

Organization of the defence in Prague

Prior to the defence

After submitting the dissertation, the dean, based on a proposal of the chair of the subject-area board, appoints a committee for the dissertation defence, and assigns officially the two examiners.

The student submits the final version of the dissertation into SIS. *(All the students of double degree programme before submitting the dissertation into SIS, go also through the italian evaluation process, only the final part of the evaluation the defense itself is different for those who have the home university in Prague or Rome.)*

The evaluations of the examiners and the supervisor's statement (**the both supervisors could launched their statement into one**) are available in SIS no later than **15 days before** the dissertation defence (SIS will automatically notify the student of their submission).

The statement and evaluations could be upload by the appointed administrator.

The date of the defence (including the venue) is set by the dean based on a proposal of the chair of the subject-area board. The student is notified electronically of the date and place of the defence via the e-mail address provided in SIS at least 15 days before the defence.

Students are entitled to one re-sit term.

Possibilities for holding the dissertation defence

As a part of **the extraordinary measures**, it may not be possible to hold your exam completely in person. An alternative to an exam in person is a partially remote exam or a remote exam. The chair of the subject-area board determines the form of the exam according to the current regulations.

The guideline of defense itself

- [The terms for defending dissertations](#) are published on the official notice board.

- Defences may take place throughout the year.
- Defences are public in nature.
- The chair of the committee commences and runs the defence.
- The supervisors present the student and familiarize the people present with the student's Ph.D. studies and comment it.
- The student presents a brief summary of their dissertation lasting approximately 15 minutes (which may also be in the form of a PowerPoint presentation).
- The examiners (or the chair of the committee) present the main points of their evaluations.
- The student responds to the examiners' evaluations.
- This is followed by a discussion, during which the student answers all questions and reacts to all suggestions from members of the committee, the supervisor, and the examiners.
- Following this, the non-public part of the defence is held (without the presence of the student and the public), including voting by the committee on grading.
- The results of the defence is publicly disclosed.
- If not members of the committee, the supervisor, examiners, and any advisors are always invited to participate in the defence and may participate in an advisory capacity in the discussions of the committee, including its non-public parts.
- The minutes-taker is arranged by the Chair of the Board of Examiners. The minutes are entered in SIS, module State final exam – protocols.
- In the event of the grade "fail", the dissertation defence committee justifies this grade so that the reasons are clearly presented and so that the grade may be reviewed. The committee also notifies the student of the possibility to comment on the grade and its justification in the defence protocol and records the student's statement in the protocol. The student has the right to modify or supplement this statement within three days of the defence.