
Doctoral Thesis Defence Schedule

- (1) The application for the Doctoral Thesis Defence (hereinafter referred to as DTD) shall be submitted by the PhD student to the RDD - at least 8 weeks before the proposed date of the defence. Together with the application the PhD student shall submit:
 - a. the Doctoral Thesis prepared in accordance with the Rector's Directive – Scientific Publications, The PhD student submits 2 printed, signed copies and an electronic version,
 - b. an overview of the activities carried out during doctoral studies
 - c. the supervisor's proposal for the composition of the DTD committee, including the opponents.
- (2) The fulfilment of the conditions for the execution of the DTD shall be checked upon receipt of the application by the RDD. In the case of any discrepancies, the PhD student or the supervisor will be asked to eliminate them within the specified period.
- (3) The RDD shall record the information about the thesis, including the full text of the Doctoral Thesis and the Doctoral Thesis Summary in the FAI, IS/STAG portal. The supervisor will fill in the evaluation of the originality of the thesis in IS/STAG and will state the conclusions in the supervisor's viewpoint on the thesis, which will be delivered no later than a week before the defence date at the RDD.
- (4) The Dean shall appoint at least 2 opponents based upon the supervisor's proposal and after the approval by the DSP Board. The opponent must be at least one professor and at most one opponent can be from FAI. The RDD will send an appointment decree and a copy of the doctoral thesis to the opponents. The opponent will prepare an opinion within 1 month of delivery or refuses to prepare it within 15 days.
- (5) Immediately after receiving all assessments, the Dean appoints, on the supervisor's proposal and after the approval by the DSP Board, the chairman and members of the committee for defence. The committee has at least 7 members, including at least 2 opponents. At least 2 members of the committee are from workplaces outside TBU, and at least 2 members must be professors or doctors of science.
- (6) The RDD will send all committee members, at least 15 days before the date of the defence, an invitation to attend the DTD, with indications regarding the date and place of the defence. Committee members are also sent the opponents' reviews and the Doctoral Thesis.
- (7) At least 14 days before the date of the defence, the date and place of the defence shall be announced on the Official FAI Bulletin Board.
- (8) The dissertation is published for the public viewing at least 5 working days before the date of the defence.
- (9) The DTD is usually held within 30 days of receipt of the all opponents' reviews. In exceptional and justified cases, the Dean may extend this period.
- (10) The Committee Chairman will deliver the completed and signed Report to the RDD. This department passes the protocol for signature to the DSP Board Chairman and to the Dean - who, after examining the procedural requirements for the DTD, confirms its validity by signing it.