

Organisation of the defence (the term used at Charles University Prague) / of the final exam (the term used at Sapienza University Rome).

Before submitting the PhD thesis, students must be aware of two major measures.

1. *The procedure differs at both universities. The following rules of submission of the theses are the special rules accepted by both universities. The procedure was discussed with the Vice-Rector of Charles University, Prof. Jan Kuklík, a professor of law.*
2. *The technical and administrative procedures of the defence are also different. The nomination and work of the defence (final exam's) committee is different at Charles University and Sapienza University but both are in accordance with the **bilateral agreement**.*

Guideline for Students of Charles University:

1. *Submitting of the theses in accordance with rules of Sapienza University:
The deadlines for submitting thesis are January 30, May 30, and September 30. The Italian field scientific board decides on extensions if a student needs the extension after 3 years of study.*

Students enrolled in Prague accept these rules, but according to UK rules, this is a preliminary measure. For the time being, they are not submitting their theses to the SIS.

<https://www.uniroma1.it/it/pagina/istruzioni-collegi-e-commissioni>

Excerpts you could find here:

Final exam procedure and awarding of the degree

The final exam sessions provided for in the Regulations (Article 18) are three, to be completed by 30 January, 30 May and 30 September of each year, respectively, in accordance with the following preparatory and final requirements, and in the following chronological order:

1. Identification of external assessors. *The Coordinators must ensure that, after consulting the Boards, two highly qualified assessors are identified, at least one of whom must be a university professor, appointed by the Teaching Board, who may also belong to foreign institutions, external to the entities that contributed to the award of the PhD degree;*

2. Admission to the final examination. *At the end of the three-year doctoral programme, the Boards must admit doctoral students to the final examination and forward the relevant decision to the Doctoral Research Sector - Courses and Careers. In the event of unsatisfactory results, or in any other case provided for in Article 16 bis, paragraph 1 of the Regulations, the Boards shall decide on exclusion from the Doctorate programme as an alternative to admission. For admission to the final examination, the Board does not have to wait for the external assessors' evaluations, as these are subsequent to admission;*

3. Submission of theses to external assessors *by PhD students via InfoStud;*

4. Assessment by external assessors. *Within 45 days of receiving the thesis, external assessors must formalise their assessment by proposing admission to the public discussion or postponing it for a period not exceeding 6 months. After this period, the thesis is in any case admitted to the public discussion.*

After the evaluators recommend that the work can be submitted for public defence either on time or after an extension, students immediately submit their theses to the SIS system according to the rules valid on the Czech side. Students can find the manual in a separate file or here [https://manualy.ff.cuni.cz/index.php/Témata_prací_\(Výběr_práce\)](https://manualy.ff.cuni.cz/index.php/Témata_prací_(Výběr_práce))

Rules and instructions for submitting theses can be found here:

<https://www.ff.cuni.cz/home/students/phd-students/dissertation-defence/>

Excerpts you could find here:

Submitting the dissertation

- Prior to submitting the dissertation, the student is required to enter the keywords in SIS in Czech and English (see [manual](#)).
- The dissertation in electronic form is uploaded by the student in SIS via the web interface. The date of submission is recorded as the date of submitting the last of the required parts of the dissertation. The procedures for submitting the dissertation in SIS is described in the manuals [here](#) or [here](#).
- The student may submit corrections to the dissertation record within 15 days of the defence (in the same manner as submitting the dissertation).
- Prior to electronic submission in SIS, a preliminary plagiarism check may be performed using the systems Theses.cz and Turnitin.

Electronic form of the dissertation

- The dissertation is submitted in SIS. (The manual is available [here](#))
- The submission consists of the following parts:
 - Dissertation text (in a searchable PDF file, 1a or 2u),
 - Abstract in Czech
 - Abstract in English
 - Dissertation summary, including an overview of publication and professional activities
 - Any attachments (these may also be included in the dissertation text file)
 - Other file format besides PDF are permitted; see [Rector's Measure 16/2019](#).
- If an attachment is more than one file. You should save them in a ZIP file and upload it to SIS.
- If an attachment exceeds the maximum size, please contact your study officer.

Applying for the defence

- After submitting the dissertation in SIS, the student must apply for the defence. We can print out the application for you at the PhD Studies Office. If you cannot pick up the application in person at the office, please send us an e-mail and we will send you the application for signing electronically.

Dissertation defence

Prior to the defence

After submitting the dissertation, the dean, based on a proposal of the chair of the subject-area board (following a discussion of subject-area board), appoints a committee for the dissertation defence, which then assigns two examiners. The evaluations of the examiners and the supervisor's statement are available in SIS no later than 15 days before the dissertation defence (SIS will automatically notify the student of their submission). 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.

