# LAST STEPS TO THE PhD DEFENSE

## Home defense

- Organised by Supervisor
- Documents to be submitted to Doctoral and Habilitation Centre (DHC):
  - minutes of the home defense
- -attendance sheet

- reviews

## **Application for final** defense

### Docs to be submitted to DHC via NEPTUN request:

- Review Committee recommendation
- Finalized dissertation (pdf)
- Finalized thesis (pdf)
- CV (in third person it will be read out on the defense)
- Docs to be submitted to DHC personally:
  - -3 copies of signed dissertation
- -10 copies of signed thesis

(Neptun request will be open approx. 1 month before each Doctoral School meeting)

> • DHC sends the dissertation and thesis to the reviewers. • Reviewers have max. 2 months to reply. • Candidate answers the reviewers's questions in writing • Reviewers accept or refuse those.

**Candidate modifies and finalises** the dissertation and thesis according to the reviewers' feedbacks



**Doctoral School (DS)** council and **University Doctoral Council (UDC)** meetings support and accept the application

- UDC meeting takes place on the first Thursday of each October, December, March and June (!)

-DS council meeting takes place 1-2 weeks before the **UDC** meeting

### **Public defense**

- Date is agreed by supervisor

- The date has to be announced on the homepage for **min**. 2 weeks

- Invitation is prepared, announced and sent to committee members by DHC

#### **Conferral of PhD** title

The following DS council and UDC meetings approve the result of the defense and the UDC confers the degree to Candidate



**DHC** issues diploma within max. 30 days.

