**Application for initiating the evaluation procedure for students participating in training after 1 September 2016**

***(to be submitted in one original and one electronic copy)***

*name of applicant:*

*name of doctoral school:*

*field of the degree:*

*name of research institution:*

*name of supervisor:*

*dissertation title:*

*applicant’s maiden name:*

*mother’s maiden name:*

*place and date of birth:*

*permanent address:*

*contact address, phone number, email address:*

*university degree:*

*the university that issued the degree:*

*first foreign language (at least B2 complex state exam equivalent):*

*type, number and date of language certificate:*

*second foreign language:*

*type, number and date of language certificate:*

*in other cases, the number of the decision of the Doctoral School Council (or indicate here if you are a native speaker of the language):*

*other language skills:*

*date of complex examination (filled in by the doctoral office):*

*date of final certificate (absolutorium) (filled in by the doctoral office):*

*I hereby request that the Council decide on initiating the evaluation procedure at the Doctoral School of ………………………………………………………… .*

*I am attaching the required annexes[[1]](#footnote-1).*

*I hereby declare that I meet the conditions for initiating the procedure and have had no unsuccessful doctoral procedures in the past two years.*

*Date: …………………………….*

 *………………………………….*

 *applicant’s signature*

**Annex 1**

**Name of doctoral candidate:**

**Name of supervisor:**

**Title of dissertation:**

|  |
| --- |
| **Conditions applicable to committees:*** The chairperson must be a full professor of the University and may not be the candidate’s supervisor (the chairperson of the public defence may also be a Professor Emeritus of the University).
* Opponents are members of the committee.
* One of the opponents must be an external person.
* At least one other member of the committee must be an external member.
* External persons: an external person may not be an employee or a Professor Emeritus of the University.
* The candidate’s supervisor cannot be a member of the public defence committee.
* Please include the affiliation, position and email address of external members.
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|  |
| --- |
| **Pre-defence committee** |
| chairperson |  |
| external opponent |  |
| opponent |  |
| member |  |
| member |  |

|  |
| --- |
| **Public defence committee** |
| chairperson |  |
| external opponent |  |
| opponent |  |
| member |  |
| member |  |
| secretary |  |
| substitute member |  |

 ……………………………………………

 supervisor's signature

**Annex 2**

**statement of acceptance of membership in a doctoral committee[[2]](#footnote-2)**

I, the undersigned ……………………………………………………………………. hereby declare that accepting the supervisor’s invitation, I will serve as a committee member in the doctoral assessment procedure (pre-defence, public defence)[[3]](#footnote-3) of the doctoral candidate ………………………………………………………………………… .

Date: ……………………………………

 ………………………………………….

 signature

1. The annexes to the application (attach everything in three copes, with the exception of Annexes 1 and 2, of which one copy each is sufficient):

	1. university degree (for degrees obtained abroad, the application for recognition or nostrification),
	2. application for allowing a foreign-language procedure,
	3. the title of the doctoral dissertation and its outline as recommended for approval and signed by the supervisor,
	4. the final certificate (absolutorium) (supplied by the doctoral office)
	5. the documents presenting the candidate’s scientific work (publication list, original publications),
	6. the documentary evidence of the candidate’s language skills (language certificate, university degree),
	7. detailed academic curriculum vitae,
	8. the supervisor’s recommendation for the composition of the committee (see Annex 1)
	9. statements accepting committee membership (separately for each committee member, signed; see Annex 2) [↑](#footnote-ref-1)
2. The statement must be attached to the application for initiating the evaluation procedure. [↑](#footnote-ref-2)
3. Please underline as applicable. [↑](#footnote-ref-3)