The procedure of nominating the examination committee for defence should only start after the thesis has been submitted by the student into SIS.

If students want to finish their studies within the standard period plus one year, they must complete their defence/ final exam by the end of September in the fourth year of their studies.

Guideline for Students of Sapienza Roma:

The defence/the final exam is in Rome and the process is little bit different. The procedure at the University of Rome must be carried out strictly in accordance with the rules of Sapienza Roma.

<https://www.uniroma1.it/it/pagina/istruzioni-collegi-e-commissioni>

Excerpts you could find here:

Final exam procedure and awarding of the degree

The final exam sessions provided for in the Regulations (Article 18) are three, to be completed by 30 January, 30 May and 30 September of each year, respectively, in accordance with the following preparatory and final requirements, and in the following chronological order:

1. Identification of external assessors. *The Coordinators must ensure that, after consulting the Boards, two highly qualified assessors are identified, at least one of whom must be a university professor, appointed by the Teaching Board, who may also belong to foreign institutions, external to the entities that contributed to the award of the PhD degree;*

2. Admission to the final examination. *At the end of the three-year doctoral programme, the Boards must admit doctoral students to the final examination and forward the relevant decision to the Doctoral Research Sector - Courses and Careers. In the event of unsatisfactory results, or in any other case provided for in Article 16 bis, paragraph 1 of the Regulations, the Boards shall decide on exclusion from the Doctorate programme as an alternative to admission. For admission to the final examination, the Board does not have to wait for the external assessors' evaluations, as these are subsequent to admission;*

3. Submission of theses to external assessors by PhD students via InfoStud;

4. Assessment by external assessors. *Within 45 days of receiving the thesis, external assessors must formalise their assessment by proposing admission to the public discussion or postponing it for a period not exceeding 6 months. After this period, the thesis is in any case admitted to the public discussion.*

After the reviews, if the thesis is accepted for public defence/final examination, it must be immediately uploaded to the SIS system, along with all other required documents, as specified by CUNI rules.

Students can find the manual in a separate file or [here](https://manualy.ff.cuni.cz/index.php/Témata_prací_(Výběr_práce))

Rules and instructions for submitting theses can be found here:

<https://www.ff.cuni.cz/home/students/phd-students/dissertation-defence/>

Excerpts you could find here:

Submitting the dissertation

- *Prior to submitting the dissertation, the student is required to enter the keywords in SIS in Czech and English (see [manual](#)).*
- *The dissertation in electronic form is uploaded by the student in SIS via the web interface. The date of submission is recorded as the date of submitting the last of the required parts of the dissertation. The procedures for submitting the dissertation in SIS is described in the manuals [here](#) or [here](#).*
- *The student may submit corrections to the dissertation record within 15 days of the defence (in the same manner as submitting the dissertation).*
- *Prior to electronic submission in SIS, a preliminary plagiarism check may be performed using the systems Theses.cz and Turnitin.*

Electronic form of the dissertation

- *The dissertation is submitted in SIS. (The manual is available [here](#))*
- *The submission consists of the following parts:*
- *Dissertation text (in a searchable PDF file, 1a or 2u),*
- *Abstract in Czech*
- *Abstract in English*
- *Dissertation summary, including an overview of publication and professional activities*
- *Any attachments (these may also be included in the dissertation text file)*
- *Other file format besides PDF are permitted; see [Rector's Measure 16/2019](#).*
- *If an attachment is more than one file. You should save them in a ZIP file and upload it to SIS.*
- *If an attachment exceeds the maximum size, please contact your study officer.*

Applying for the defence

- *After submitting the dissertation in SIS, the student must apply for the defence. We can print out the application for you at the PhD Studies Office. If you cannot pick up the*

application in person at the office, please send us an e-mail and we will send you the application for signing electronically.

Dissertation defence

Prior to the defence

After submitting the dissertation, the dean, based on a proposal of the chair of the subject-area board (following a discussion of subject-area board), appoints a committee for the dissertation defence. The evaluations of the examiners and the supervisor's statement are available in SIS no later than 15 days before the dissertation defence (SIS will automatically notify the student of their submission). 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.

All documents must be uploaded to SIS system at least one month before the defence in Rome, which is governed by the valid rules of Sapienza University.

The exam records are then immediately provided to the other party in accordance with the bilateral agreement.

Students are then ceremoniously awarded their degrees at Charles University.