**Procedure for Internal Defense**

**Committee**

Experts with a PhD, who work in the research area of the submitted Thesis can be accredited to the Committee.

Composition of the Committee:

* Head: A Full Professor or Professor Emeritus, who is an employee of the Hungarian University of Agriculture and Life Sciences (MATE)
* Members: two Opponents and at least one teacher/researcher
* Secretary: an Assistant Professor or Associate Professor, who is an employee of the Hungarian University of Agriculture and Life Sciences.

The following persons cannot be accredited to the Committee:

* the Supervisor(s) of the candidate,
* those co-authors, who published a paper with the candidate in the topic of the Thesis,
* any other person, who is in a dependent relationship with the candidate.
* a relative of the candidate or any other person, who cannot be expected to rule on the matter objectively.

The Thesis – written according to the Doctoral Regulations of MATE - and the Short Summary (in Hungarian and English) are sent to the Opponents by the Supervisor.

The Supervisor is responsible for the composition of the Committee, and he/she invites them to the Committee using the form provided by the FDI. Upon receiving positive feedbacks from all members, the Supervisor produces an invitation according to the form provided by the FDI and sends it to the Secretary of FDI.

The Supervisor coordinates the date of the Internal Exam with the members of the Committee by taking the period of summer and winter breaks (i.e., from 20th of July until 20th of August and from 15th of December until 10th of August, respectively) into accounts.

The venue of the Internal Exam must be located at the Georgikon Campus of MATE (Keszthely).

The language of the Internal Exam must be according to the 6th point of the 25th paragraph of Doctoral Regulations of MATE.

The review of the Thesis must be conducted according to those of the Official Thesis Defense, as described in Appendix #6 of the Doctoral Regulations.

The Secretary of the Committee is responsible for reserving the room at least three days in advance and to assure that the desktop and the projector are in working order. If necessary, the Secretary arranges for parking permits for the members of the Committee at the Campus Directorate at least one day in advance. (S)he writes the minutes of the procedure and records the names of those present by collecting their signature. The Secretary of the Committee sends the Signed Minutes and the List of attendants to the Secretary of FDI within three working days.

**Procedure of Internal Defense**

The Defense can only be held, if the Head of Committee, at least one of the Opponents, at least one member and the Secretary of Committee are present. If one or both Opponents submitted a negative opinion (Reject) on the Thesis, that/those Opponent(s) must be present.

The procedure of Internal Defense:

* The Head of Committee opens and chairs the defense. Introducing the CV of the candidate is optional.
* The candidate presents the proposed research targets and the results of the study in 30 minutes.
* The Opponents present their criticisms. Should there be an opponent absent, his/her review is presented by the Secretary.
* The candidate answers the criticisms.
* The candidate answers the questions of Committee.
* The candidate answers the questions or comments from the audience.
* The Head of Committee closes the open section of the Defense process.
* Then, the committee discusses the defense behind closed doors. The result is recorded in the minutes by the Secretary, then all the members present sign the minutes. Those members who are absent with apology, should send in their written opinion about the suitability of the Thesis in advance.
* The Head of Committee presents the results to the candidate and all those who attended the Defense.