

## **Instructions for dissertation submission**

### **Defence of the dissertation – entry of the dissertation assignment in the IS**

- A doctoral student sends an email to [kasparovaj@vut.cz](mailto:kasparovaj@vut.cz), announcing the dissertation name both in Czech and English, as well as the language of the dissertation
- the Department of Science and International Relations enters the dissertation assignment in the IS, which enables the doctoral student to enter the dissertation and the outline via STUDIS and to generate other documents from the IS (see below)
- The thesis is inserted as an identical file, the file types being „Text práce“ and „Teze“

### **Defence of the dissertation**

The defence procedure starts by the moment the Department of Science and International Relations receives from the doctoral student the following documents:

- Application for the dissertation defence signed by the doctoral student and his/her supervisor (one piece generated by the IS BUT)
- Dissertation (one piece in black hardback)
- Current Individual Study Plan with an overall grading assessment (one piece generated by the IS BUT print setting called FEEC: Individual Study Plan)
- Grading assessment of creative activities of the doctoral student (one piece generated by the IS BUT in Research and Development ->Personal Assessment – the Ph.D. category)
- Reprints of the most important doctoral student's papers (one piece) (unpublished manuscripts need to present a confirmation of acceptance for publication)

Compliance with the formal rules is the condition of acceptance at the Department of Science and International Relations. If the Department discovers flaws in the documents, the doctoral student shall correct them and newly present them for submission.

**A doctoral student shall complete the Appendix to the Diploma for the doctoral study programme no later than he/she submit the application for the dissertation defence.**