

UNIVERSITY OF ZAGREB
FACULTY OF ELECTRICAL ENGINEERING AND COMPUTING

Name: _____

Surname: _____

Address: _____

Phone: _____

Matriculation number: _____

TO THE BOARD OF DOCTORAL STUDIES

Subject: **Request for** (please mark):

- Acknowledgement of the generic skills seminar^[1]
- Acknowledgement of the ECTS credits earned externally^[2]
- Recording an exam passed at other constituent unit of the University of Zagreb^[3]
- Change of mentor^[4]
- Temporary withdrawal from studies^[5]
- Reinstatement of student registration^[6]
- Withdrawal from studies^[7]

I enclose the **justification for the request** and required documents, according to the instructions (page 2).

Zagreb, _____
(date)

Signature of the student

***Area for certifying the consent of the mentor** (write "Agree"), add notes (if needed); sign and date.

(OVER)

JUSTIFICATION FOR THE REQUEST

(mandatory field – see instructions at the bottom of the page)

Instructions and required documents:

- [1] Provide information about the seminar/workshop and enclose the certificate of attendance (photocopy to remain on file and the original for inspection) and **index**. Consent of the mentor on page 1 is mandatory.
- [2] Explain relevant circumstances with respect to the (externally) earned ECTS credits and enclose the proof (photocopy to remain on file and the original for inspection).
- [3] Enclose **index** and an official document issued by the other constituent unit of the University of Zagreb (e. g., other faculty) regarding the exam.
- [4] Briefly explain the reasons for change of the mentor. Consent signatures of both the current and the proposed future mentor on page 1 are mandatory.
- [5] Briefly explain the reasons for temporary withdrawal from studies. Temporary withdrawal from studies may be approved in the following cases: a) maternity or parental leave, b) long-term health condition. Attach copies of relevant documents (e. g., a birth certificate of the child, doctor's certificate or medical documentation).
- [6] Describe current status regarding academic advancement (coursework, research) and provide an action plan with tentative schedule for the academic year for which the reinstatement is requested. Enclose **index**. Consent of the mentor on page 1 is mandatory.
- [7] Enclose **index** and student ID.