

**PROCEDURES  
PUBLIC DEFENSE OF MASTER THESIS OF  
PUBLIC SCIENTIFIC INSTITUTE OF PHILM-FILM ACADEMY OHRID**

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**1. Purpose**

These procedures regulate the organization and the sequence of activities that should be covered in the procedure for public defense of master's thesis of the Public Scientific Institution Institute of Film - Film Academy Ohrid

**2. Area and application**

It is applied in the public defense of the master thesis on the Departments of the Institute of Film.

**3. Definitions and Abbreviations**

IFFA Ohrid- Public Scientific Institution Institute of Film – Film Academy Ohrid QMS – Quality Management System

**4. Responsibilities**

4.1. The provision of premises and technical aids for public defense is the responsibility of the coordinator for the provision of spatial technical facilities at the Institute of Film.

**5. Description of procedures**

**5.1. The defense of the master thesis is organized and carried out in the following order:**

1. The premises in which the public defense is conducted should be solemnly prepared, the flag of the Republic of Macedonia shall be placed, as well as the Flag of the Institute of Film.

2. In the room where the defense is to be conducted, it is permitted in a timely manner before the beginning of the defense, guests or interested persons to be present.

3. The premises and technical aids for the public defense are provided by the Institute of Film.

3.1. The student shall prepare for the public defense (installation of technical aids before the commission enters), in coordination with the coordinator for providing spatial - technical conditions at the Institute of Film.

3.2. As an exception, for justified reasons and according to the audiovisual record for better quality presentation, the defense can be organized outside the premises of the Institute of Film.

4. The commission enters the room in full composition and is placed in the place that is provided for it.

5. The president of the commission opens the public defense of the master thesis standing by reading a short biography for the candidate and a short summary with data on the master thesis - title of the thesis, the time of preparation and the mentor.

All present listen to the opening of the public defense of the master's thesis standing.

6. The president of the commission informs the audience that they can ask questions to the student, which should be submitted to the defense commission in writing by the end of the presentation of the master thesis by the student.

7. Then the student is given the opportunity to present the master's thesis with the point of being concisely and concretely and for up to 30 minutes.

8. The student begins his presentation of the thesis with the support of a Power Point presentation, or in another way a thoughtful presentation in cooperation with the mentor, and in the field of art there can be an audiovisual record presented in all forms.

Upon completing the student's presentation, the Defense Commission's president asks the student if questions can be asked or he needs a break.

10. The President of the Commission asks the student a question first. After the student answers the questions, a member of the Commission asks questions.

11. If questions are submitted to the Commission by the present audience, the student answers them.

The commission will not ask the questions asked by the audience, if they are not related to the topic, or if they are tendentious, provocative, insulting, etc..

When the student answers questions, the mentor can engage in answering the question.

12. Finally, the Commission's President gives the mentor the floor to give his own comment or ask question about the master thesis.

13. Upon completing the answers to the questions asked and the comment or the mentor's question, the Commission withdraws to advise and make a decision.

The Defense Commission votes with a majority vote on the results of the defense of the thesis (defense assessment).

A Minute of the defense is kept in the course of the defense.

The Minute of the course of defense of the thesis is kept by an employee in the general, legal and administrative affairs department, and besides him the minute is signed by the members of the Defense Commission.

After the decision is made, the commission returns to the defense room.

14. The President of the Commission invites everyone to stand up in order to announce the commission's decision by reading a part of the minute of the defense.

15. The President of the Commission reads the following part of the minute:

„On the basis of the examination and assessment of the submitted master's thesis, as well as on the basis of the oral presentation of the candidate's material and the answers to the questions asked, the Commission assessed that the master thesis, under the title: „\_\_\_\_\_“ of the candidate \_\_\_\_\_ is an original scientific, that is, artistic contribution.

The candidate \_\_\_\_\_ successfully answered the questions asked, confirming once again that he had a good command of the matter that was the subject of his/her research. On the basis of the above, the Defense Commission unanimously decided that the candidate \_\_\_\_\_ DEFENDED the master thesis under the title:

\_\_\_\_\_ and acquired the academic title MASTER OF ARTS IN \_\_\_\_\_.

## 6. Measurement

No measuring points have been established in the public defense process of the master's thesis.

President of the Council  
Ivo Trajkov, Doc. M.A.