

INSTRUCTIONS FOR DEFENDING YOUR DIPLOMA THESIS

Please read carefully!

Contacts for additional information:

Doris Rušić, PhD, Secretary of the Diploma thesis department at drusic@mefst.hr

Assoc. Prof. Joško Božić, Vice Dean for Medical Studies in English at jbozic@mefst.hr.

If you want to defend your diploma thesis in July, you must **hand in your final version of diploma thesis until 17 July 2020 at latest**. The latest possible date for diploma thesis defense is **29 July 2020**.

Send the final version of the diploma thesis **as both Word and PDF file** to josko.bozic@mefst.hr. Your mentor has to sign a [form](#) confirming that he/she approved your diploma thesis. The form **MUST** be sent together with your word and pdf file to Prof. Božić. The evaluation with corrections will be done in the 7 days following your submission after which the Committee for diploma thesis defense will be appointed.

Before the decision on the Committee appointment is finalized, you need to come to **the Student Office to regulate all obligations** (see below).

List of obligations (that need to be regulated by the student in order to get the confirmation from the Student Office):

- return the x-card,
- settle all debts related to the tuition fee and the library (return borrowed books),
- return the key of the locker from the Firule hospital,
- present the Index in which all grades are entered and signed by the teacher (*with the exception of the grade for Diploma thesis, which will be entered after the diploma thesis defense has been completed*)
- write the title of the diploma thesis in the Index with the mentor's signature underneath (left side of the Index). *It is advisable to ask the mentor to immediately also sign the DABAR form.*

After the appointment of the Committee, the student must give one copy of diploma thesis (softbound) to each Committee member together with the copy of the Decision on the appointment of the Committee for diploma thesis. This needs to be done at least 7 days before the diploma thesis defense (i.e. immediately upon the appointment of Committee members).

Before the diploma thesis defense, you need to submit the following to the Student Office:

- filled and signed **forms** in Croatian (both student and mentor) **for publishing of thesis in the DABAR repository** (according to the instructions in English). The form and instructions are available here <http://www.mefst.unist.hr/education/courses/diploma-thesis/4940>
- **1 hardbound copy** of finished thesis (for the library).

The hardbound copy must include a CD with the following files on it:

- diploma thesis **in PDF**,
- form titled *Data for submitting of diploma thesis in the repository of DABAR* **in Word format** (file name: DABAR_obrazac2).

The following should be written on the CD with a permanent pen:

University of Split

School of Medicine

Mentor's name and surname

Student's name and surname

Title of diploma thesis

The CD should be put in a paper/plastic CD cover and glued to the inside of the last page of the hard-bound copy. Before submission, it is imperative to check the contents of the CD.

You will sign a consent form (at the Student Office) for publishing of your diploma thesis in DABAR repository.

After successful defense of the diploma thesis, the student must come to the Student Office to finalize his documentation.