8) Application for a degree award procedure1

Applying for the degree shall be subject to the submission of the completed doctoral thesis (work) and the annexes provided for in the University Doctoral and Habilitation Regulations, subject to the conditions for granting the degree.

The applicant submitting the doctoral dissertation must submit the doctoral dissertation within three academic years of passing the complex examination, i.e. by the last day of the sixth semester following the date of the complex examination (31 January, 31 August).

The Office of Academic Affairs will conduct a **preliminary plagiarism** check regarding the dissertation to be submitted by the author of the doctoral dissertation. In order to submit the dissertation, the applicant submitting the doctoral dissertation must have **certificate** to this effect.

The application must be accompanied by a **certificate** from the head of the doctoral school certifying that the applicant has **fulfilled all the requirements necessary** to apply for the degree, in addition to the absolutorium, and that his or her application file meets the requirements.

The application must be submitted to the Office of Academic Affairs, which will carry out a **formal check** and only accept complete applications and **forward** them to the Doctoral School.

Applications for the degree award procedure shall be made using the form in Annex 5 of the University Doctoral and Habilitation Regulations.

Based on the recommendation of the Doctoral School, the Doctoral Council of the Discipline will decide whether to accept the application and start the procedure (to submit the dissertation for review).

Actions relating to the degree award procedure will be suspended from 15 July to 31 August and from 15 December to 5 January. The holding of workshop discussions shall not be an exception to this either.

It shall be the responsibility of the Office of the Academic Affairs to **register the application** and it shall be the responsibility of the Doctoral School to register the decision of the Doctoral Council of the Discipline.

¹ The University Doctoral and Habilitation Regulations 46. §.