



**PHD PRE-DEFENSE
PROCEDURES**

1 The Chair introduces members of the Examination Committee (for details see the Minutes) and requests to keep the minutes of the proceedings.

The Chair of Examination Committee opens the proceedings:

"This is the public pre-defense of the doctoral dissertation of on "....."

The external reader(s) is/are not present but have sent his/her/their comments in advance. As he/she/they agreed that the doctoral dissertation is suitable for public examination, I request the candidate to summarise in a few minutes the main points of the dissertation."

2 Candidate summarises her findings (10-15 mins.)

3 Chair of Examination Committee summarises the external reader's critique

4 Chair of Examination Committee gives the floor to the candidate to respond to the critical comments of the external examiner (max. 25 mins.)

5 Chair of Examination Committee opens the examination by asking members of the Examination Committee to raise questions or comments about the doctoral dissertation, the candidate's summary and the response to the critique: first the members of the Dissertation Committee (if present) then other members, finally the supervisor. Candidate may wish to reply to every question separately or at the end of the questions (ca. 15-25 mins.).

6 Chair of Examination Committee invites the public to raise questions or make comments on the doctoral dissertation which has been accessible to the public in the CEU-ELTE Medieval Library (ELTE BTK, Múzeum krt. 6-8).

7 After questions from the floor--to which the candidate may reply singly or in summary-- the Chair of Examination Committee asks members of the Examination Committee, whether they have any further questions or comments. – thereafter (or if none), the Chair announces that the Examination Committee is going to retire for adjudication and suspends the proceedings for 10-15 minutes.

8 The Examination Committee has to decide by simple majority vote between three options: (i) to accept the doctoral dissertation and proposes to submit the doctoral dissertation to PhD defence, or (ii) reject the doctoral dissertation, or (iii) refer the doctoral dissertation for serious revision after which it should be submitted to a PhD public defence. Minor formal corrections suggested by the examiners need not be expressly stipulated.

9 The Chair of the Examination Committee announces the decision of the Examination Committee and requests the candidate to submit in writing his/her answers to the questions and comments of the external reader(s) and members of the Examination Committee. The Chair finally thanks the members of the Examination Committee and the public for their participation and closes the proceedings.