Dear colleagues,

With regard to the dissertation thesis defence of **(NAME AND SURNAME) (THE** TITLE OF DISERTATION**,)** which will take place **on DAY, DATE at HOUR**, I would like to inform you of the following.

First, here are the members of the Doctoral Dissertation Defence Committee:

* Chair: (ACADEMIC TITLE, NAME AND SURNAME)
* Member: (ACADEMIC TITLE, NAME AND SURNAME, INSTITUTION)
* Member: (ACADEMIC TITLE, NAME AND SURNAME, INSTITUTION)
* Member: (ACADEMIC TITLE, NAME AND SURNAME, INSTITUTION)
* Mentor: (ACADEMIC TITLE, NAME AND SURNAME, INSTITUTION)

(The defence will take place with the ICT tool **ZOOM.** Below you can find the invitation to the ZOOM meeting:)

(…….)

I have also attached Instructions for Doctoral Dissertation Defence in Extraordinary Conditions provided by the University of Ljubljana. As stated in the document, the tool must be pre-tested. Therefore, I asked you to do so and if any problems occur, please, inform me at least two days before the date of the doctoral defence.

The dissertation defence shall follow the agreed protocol, which will be adapted and implemented according to the new instructions due to the extraordinary conditions.

* Doctoral Dissertation Defence Committee are introduced;
* As Committee Chair, I am going to read the candidate's biographical and bibliographic information;
* Doctoral dissertation approval process is presented;
* I am going to invite (**name and surname**), as mentor and rapporteur, to provide a short report of the thesis and announce final assessment for the dissertation approval;
* Doctoral candidate **(name and surname)** presents her doctoral dissertation;
* After the presentation, Committee Chair forwards the questions of the Committee members via the screen and/or the chat room (except for mentor and the chair), which the candidate will answer. **Please, send the Chair the questions for the candidate** **by (DATE)**.
* The doctoral candidate can take a short preparation break, but must stay in front of the screen at all times. At this time, the Committee members and the other attendees cover the screen and unplug the speakers. The break time is determined in consultation with the candidate but should be about 20 to 30 minutes long;
* The candidate is answering the posed questions, thus defending her theses. At this point, other attendees and the mentor may also discuss the thesis and ask questions;
* After the defence, non-members of the Doctoral Dissertation Defence Committee disconnect from the ZOOM tool for 10 minutes;
* Committee members hold consultations;
* When the candidate and the other attendees have re-joined the meeting after the Committee's consultations via the ZOOM tool, the Committee's decision is announced, and the Chairman formally ends the defence;
* Doctoral dissertation defence is not recorded;
* Chair obtains the agreement of the doctoral candidate that the announcement of the Committee's decision may be made public;
* After the doctoral dissertation defencehas been completed, the Chair of the Doctoral Dissertation Defence Committee e-mails the minutes to all the Committee members for signature. The Committee members print, sign and scan the minutes and e-mail them to the Committee Chair or sign the documents by the digital signature;
* Committee Chair e-mails the signed (scanned) minutes of the defence and the questions posed to the doctoral candidate by the Committee members to the Student Affairs Office of the Faculty of Education, the University of Ljubljana;
* Upon receiving the minutes and approvals of all Committee members via email, the Student Affairs Office of the Faculty of Education, the University of Ljubljana, issues a Certificate of Doctoral Completion and emails it to the doctoral candidate;
* UL PEF prepares the materials for a doctorate award; Fills in the Doctor of Science Award Application Form, which should be signed by the Dean (the Dean's electronic signature of the document is sufficient), and emails it together with the signed minutes of the defence to the University of Ljubljana, to the addresses rektorat@uni-lj.si and doktorski.studij@uni-lj .si.
* Since the doctorate awards have been suspended until revoked, the UL will conduct the awards as soon as possible after the extraordinary conditions have ceased.