**Finishing of the MMD programme**

**Email from a student to MMD Administrator after thesis submission**

(example template text)

***Instructions:*** *After the thesis is successfully submitted, student informs the MMD Administrator by email - template of the email is available below. Following this email, MMD Administrator sends reminder to the Doctoral Board Head with instructions on formal requirements regarding the European Doctorate defence.*

Dear MMD Administrator,

I would like to announce that I have submitted my thesis, and I would like to apply for the completion of my PhD studies in the European Doctorate format.

To my best knowledge, I declare that I have fulfilled all the requirements necessary to defend my dissertation. I also meet all the requirements for the completion of the MMD programme. I kindly ask for a factual check and assuring that my future defence will be secured under the European Doctorate format.

Yours

*… Signature / name of the student…*