

**Methodological Instruction of the Vice-rector for Research and Development
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Preparation and progress of the "minor" doctoral dissertation defense at VSFS

Article 1: Introduction

1. The Regulation regulates the process of holding a "minor" defense according to Article 7(1) of Rector's Decision No. 278/2021 "State Final Doctoral Examination and Dissertation Defense at the University of Finance and Administration".

Article 2: Application for a "minor" defense and submission of the dissertation

1. The "minor" defense is arranged by the relevant faculty of the doctoral program supervisor (hereinafter referred to as "DPS") in cooperation with the supervisor at the request of a doctoral student to the dean of the relevant faculty. The request takes the form of a letter (email), which the doctoral student consults with his/her supervisor.

2. Together with the application, the doctoral student shall deliver the dissertation in electronic form to the Dean's Office of the relevant faculty. Any hard copies of up to 4 printed copies (bound in plain ring binder or similar) should be delivered only at the request of the Dean's Office of the relevant faculty.

3. The submitted dissertation must comply with the requirements contained in the Instruction of the Vice-rector for Research and Development No. 1/2013 "Content and Formal Requirements of a Dissertation at VSFS". Assessment of compliance with this requirement is the responsibility of the Vice-rector for Research and Development in cooperation with the DPS supervisor or the Dean's Office of the relevant faculty. In the event of serious deficiencies, the doctoral student's dissertation will be returned to the doctoral student for correction.

Article 3: The term "minor" defense

1. No later than one month after receipt of the application, the dean of the faculty concerned, in consultation with the Vice-rector for Research and Development and the DPS supervisor,

shall set the date for the "minor" defense. There should be a minimum of six weeks between the setting of the date of the "minor" defense and its performance.

2. Information on the date of the "minor" defense and the presenting of the dissertation to two experts (hereinafter referred to as the "opponents") and their opinions are provided by the dean's office of the faculty concerned in agreement with the supervisor. The dean of the faculty concerned, in consultation with the Vice-rector for Research and Development and the DPS supervisor, shall appoint the opponents at the proposal of the supervisor. The assessments must be arranged so that they are delivered to the doctoral student, the supervisor, the dean of the relevant faculty, and the Vice-rector for Research and Development at the latest one week before the "minor" defense.

3. The review is free-form, but must include an evaluation of the accomplishment of the dissertation objectives, comments and recommendations on substantive matters, comments on the formal editing of the dissertation, and an overall conclusion indicating whether and to what extent the dissertation is recommended for revision or completion.

4. The supervisor will also deliver his/her comments on the dissertation to the dean of the relevant faculty within the same time limit and in the same form.

Article 4: Conduct of the "minor" defense

1. The progress of the "minor" defense is managed by the Dean or Vice-dean for Research and Publication of the relevant faculty, or another academic staff member of the relevant faculty authorized by the Dean, to the "extended" College of the Dean of the relevant faculty.

2. The supervisor is obliged to attend the meeting. In addition, all heads and representatives of the departments of the relevant faculty and experts on issues related to the topic of the dissertation are invited to attend the meeting. The presence of the experts/authors of the reports is desirable, but not obligatory. The participation of other doctoral students is also desirable, especially those with related dissertation topics.

3. The meeting proceeds as follows:

- introduction of the doctoral student and a brief evaluation of his/her achievements (supervisor, including comments on the dissertation),
- presentation of the doctoral student with a description of the dissertation (usually objectives and hypotheses, literature handling of the problem, methods, analysis of the problem, results and conclusions) - max. 20 minutes, presentation may be used,
- opinions of the two experts (in case of their absence, the dean or vice-dean of the faculty concerned will present these to the participants),
- the doctoral student's response to the comments made in the reports,
- discussion or debate over the presented dissertation (chaired by the dean or vice-dean of the faculty concerned),
- a summary of the conclusions for the Minutes recording the progress of the "minor" defense, including comments and recommendations for revision of the dissertation (the Minutes are the responsibility of the dean of the faculty concerned).

2. Overall, the "minor" defense should not exceed one hour in duration. The "minor" defense is conducted at an extended meeting of the Dean's College of the relevant faculty in the presence of the department chairs of the faculty concerned and selected invited faculty members who are experts in the field.



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