

PhD Qualification Exam Result Report Form

This form is used by the Committee for Qualifying Examination to report the results of the examination to the Faculty Council.

It has to be accompanied by a copy of the written exam and submitted to the Faculty Secretary's Office.

Part I. PhD Candidate Information

Student Name and Surname	Student Number	Faculty / Program

Part II. Committee for Qualifying Examination

Assessment of the Qualifying examination

Qualifying examination conducted at:		
(date) _____	(location) _____	(time) _____

	Written examination	Oral examination	Final result
Satisfactory / unsatisfactory			

Part III. Committee Members

Committee Chair (Mentor)		Signature	
Committee Member		Signature	
Committee Member		Signature	
Substitute member of the committee		Signature	
Substitute member of the committee		Signature	

Report form to be delivered to:

1. Faculty secretary (including exam papers)
2. Graduate Office Secretary
3. Student Affairs Office

EXCERPT FROM THE STUDY RULES FOR THE THIRD STUDY CYCLE**A qualifying doctoral examination****Article 24**

- 1) Qualifying doctoral examination (hereinafter: qualification exam) is the test aimed to measure whether the third cycle student is "mature, and qualified" enough for a work on dissertation after he/she finished courses at the graduate level. The qualification exam may have two parts: written and/or oral.
- 2) Topics of the written exam questions can be specified by each program in its curriculum, or be chosen from topics covered by graduate courses taken by the candidate.
- 3) Oral exam digs further into topics not answered properly in the written exam, and checks consciousness for future research prospects of a candidate.
- 4) Passing grade from a qualification exam is 55% as in any other exam.
- 5) Qualification exam is administered by examining committee appointed by the Senate.
- 6) After completing all course obligations, except required scientific activities, which can be finished during the work on dissertation, third cycle student, with the approval of the mentor, appeals to the program coordinator for the appointment of an examining committee for the qualification exam.
- 7) Examining committee consists of three members, all of whom are appointed to the rank of assistant professor or higher academic rank, and where the mentor is chairman of the committee.
- 8) Program coordinator proposes members of the examining committee and submits the proposal to the Faculty Council.
- 9) Faculty Council reviews program coordinator's proposal and proposes members of the examining committee to the Senate.
- 10) Senate appoints examining committee.
- 11) Within one month from the appointment by the Senate, examining committee sets the examination date and venue for the qualifying examination.
- 12) Within three days from the examination date, mentor notifies the student about the result of the qualifying examination.
- 13) If student fails to pass the qualifying examination, then he/she may re-sit the examination after expiry of a six-month period.
- 14) The written exam documents and questions of the oral exam are delivered to the Student Affairs Office.