



PHD PUBLIC DEFENSE PROCEDURES

- 1 The head of department/supervisor/director of doctoral program welcomes all present and introduces the chair of the dissertation committee (DisCom).
- 2 The chair introduces the members of the DisCom in the following order
 - External examiners
 - CEU/internal members
 - Supervisor/s
 - External reader/s, if not present. S/he requests one of the internal members to keep the minutes of the proceedings.
- 3 The chair of DisCom opens the proceedings: "This is the public defense of the doctoral dissertation by [NAME OF CANDIDATE] on [TITLE OF DISSERTATION]. As the external readers agreed that the doctoral dissertation is suitable for public examination, I request the candidate to summarize the main points of the doctoral thesis."
- 4 The candidate summarises his/her findings (10–15 mins).
- 5 The chair of DisCom asks the external examiners who have also acted as external readers to summarize their written reports. (In case one or both are absent, the chair of the DisCom – or a member of the DicCom appointed by him/her – summarizes the written reports sent by the external reader/s in advance.) The chair asks the candidate whether s/he prefers to answer to the external readers/reports individually or in summary, and proceeds accordingly.
- 6 The chair of DisCom gives the floor to the candidate to respond to the written reports of the external readers (max. 25 mins fo).
- 7 The chair of DisCom opens the examination by asking members of the DisCom to raise questions about, or make comments on, the doctoral dissertation, the candidate's summary, and/or his/her response to the written reports. S/he asks (i) the external readers who are present in case they wish to follow up on the candidate's responses to their written reports/summaries thereof; (ii) any external examiners who were not external readers; (iii) the internal members; (iv) the supervisor/s. The candidate may wish to reply to every member of the DisCom separately, or collect all questions and answer at the end (ca. 40 mins altogether, divided among committee members).
- 8 The chair of DisCom 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 (Múzeum körút 6–8), to which the candidate may again reply individually or in summary.
- 9 The chair of DisCom asks the members of the DisCom whether they have any further questions or comments.
- 10 Thereafter (or if none), the chair announces that the DisCom is going to retire for adjudication and suspends the proceedings for 10–15 minutes.

11 The DisCom has to decide by simple majority vote between three options:

(i) to accept the doctoral dissertation and defense and to propose to the Senate and Rector to grant the PhD degree, or

(ii) reject the doctoral dissertation, or

(iii) refer the doctoral dissertation for serious revision after which it (a) should be approved by a person designated by the DisCom, or (b) submitted to a repeated public defense. (In case of a repeated defense, only options (i) and (ii) remain.) Minor corrections of content and form as suggested by the examiners need not be expressly stipulated. The DisCom also summarizes its judgment in writing, in ca. 100-200 words.

12 The DisCom returns to the examination room; the chair of the DisCom announces the decision of the DisCom and reads or paraphrases the summary of the assessment. In case of (i), the Chair congratulates the candidate to the successful completion of the requirements of the PhD in Medieval Studies (US)/History (HU); in case of (ii) regrets the failure; in case of

(iii) specifies the DisCom's requirements for corrections, the approval procedure and/or the need for a repeated public defense.

13 The chair thanks the members of the DisCom and the public for their participation and closes the proceedings.