



Class:
 Reg. N°:

PROTOCOL AND MINUTES OF THE DISSERTATION DEFENCE

The Committee enters the defence premises. All present stand up. The Committee and the others present sit down.
 The doctoral candidate and the Chair stand up. The defence begins at _____ o'clock.

The Chair reads:

Dear Doctoral Candidate, dear Committee members and others present, I hereby determine that today, _____ here at the Faculty of Chemical Engineering and Technology, University of Zagreb, the doctoral candidate of the doctoral study of _____

will defend his/her dissertation entitled _____

Dissertation title in:	<i>Language of the dissertation:</i>	English
	<i>Croatian:</i>	
	<i>English:</i>	

written under the mentorship of

	First and last name, title:	Institution, country:
First mentor:		
Second mentor:		

The dissertation topic was evaluated by the Committee appointed for evaluation composed of:

The committee appointed for topic evaluation and mentor appointment proposal:	First and last name, title:	Institution, country:
	1.	
	2.	
	3.	
	4.	
	5.	

The session of the competent body which appointed the Committee was held on _____.

The applicant successfully performed a public presentation of the topic of the doctoral thesis on _____.

During its session held on _____, the Faculty Council of the Faculty of Chemical Engineering and Technology, University of Zagreb, accepted the Committee report providing a favourable opinion about the dissertation topic. Following the proposal made by the Faculty Council, the University Senate, at its session held on _____, approved the initiation process of obtaining a doctoral degree within the doctoral study.

According to the Law on Higher Education, the Statutes of the University of Zagreb and the Statutes of the Faculty, Faculty Council of the Faculty of Chemical Engineering and Technology, University of Zagreb, appointed the Committee for the evaluation of the dissertation during its session held on: _____:



The committee appointed for dissertation evaluation and defence	First and last name, title:	Institution, country:
	1.	
	2.	
	3.	

The Council of the Faculty of Chemical Engineering and Technology, University of Zagreb, during its session held on _____ accepted the Committee report providing a favourable opinion about the dissertation and appointed the Committee for the defence of the dissertation:

The committee appointed for dissertation evaluation and defence	First and last name, title:	Institution, country:
	1.	
	2.	
	3.	

As the day for the dissertation defence was set _____.

The Chair asks the member of the Committee:

_____ to read the Curriculum Vitae of the candidate:

- attached

_____ to read the explanation of the dissertation evaluation.

(-attached) Abridged report – prepared by Chair of the Committee based on the accepted Report

Having read the Report, the Chair gives the floor to the doctoral candidate saying:

May the doctoral candidate please make a presentation of the dissertation, which is to last maximum 45 minutes and shall have no interruptions.

The presentation begins at _____ and ends at _____ sati.

Following the presentation, the Chair asks Committee members to ask questions related to the field of the research.

(Note: mentor(s) will not ask questions).

Questions of the Committee for dissertation defence	
2 nd member	- attached
3 rd member	- attached
Chair of the Committee	- attached

The Chair asks those present if they wish to make questions to the doctoral candidate, and asks those who do to introduce themselves first.

First and last name	Questions of others present at the defence



The Chair concludes the proceedings with the following words: *If there are no more questions, I declare that the defence of the dissertation has been concluded, and the Committee will retire for deliberation.*

After the deliberation, the Chair reads:

Following the public defence of the dissertation, this Committee has **unanimously – with a majority of the votes** (underline) passed a

D E C I S I O N

that

has defended his/her dissertation with a grade: (encircle)

rite – cum laude – magna cum laude – summa cum laude..

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Committee members

sign:

This decision will be delivered to the Rector of the University of Zagreb to promote

(first and last name of the doctoral candidate)

to the highest academic degree of

PhD

in scientific area of _____,

scientific field of _____

scientific branch _____

(if the doctoral study is performed in a branch)

Ended at _____ o'clock.

In Zagreb, _____