

### **Procedure for the development and the defense of the final paper:**

The student acquires the right to choose the topic of the Final paper after passing all exams from the first three years of studies. Students can choose the topic from the list of proposed topics from all areas, or subjects he listened to arrange for a particular program, or submit a topic on its own.

List of topics is made by teachers and presented to students at the beginning of 8 semester.

A student chooses a topic with a particular professor. If the selected theme does not belong the student is obliged to provide consent for the subjects of his study program Head of the Department of his study program (signature of the Head of the Department on the form "Request for registering the topic"), to choose a topic from another study program.

The final mentor should be a teacher, or a full-time professor, associate professor or assistant professor.

Since in agreement with the mentor he/she defined and determined the topic of the final paper, the student at the Student Service announces the topic of the final paper. The student will be informed about the approved topic which will be available at the Student Service electronic account.

Information about the look of final paper:

FIRST COVER: look like the front page

SECOND COVER: empty

FIRST PAGE: empty

SECOND PAGE

Name of the University (University of Belgrade)

Name of the Faculty, city (Faculty of Organizational Sciences, Belgrade)

Final paper title

Indication of the type of work - final work

Title mentor's name and last name

Name, last name and no. of student index

City, year

THIRD-FIRST PAGE AFTER THE ADDRESS

Final paper title

Abstract - up to 1800 characters

Keywords - up to 10

**UNIVERSITY OF BELGRADE**  
**FACULTY OF ORGANIZATIONAL SCIENCES**  
(14 pt)

**FINAL PAPER**  
(14 pt)

**TITLE: Final paper title**  
(20 pt)

Mentor  
Title mentor's name and  
last name  
(14 pt)

Student  
Name, last name and no. of student  
index  
(14 pt)

Belgrade, 201\_  
(14 pt)

Upon completion of the final work and the approval of the mentor (the mentor signs the second title page), the student passes the Final Paper to the members of the Commission in electronic and / or paper form. Student submits signed second- the title page to the competent officer in the Student Service and then receives a first possible date for the defense and then agrees with the mentor the exact date of the defense. The date of the defense may be at least 15 days after the handover of the signed second-party page of the Final paper to the student service officer.

From the student service officer, the student receives a list of necessary documents for the defense of final work and an empty CD. On the day of the defense the student is obliged to come to the student service office for the documentation for the defense of the final paper 30 min before the scheduled time period.

The student returns all documentation to the student service officer after the completion of the defense final paper.

## BIOGRAPHY

The biography is written in the third person. Biography should be free of grammatical and spelling mistakes. It should be transparent and contain all relevant and accurate information. When writing biography, use Arial font 11. Biography should be on one side of A4.

Biography should include personal data, education, professional and professional courses and seminars (extracurricular activities, foreign languages, knowledge of computer work, etc.), rewards you possess, practice and work experience, personal qualities, hobbies and others for you and the Commission relevant information (other skills, knowledge and interests).