SOFIA UNIVERSITY „ST. KLIMENT OHRIDSKI“

#### FACULTY OF ECONOMICS AND BUSINESS ADMINISTRATION

**DEPARTMENT ……………………………………….**

# ANNUAL REPORT ON THE PERFORMED ACTIVITIES OF THE DOCTORAL STUDENT[[1]](#footnote-1)

**GENERAL PROVISIONS and IMPORTANT DEADLINES:**

1. The annual reporting and attestation procedure are mandatory for the doctoral students in all forms of study (Art. 41, Para. 1 of the Rules on the Conditions and Procedure for Acquiring Science Degrees and Holding Academic Positions in Sofia University “St. Kliment Ohridski”).
2. Together with the report, the doctoral student shall submit a short information from his/her profile in the information system for the scientific activity of SU “St. Kliment Ohridski”, which reflects all his/her scientific achievements mentioned in the report (Art. 41, Para. 2 of the Rules on the Conditions and Procedure for Acquiring Science Degrees and Holding Academic Positions in Sofia University “St. Kliment Ohridski”).
3. The attestation period for doctoral students is one year and it is bound to the date of enrollment and not to the standard academic year. The discussion of the reports and the adoption of annual attestations take place at a specially scheduled meeting of the Department, to which all doctoral students are invited.
4. A doctoral student who is subject to attestation shall submit his/her report to the scientific supervisor no later than the date on which his/her academic year ends.
5. The Attestation Card completed by the doctoral student and his/her supervisor, shall be submitted for discussion to the Department Council within 10 (ten) days after the end of the individual academic year.
6. The report is only for a specific year of study. In the item I “Results of the exams”, only the exams planned for the year shall be filled in and it is indicated whether they have been passed successfully or not. The sub-items related to exams already passed and reported (in the previous year) are deleted, and if more disciplines are planned in the individual curriculum, they are additionally included as new sub-items.
7. All other items in the Attestation Card shall be filled in. Activities reported in a previous period shall not be included. In lines where information is missing, it should be written “no activities carried out in the period”.

# ATTESTATION CARD[[2]](#footnote-2)

on the work of the doctoral student ............................... *(three names)*

for the period from… to… -… *(first, second; third - if not last)* year of study

Professional field ……………. *(3.7. Administration and Management, 3.8. Economics)*

Doctoral program……………. *(title)*

Form of study……………. *(Full-time, Part-time, Self-preparation)*

Beginning of the doctoral studies ……………... *(enrollment order - № / date)*

Term of completion ........................

Topic of the dissertation: ..............................................................................................

Scientific supervisor: ..........................................................

1. **EDUCATIONAL ACTIVITY -** **Results of the exams from the individual curriculum:**
2. Doctoral minimum in the specialty

Planned term for passing *(year)* ......................

Passed *(Protocol №…… / date)* ......................

Grade: .......................................

1. Doctoral minimum in foreign language

Planned term for passing *(year)* ......................

Passed *(Protocol №…… / date)* ......................

Grade: .......................................

1. MANDATORY COURSE ………. *(insert the name)*

Planned term for passing *(year)* ......................

Passed *(Protocol №…… / date)* ......................

Grade: .......................................

1. MANDATORY COURSE ………. *(insert the name)*

Planned term for passing *(year)* ......................

Passed *(Protocol №…… / date)* ......................

Grade: .......................................

1. ELECTIVE COURSE ……………… *(insert the name)*

Planned term for passing *(year)* ......................

Passed *(Protocol №…… / date)* ......................

Grade: .......................................

1. ELECTIVE COURSE ……………… *(insert the name)*

Planned term for passing *(year)* ......................

Passed *(Protocol №…… / date)* ......................

Grade: .......................................

**CREDITS FROM EDUCATIONAL ACTIVITY FOR THE PERIOD: ………………**

1. **RESEARCH ACTIVITY:**
2. DISSERTATION DEVELOPMENT *(studies, written / submitted chapters, sections)*
3. Research and experimental work performed in the preparation of the dissertation

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1. Reported partial results of the dissertation at a doctoral seminar of the Department

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1. Prepared and submitted a preliminary version of the dissertation, completed in its main part

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1. PUBLICATIONS RELATED TO THE DISSERTATION *(title, in what type of edition it was published, when)*

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1. PARTICIPATIONS WITH REPORTS in scientific forums within the country and abroad *(when, where, what forum, what is the participation)*

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1. PARTICIPATIONS WITH REPORTS in scientific seminars of the Faculty and the Department *(when, where, what forum, what is the participation)*

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1. PARTICIPATION IN PROJECTS *(title of the project, type of project, functions performed in the project)*

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1. AWARDS FROM INTERNATIONAL AND NATIONAL SCIENTIFIC COMPETITIONS *(title of the competition, type and place of holding, received award)*

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**CREDITS FROM RESEARCH ACTIVITY FOR THE PERIOD: ……..**

1. **TEACHING ACTIVITY**
2. TEACHING ACTIVITY *(academic discipline, hours)*

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1. Assigned REVIEW of a master's thesis *(graduate, title)*

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**CREDITS FROM TEACHING ACTIVITY FOR THE PERIOD: ……..**

**TOTAL CREDITS FOR THE PERIOD: ……..**

1. **DEFENSE OF THE DISSERTATION** *(information in this section shall be filled in only if the doctoral student has been taken out before the deadline of the doctoral studies)*

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1. **OTHER ACTIVITIES**
2. Participation in the meetings of the Department Council at which issues related to the doctoral degree are considered *(dates of the meetings)*

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1. Assignment of administrative work - quaestor, etc. *(what, when)*

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1. Participation in organizing and conducting seminars, meetings, conferences, and other initiatives *(what, when)*

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1. Assignment of expert activities in regardto the work of the Department *(what, when)*

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**PROPOSALS FOR CHANGE** *(if any)*:

1. Update of the individual curriculum *(reasons and description of the proposed change)*

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1. Update on the topic of the dissertation *(reasons and description of the proposed change)*

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**OPINION OF THE SCIENTIFIC SUPERVISOR, including ASSESSMENT PROPOSAL**:

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Scientific supervisor: .....................................

The report was discussed and adopted at a meeting of the Department ................ *(Protocol №… / date)*

DECISION: ……… *(positive / negative)* attestation for the work of the doctoral student is given for the period from… to… -… *(first, second; third - if not last)* year of study.

RECOMMENDATIONS: ………………………………………..............................................................

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Head of Department: ..............................

The positive *(negative)* attestation of the doctoral student …………... *(three names)* was discussed and adopted at a meeting of the Faculty Council ................ *(Protocol №… / date)*

***NOTE: The form must be signed by the PhD student and the academic supervisor. The data on the protocol and the decision of the Faculty Council must be applied by inspector “PhD Students” after which the Head of the Department signs the document.***

1. This form is for annual reporting at the end of the first, second and third (**if not last**) year of the doctoral studies. A different form is used **for the final annual reporting** and taking the doctoral student out – third or fourth year. [↑](#footnote-ref-1)
2. **The ellipsis and explanatory text in italics shall be deleted.** [↑](#footnote-ref-2)