

Subject Board Summary Guidelines on Dissertation Defence

The Dissertation Defence must be carried out by the end of the eight year of study. The student shall register for it no later than six months before the expiration of the maximum study period. The Defence shall be preceded by a public presentation of the Doctoral Dissertation (hereinafter as Small Defence). The goal of the Small Defence is to assess critically the first version of the Doctoral Dissertation and define clear requirements for revisions. Rules of the Dissertation Defence shall apply *mutatis mutandis* to Small Defence.

I. Small Defence

(1) Registration for Small Defence

The doctoral student shall register for Small Defence with the Subject Board Secretary within the deadline foreseen and after all study obligations have been fulfilled. The doctoral student shall report the fulfilment of obligations in the registration form (attached). The advisor shall confirm the fulfilment of obligations and comment on the course of study in a written evaluation statement.

(2) Submission of Doctoral Dissertation for Small Defence

The student shall submit the Doctoral Dissertation within the deadline foreseen, in two copies (in ring binding) and two printed exemplars propositions to the Secretariat of the Institute of Sociological Studies (ISS). At the same time, the student shall submit it to the Subject Board Secretary electronically (in the .doc format). The Doctoral Dissertation shall be, as a rule, written in Czech, with an English or German abstract. Subject to written consent of the Subject Board and advisor, the Dissertation may be submitted in a foreign language. In that case, it must include a Czech abstract.

The “theses” shall include the dissertation’s topic and goal, structure, methodology, basic argument, selected bibliography and sources, and an English abstract. They shall reach 15-20 standard pages. Their front page shall contain the following information:

- (a) Name of university, faculty, and department the defence takes place at,
- (b) study programme within which the Dissertation is defended,
- (c) name of the student,
- (d) title of the Doctoral Dissertation,
- (e) name of the Small Defence Committee Chair,
- (f) names of the advisor and reviewers,
- (g) date and place of the Defence.

(3) Formal Layout of Doctoral Dissertation for Small Defence

Front cover:

Top Charles University in Prague

Faculty of Social Sciences

Centre Doctoral Dissertation

Bottom left Year

Bottom right Doctoral student name

First page:

Top Charles University in Prague
Faculty of Social Sciences
Institute of Sociological Studies

Centre Dissertation title

Bottom left Written by
Year

Bottom right Advisor

Next page:

Bottom Declaration of the fact that the student wrote the Dissertation him/herself and all the sources and literature used have been credited

Bottom left Place and date

Bottom right Doctoral student name and signature

Next page:

Bottom Acknowledgements (if applicable)

Next page: Table of Contents

Next page: Introduction etc.

A foreign-language abstract shall be included at the end of the Dissertation, between its Conclusion and the list of references. The Dissertation shall be typed using the Times New Roman or Arial fonts, size 12, with 75-80 characters per line (with spaces) and a spacing of 1.5 or 2.0.

The format of bibliographic references shall correspond to the standard ISO 690 “Information and documentation – Bibliographic references”, as published by the Czech Standards Institute in 1996.

(4) Peer Reviews

Reviewers are obliged to submit their peer reviews no later than ten days before the day of the Dissertation Defence. Alternatively, they shall announce their inability to draft a peer review within ten days of receiving the Dissertation. Only those Dissertations that have been recommended by at least one reviewer shall be admitted to Defence. If the two reviews are conflicting, the Committee Chair shall appoint one member of the Subject Board to review the Doctoral Dissertation as well.

(5) Procedure for Small Defence

Rules of the Dissertation Defence (as determined by the *Code of Study and Examination of Charles University in Prague* and customary practices of the ISS) shall apply *mutatis mutandis* to the procedure for Small Defence. The Committee shall be comprised of three members of the Subject Board (including one member from the IS CAS) and two reviewers. At least one of the reviewers must be an expert who works neither at the FSV UK nor at the IS CAS. In nominating reviewers, the Subject Board shall take into consideration the theoretical and methodological scope of the Doctoral Dissertation under review. The advisor shall not write a standard review. Instead, he/she shall write a commentary on the course of the student’s dissertation work, on any methodological, organizational or other problems that

arose throughout that work, and if necessary, on those parts of the Doctoral Dissertation that gave rise to a substantial disagreement between the student and the advisor (see Article 4.1.2 of the *Framework Study Plan, Doctoral Study Programmes of Sociologie/Sociology*).

The advisor shall take part in the entire course of the Small Defence.

