the project,
- the proposal of the Commission for evaluation and defense of the project
- date of issue.

The commission should consist of at least two members from the faculty that the student is registered.

Article 10

The Dean, based on the submitted documentation, approves the project as well as the Commission for evaluation and defense. The Dean fills out a form (template) for the approval of the project.

Article 11

The Commission for the evaluation and defense of the project consists of three members; two of them must be teachers, and the third could be an assistant or an expert involved in performing the respective clinical teaching.

Article 12

The project is to be written in English. After passing the exams given by the study programme, the applicant shall deliver the project to the Student Affairs Office in 3 (three) hard copies and one copy in electronic form. The three copies are for the members of the Commission, and the e-version will be kept in the Library of the University.

Article 13

The Student Affairs Office submits the project to the Commission members, who fill out form for approval of oral defense of the project.

Article 14

The mentor in consultation with the candidate schedules date for public defense of the project and this information is announced on the IBU bulletin board and website.

Article 15

After the public defense of the project the Commission completes and signs the report. The report shall also include the grade of defense which is publicly announced to the candidate.

Article 16

The report through the Student Affairs Office shall be submitted for approval to the vice-rector for educational matters.

Article 17

The application form for approval of the project, the form that is filled out by the mentor, the form for approval of the project, the form that is filled by the Commission and Report for public defense of the project are identified as separate items and are an integral part of this Regulation.

Article 19

This Regulation is put into force on the day it has been announced on the bulletin boards and IBU web site after authorization of the University Management Board.

Rector

Prof. Dr. Huner Sencan