

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 pre-defence). The goal of the pre-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 pre-defence.

I. Pre-defence

(1) Registration for pre-defence

The doctoral student shall register with the Ph.D. Program Secretary within the deadline foreseen and after all study obligations have been fulfilled. The form (see below) can be submitted via email or physically to the department secretariat.

(2) Submission of Doctoral Dissertation for pre-defense

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 .pdf format).

Two weeks prior to the pre-defence, students submit short summary of the dissertation (theses).

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 Committee Chair,
- (f) names of the advisor and reviewers,
- (g) date and place of the Defence. - These need to be submitted two weeks prior to the defence.

(3) Formal Layout of Doctoral Dissertation for pre-defense

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 pre-defense

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 pre-defense. 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 pre-defence.

The time schedule of the pre-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 outcome (up to 5 minutes).

(6) Pre-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 pre-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 pre-defence

The student may resign from the pre-defence later than within seven days of receiving the peer reviews. The student shall address his/her resignation to the Subject Board Chairman and the Ph.D. Program Secretary by email.

**Charles University in Prague
Faculty of Social Sciences
Registration for pre-defence**

I hereby register to the pre-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