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|  | University of Rijeka – Faculty of EngineeringVukovarska 58 • 51000 Rijeka • Croatia |

## PROTOCOL AND MINUTES OF THE DOCTORAL DISSERTATION DEFENSE

The Committee enters the room in the following order: 5th member, 3rd member, Chair, 2nd member, 4th member. The doctoral candidate stands before the Committee. After the members of the Committee and the present guests take their seats, the Chair reads:

*Esteemed doctoral candidate, esteemed members of the Committee and all present guests, today the doctoral candidate*

(First and last name of the doctoral candidate)

*will defend his/her doctoral dissertation entitled*

|  |  |  |
| --- | --- | --- |
| Doctoral dissertation title | Language of the dissertation |  |
| Croatian |  |
| English |  |

*completed under the supervision of*

|  |  |
| --- | --- |
| 1.1. Supervisor | |
| Title, first and last name | Institution, country |
|  |  |
| 1.2. Co-supervisor | |
| Title, first and last name | Institution, country |
|  |  |

I find that full publicity of the defense is ensured.

The Committee and others present sit, and the Chair reads:

I establish that all the conditions prescribed by law have been met, on the basis of which the doctoral candidate  (Name and surname of the doctoral candidate) will defend his / her doctoral dissertation.

Doctoral dissertation will be defended in front of the Committee:

|  |  |
| --- | --- |
| *Title, first and last name* | *Institution, country* |
| *1.* |  |
| *2.* |  |
| *3.* |  |
| *4.* |  |
| *5.* |  |

*Which was appointed by the Faculty of Engineering Council on:* (Date)

*Faculty of Engineering Council has accepted doctoral dissertation on:* (Date)

*And appointed doctoral dissertation evaluation Committee:*

|  |  |
| --- | --- |
| *Title, first and last name* | *Institution, country* |
| *1.* |  |
| *2.* |  |
| *3.* |  |
| *4.* |  |
| *5.* |  |

The Chair reads the doctoral candidate’s CV:

|  |
| --- |
|  |

The Chair reads the Report on dissertation evaluation:

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|  |

The Chair reads the dissertation scientific contribution evaluation:

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After having read the Report, the Chair calls upon the doctoral candidate to present his/her doctoral dissertation:

*I call upon the doctoral candidate to give a presentation, no longer than 45 minutes, of his/her dissertation.*

After the presentation, the Chair invites the members of the Committee to pose questions related to the research.

In the end, the Chair poses questions to the doctoral candidate.

|  |  |
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| Questions posed by the Committee for doctoral dissertation defense | |
| 2nd Committee member |  |
| 3rd Committee member |  |
| 4th Committee member |  |
| 5th Committee member |  |
| Committee chair |  |

The Chair invites the audience to pose questions and requests from those who do to introduce themselves.

|  |  |
| --- | --- |
| Questions posed by the audience | |
| First and last name | Question |
|  |  |
|  |  |
|  |  |

The Chair concludes the public defense with the following words:

*If there are no further questions, I declare the doctoral dissertation defense finished and invite the Committee to retire for deliberation.*

\*\*\*

After the Committee returns, all stand during the Chair reads the decision.

The Chair reads:

*Based on the       (name and surname of the doctoral candidate) presentation, the Committee for the doctoral dissertation defense adopted unanimously (by a majority of votes)*

**D E C I S I O N**

*that*

*(name and surname of the doctoral candidate)*

*has defended his / hers doctoral dissertation.*

*The Committee will ask a Rector of the University of Rijeka to*

*confer*

*(name and surname of the doctoral candidate)*

*he highest academic degree*

**DOCTOR OF SCIENCE**

**In the scientific area Engineering sciences,**

**The scientific field**

Rijeka,       Official stamp here

Example: Decision when the PhD candidate has not defended his/her PhD thesis)

Following the public defence of the PhD thesis, the Committee for PhD thesis defence has unanimously – by a majority vote (*underline*) issued a

D E C I S I O N

that

(first and last name of the PhD candidate)

has not defended his/her PhD thesis.

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