SOFIA UNIVERSITY „ST. KLIMENT OHRIDSKI“

#### FACULTY OF ECONOMICS AND BUSINESS ADMINISTRATION

**DEPARTMENT ………………………………… ..**

**GENERAL PROVISIONS and IMPORTANT DEADLINES:**

1. Quarterly reporting is mandatory for full-time doctoral students (Art. 42, Para. 1 of the Rules on the Conditions and Procedure for Acquiring Science Degrees and Holding Academic Positions in Sofia University “St. Kliment Ohridski”) and recommended for the part-time doctoral students and the doctoral students on self-preparation.
2. Doctoral students do not submit a quarterly report for the fourth quarter of their individual academic year. They then submit their annual (or final) report.
3. The report filled in by the doctoral student and his/her scientific supervisor, is presented to the Department Council for discussion, after which it is submitted to the Dean of the Faculty (Art. 42, Para. 2 of the Rules on the Conditions and Procedure for Acquiring Science Degrees and Holding Academic Positions in Sofia University “St. Kliment Ohridski”).
4. The discussion of the reports takes place at a specially scheduled meeting of the Department, to which all doctoral students are invited.
5. The report is for a fixed period. Activities reported in a previous period shall not be included. For all items for which information is missing, it should be written “no activities carried out in the period”.
6. The deadlines for reporting and a schedule for submitting the reports are announced at the end of this document.

# QUARTERLY REPORT[[1]](#footnote-1)

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

for the period from… to…

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** *(disciplines studied; results of passed exams; date and number of the protocols)*

……………………………………………………………………………………………………………

1. **RESEARCH ACTIVITY:**
2. DISSERTATION DEVELOPMENT *(studies, written / submitted chapters, sections)*

……………………………………………………………………………………………………………

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

……………………………………………………………………………………………………………

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

……………………………………………………………………………………………………………

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

……………………………………………………………………………………………………………

1. PARTICIPATION IN RESEARCH AND SCIENTIFIC-APPLIED PROJECTS *(title of the project, type of project, functions performed in the project)*

……………………………………………………………………………………………………………

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

……………………………………………………………………………………………………………

1. **TEACHING ACTIVITY** *(academic discipline, hours, assigned review of a master's thesis)*

……………………………………………………………………………………………………………

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)*

……………………………………………………………………………………………………………

1. **OTHER ACTIVITIES**

……………………………………………………………………………………………………………

Identified problems in the work that require assistance / intervention from the Department *(if any)*

……………………………………………………………………………………………………………

 Doctoral student: .....................................

Opinion of the scientific supervisor on the work of the doctoral student during the reporting period:

……………………………………………………………………………………………………………

………… .. *(date)*

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

The report was discussed and adopted at a meeting of the department on ................ *(Minutes №… / date)*

Decision: The report is adopted / not adopted.

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

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

Dean: …………………………………….

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

**REPORTING PERIODS AND SCHEDULE FOR QUARTERLY REPORTING**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Quarterly reporting periods** | **From January 1**(or from the date of enrollment)**until March 31** | **From April 1****until June 30** | **From July 1**(or from the date of enrollment)**until September 30** | **From October 1 to December 31** |
| **The report is submitted to the Department** | **Until April 5** | **Until July 5** | **Until October 5** | **Until January 5** |

**REPORTING PERIODS AND SCHEDULE FOR ANNUAL REPORTING**

|  |  |
| --- | --- |
| **Annual reporting** | **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 report shall be submitted to the Department within ten days after the end of the individual academic year of the doctoral student.**(according to the date of enrollment) |

1. **The ellipsis and explanatory text in italics shall be deleted.** [↑](#footnote-ref-1)