**Sveučilište u Rijeci • University of Rijeka**

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## PROTOCOL AND MINUTES OF THE PhD THESIS DEFENCE

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

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

(First and last name of the PhD candidate)

*will defend his/her PhD thesis entitled*

|  |  |  |
| --- | --- | --- |
| PhD thesis title | Language of the thesis |       |
| Croatian |       |
| English |       |

*completed under the supervision of*

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

The Chair reads the PhD candidate’s CV:

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|       |

The Chair reads the Report on PhD thesis evaluation:

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|       |

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

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

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 PhD candidate.

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| Questions posed by the Committee for PhD thesis defence |
| 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.

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

The Chair concludes the public defence with the following words:

*If there are no further questions, I declare the PhD thesis defence finished and invite the Committee to retire for deliberation.*

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After the Committee returns, the Chair reads:

*The PhD thesis has been defended before the Committee comprised of       members:*

|  |
| --- |
| Committee appointed for PhD thesis defence |
| Title, first and last name | Institution, country | Signature |
| 1.       |       |       |
| 2.       |       |       |
| 3.       |       |       |
| 4.       |       |       |
| 5.       |       |       |

*appointed by the competent authority*

on:

*The PhD thesis has been evaluated by*

*(name of the competent authority)*

on:

*at the suggestion of the Committee appointed for PhD thesis evaluation comprised of:*

|  |
| --- |
| Committee appointed for PhD thesis evaluation |
| Title, first and last name | Institution, country |
| 1.       |       |
| 2.       |       |
| 3.       |       |
| 4.       |       |
| 5.       |       |

Example: Decision when the PhD candidate has 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 defended his/her PhD thesis.

The Committee will ask the Rector of the University of Rijeka to confer

(first and last name of the PhD candidate)

the highest academic degree of

Doctor of Philosophy (PhD)

in the scientific area

the scientific field      ,

the scientific branch     .

(specify scientific branch if applicable)

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.

Rijeka,       Official stamp here