#### 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)

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.

- 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