The time schedule of the Small Defence shall copy that of the Dissertation Defence:

- advisor's commentary on the course of the student's dissertation work (up to 5 minutes),
- student's report on the main points of the Dissertation (up to 25 minutes, using a data projector if necessary),
- peer reviews (up to 20 minutes total),
- student's response and discussion (up to 35 minutes),
- discussion within Committee and preparation of its decision (up to 25 minutes),
- announcing the Small Defence outcome (up to 5 minutes).

(6) Small Defence Outcome

The Committee for Dissertation Defence takes its decision on the outcome of the Defence in a closed sitting through a secret ballot, and by the majority of present members. The Committee shall conclude the Small Defence by issuing one of the following verdicts:

1. the Dissertation is accepted as it is, without revision requirements,
2. the Dissertation is accepted subject to revisions. Revision requirements must be formulated by the Committee,
3. the Dissertation is rejected and a rewrite is required. The Committee must formulate the fundamental reasons for the rewrite and may, if necessary, suggest particular revisions.

(7) Resignation from Small Defence

The student may resign from the Small Defence no later than within seven days of receiving the peer reviews. The student shall address his/her resignation to the Subject Board Chairman and the Subject Board Secretary by email.

II. Dissertation Defence

(1) Registration for Defence

The student is obliged to announce to the Subject Board Secretary in advance, by the deadline set, that he/she intends to carry out Dissertation Defence on the following term, stating the exact title of his/her dissertation.

The student shall register for the Dissertation Defence with the member the FSV UK Study Department staff responsible and at least six months before the expiration of maximum study period. The registration form shall be accompanied by advisor's statement evaluating the course of study and confirming the fulfilment of all study obligations, including the State Doctoral Examination

(2) Dissertation Committee

The composition and rules of procedure of the Committee for Dissertation Defence and the process of the Defence are governed by Article 10 (3) of the *Code of Study and Examination of Charles University in Prague*.¹⁾ Only professors, associate professors and Subject-Board-approved experts may sit in the Dissertation Committee.

(3) Submission of Doctoral Dissertation for Dissertation Defence

The student shall submit the Doctoral Dissertation to the member the FSV UK Study Department staff responsible, in two copies (in ring binding) as well as electronically (in the doc format), along with the registration for Dissertation Defence. At the same time, the student shall submit it to the Subject Board Secretary electronically (in the .doc format). The Doctoral Dissertation shall be, as a rule, written in Czech, with an English or German abstract. Subject to written consent of the Subject Board and advisor, the Dissertation may be submitted in a foreign language. In that case, it must include a Czech abstract.

At the same time, the student will upload the dissertation thesis to the SIS.

(4) Submission of “Theses” for Dissertation Defence

The student shall also submit two copies and an electronic version (in the .doc format) of “Theses” to the member the FSV UK Study Department staff responsible, along with the registration for Dissertation Defence. At the same time, the student shall submit them to the Subject Board Secretary electronically (in the .doc format). The “theses” shall include the dissertation’s topic and goal, structure, methodology, basic argument, selected bibliography and sources, and an English abstract. They shall reach 15-20 standard pages. Their front page shall contain the following information:

- (a) Name of university, faculty, and department the defence takes place at,
- (b) study programme within which the Dissertation is defended,
- (c) name of the student,
- (d) title of the Doctoral Dissertation,
- (e) name of the Dissertation Defence Committee Chair,
- (f) names of the advisor and reviewers,
- (g) date and place of the Defence.

(5) Peer Reviews

Reviewers are obliged to submit their peer reviews no later than ten days before the day of the Dissertation Defence. Alternatively, they shall announce their inability to draft a peer review within ten days of receiving the Dissertation. Only those Dissertations that have been recommended by at least one reviewer shall be admitted to Defence. If the two reviews are conflicting, the Committee Chair shall appoint one member of the Subject Board to review the Doctoral Dissertation as well.

¹⁾ Article 10 (3) provisions apply *mutatis mutandis* to appointing the chair and members of the Committee for Dissertation Defence. The Committee shall appoint two reviewers for elaborating the peer reviews of the Dissertation. If the Committee rules “failed” then it shall determine whether the Dissertation must be reviewed; the Defence may repeated after six months, at the earliest. The Dissertation Defence is public. Article 7 (6) provisions apply *mutatis mutandis* to the conditions a student must fulfil in order to register for defence.

