

Registration

The student must register for the dissertation defence by informing the Subject Board Secretary of their intention to defend the dissertation in the upcoming term and stating the exact title of the dissertation. This must be done by the deadline set by the Subject Board.

No later than 60 days before the planned date of the defence, the student must submit the Application for the Defence of the Dissertation to the Student Affairs Office. In order to remain eligible for a possible re-take, this application must be submitted at least 8 months before the end of the maximum study period. The application form is available [here](#).

Once you have met all the requirements to proceed with the defence of your dissertation, please contact your supervisor to review it and confirm it in the Individual Study Plan module of the Ph.D. Students section in SIS.

Submission of required documents

Together with the application, the student is required to submit the following:

- One printed copy of the doctoral dissertation (in ring binding) to the Student Affairs Office.
- An electronic version of the dissertation (in .doc format) to the Subject Board Secretary via email.
- The dissertation must also be uploaded to SIS.
- Two printed copies of the propositions must be submitted to the Student Affairs Office.
- An electronic version of the propositions (in .doc format) must be sent via email to both the Student Affairs Office and the Subject Board Secretary.

The dissertation must be written in the language in which the study programme is accredited or in English. Writing the dissertation in another language is only possible with the approval of the Subject Board. The abstract must be included in both Czech and English.

Format of propositions

The propositions must contain a summary of the dissertation's topic and goal, its structure, methodology, main argument, a selected bibliography and sources, as well as abstracts in both Czech and English. They should be 15–20 standard pages in length.

The front page of the propositions must include the following information:

- (a) name of the university, faculty, and department where the defence will take place,
- (b) the study programme under which the dissertation is defended,
- (c) the student's name,

- (d) the title of the doctoral dissertation,
- (e) the name of the Chair of the Dissertation Defence Committee,
- (f) the names of the supervisor and reviewers,
- (g) the date and place of the defence.

The supervisor shall confirm in the SIS (in the module *Individual Study Plan of PhD Students*) that all conditions for proceeding to the defence have been fulfilled.

Dissertation Committee

The composition and rules of procedure of the Dissertation Defence Committee are governed by Article 11 of the *Code of Study and Examination of Charles University*. Only professors, associate professors, and experts approved by the Research Board may serve as members of the committee.