



Organisation and proposed scenario for the preliminary discussion

1. The Program Leader, taking into account the recommendation of the head of the department, invites max. 1 internal and min. 1 external Reviewer to prepare the assessment and sends them the completed dissertation.
2. The Program Leader also invites a core member of the Doctoral School or a lecturer to chair the preliminary discussion. The Program Leader shall also invite the secretary of the preliminary discussion, taking into account the proposal of the invited chairperson.
3. The Reviewer prepare a written opinion within a maximum of 4 weeks from the date of receipt of the manuscript, which is sent to the candidate, the Head of Department, and the Program Leader at least 7 working days before the deadline.
4. The Candidate must respond in writing and provide this to the Reviewers at least 2 working days before the date of the preliminary discussion.
5. The Program Leader invites the departmental teaching/research staff, doctoral students, the Reviewers, the Vice-Dean for Scientific Affairs and any other experts from outside the department with an interest in the topic to the preliminary discussion.
6. A hard copy of the paper must be made available at the departmental secretariat 2 weeks before the date of the preliminary discussion.
7. The invitation to the preliminary discussion must be published on the departmental website, the website of the Doctoral School and on the Faculty and departmental notice boards two weeks before the date of the thesis.
8. A previous initiation of a doctoral act is not a prerequisite for holding a preliminary discussion.



Process:

1. The Chairman - welcomes the participants and introduces the Reviewers, - invites the secretary to keep the minutes, - invites the Candidate to present the dissertation (20-25 minutes free presentation).
2. The Candidate presents his/her dissertation, highlighting his/her recent scientific achievements.
3. The Chairman invites each of the Reviewers to present their written comments on the thesis.
4. The Reviewers present their opinions.
5. The Chairman invites the Candidate to reply.
6. The Candidate replies to the criticism.
7. The Chairman invites the Reviewers and those present to ask questions about the dissertation.
8. The Candidate answers the questions asked.
9. After the reply, the Chairman asks whether the answer was satisfactory. If the reply is in the negative, he shall provide an opportunity for a debate, which he shall adjourn if necessary.
10. After the questions and answers, the Chairman invites those present to speak if they wish to do so. The Candidate shall reply, if necessary, to the comments made.
11. The Chairman closes the debate and, on the basis of the opinion of the Reviewers and the discussion, will formulate the position to be recorded in the minutes on the following questions: - Can the dissertation be considered as an independent work of the candidate? - Can the dissertation be submitted with its current title and form, or if not, what changes can be made to it? - Does the dissertation contain sufficient scientific results? The Chairman formulates the resolution (no votes) and asks if there are any dissenting opinions. If there are, they shall be recorded in the minutes. If a title change is proposed, a separate application must be submitted to the Doctoral School Council for approval.
12. The Chairman closes the meeting.
13. The minutes of the home examination shall be drawn up and shall be accompanied by an attendance sheet bearing the signatures of the participants. The minutes shall include all questions/answers.