(6) Procedure for Dissertation Defence

The Dissertation Defence is governed by the rules (the *Code of Study and Examination of Charles University in Prague*) and customary practices of the ISS. Members of the Dissertation Committee are appointed by the FSV UK Dean. Each Committee must include at least one member from the IS CAS. At least one member must be external (i.e., neither from the FSV UK academic community nor from the IS CAS staff).

Reviewers shall be appointed by the FSV UK Dean upon proposal from the Subject Board. At least one of the reviewers, and ideally both of them, shall be external. In nominating reviewers, the Subject Board shall take into consideration the theoretical and methodological scope of the Doctoral Dissertation under review. The reviewers and the advisor shall not sit in the Committee, yet they may take part in its debates and in the preparation of its decisions.

The advisor shall not write a standard review. Instead, he/she shall write a commentary on the course of the student's dissertation work, on any methodological, organizational or other problems that arose throughout that work, and if necessary, on those parts of the Doctoral Dissertation that gave rise to a substantial disagreement between the student and the advisor (see Article 4.1.2 of the *Framework Study Plan, Doctoral Study Programmes of Sociologie/Sociology*).

Dissertation Defence time schedule:

- advisor's commentary on the course of the student's dissertation work (up to 5 minutes),
- student's report on the main points of the Dissertation (up to 25 minutes, using a data projector if necessary),
- peer reviews (up to 20 minutes total),
- student's response and discussion (up to 35 minutes),
- discussion within Committee and preparation of its decision (up to 25 minutes),
- announcing the Small Defence outcome (up to 5 minutes).

(7) Dissertation Defence Outcome

The Committee for Dissertation Defence takes its decision on the outcome of the Defence in a closed sitting, through a secret ballot, and by the majority of present members. The Chair's vote decides if votes are even.

(8) Resignation from Dissertation Defence

The student may resign from the Small Defence no later than within seven days of receiving the peer reviews. The student shall address his/her written resignation to the Subject Board Chairman, the Subject Board Secretary, and the member the FSV UK Study Department staff responsible. Such a resignation results in the Dissertation Defence graded "fail (neprospěl/a)". The Defence may be repeated six months after the original date, at the earliest.

This document has been prepared based on:

Code of Study and Examination of Charles University in Prague of 28 April 2006
(consolidated version)

FSV UK Rules for Organization of Studies

Dean's Directive No. 27/2017 – *Organization of Doctoral e Studies at the FSV UK*

<https://www.fsv.cuni.cz/deans-provision-no-272017>

*Framework Study Plan, Doctoral Study Programmes of Sociologie/Sociology
Guidelines on State Doctoral Examination and Dissertation Defence*

Subject Board rules and guidelines:

- *Doctoral Study Programme of Sociology, Recommended Standards*
- *Rules for Approving Dissertation Proposals* of 15 February 2007
- *Expected Performance of Doctoral Students during State Doctoral Examination*
- *Rules of Defence*
- Subject Board Decision of 10 January 2008
- *Concept of Small Defence* of 25 March 2007
- *Guidelines for the Submission of Doctoral Dissertation for Small Defence*

These Summary Guidelines have been approved by the Sociology Subject Board on 13 January 2010.

Amended by Sociology Subject Board Decisions of 13 January 2011.

Attachment

Charles University in Prague
Faculty of Social Sciences
Registration for Small Defence

I hereby register to the Small Defence of my dissertation in the study programme of:

.....

in fall/spring semester of the academic year

Degree Name Surname

Maiden name

e-mail, mobile phone, phone

Dissertation title

.....

Dissertation advisor

Study Obligations Fulfilment Report

Conference Presentations (see Section 4.2.3 of *Framework Study Plan, Doctoral Study Programmes Sociologie/Sociology*; state title, year and place of conference and presentation title):

Active Teaching Participation (see Section 4.2.5 of *Framework Study Plan, Doctoral Study Programmes Sociologie/Sociology*; state year and nature of activity):

Academic Stay Abroad (see Section 4.2.6 of *Framework Study Plan, Doctoral Study Programmes Sociologie/Sociology*; state year, place and nature of stay):

Participation in Research at the Institute (see Section 4.2.8 of *Framework Study Plan, Doctoral Study Programmes Sociologie/Sociology*; state year and characterize research activity):

Bibliography of Scholarly Works:

(a) works fulfilling the obligation of Publication Activities (see Section 4.2.4 of *Framework Study Plan, Doctoral Study Programmes Sociologie/Sociology*):

(b) other works:

Prague on

Student signature

Advisor signature