

## Submitting an application for the defence of the dissertation thesis

A doctoral student may apply to defend his/her doctoral dissertation if he/she fulfils the conditions set out in Article 1 (point 10) of the "[Regulation By the Dean of the Faculty of Informatics and Statistics](#)".

The application for the defence is submitted via the Integrated Study Information System:

**INSIS – STUDENT’S PORTAL – CONTACT CENTRE – SEARCHING FOR SOLUTION – PH.D. STUDIES – APPLICATION FOR THE DEFENCE OF THE DISSERTATION THESIS.**

### **IN THE APPLICATION FORM MUST BE FILLED IN:**

- the name of the supervisor,
- the title of the dissertation,
- the text of the application and
- insert the required attachments.

The text of the application must be addressed to the Dean of the Faculty of Informatics and Statistics, VŠE. In the text of the application, please indicate what mandatory attachments you are attaching or will attach during the application process for the dissertation defence.

### **SAMPLE APPLICATION TEXT:**

*Dear Dean,*

*I hereby apply to the dissertation defense of my doctoral thesis. As attachments I enclose:*

- *a brief professional curriculum vitae,*
- *a list of all professional published and unpublished works, confirmed by the supervisor and the programme supervisor,*
- *a summary of the doctoral dissertation,*
- *doctoral dissertation, one bound copy for the archives of the University of Economics and other copies as required by the opponents,*
- *a protocol of originality confirmed by the supervisor.*

*Yours sincerely*

## **MANDATORY ATTACHMENTS:**

Brief **professional CV**.

**A list of all published and unpublished professional works** confirmed by the study programme guarantor and supervisor. It specifically identifies works produced during the course of the doctoral programme. The first part of the list should include peer-reviewed articles and other publications, the second part should include presentations at seminars and professional conferences without publications.

**A summary of the doctoral dissertation**, in electronic form should be submitted at least 3 weeks before the defence. It is also necessary to submit the thesis abstract in printed form, which is A5 size. The number of copies should correspond to the number of members on the committee.

**Doctoral dissertation** - a minimum of three bound copies of the dissertation.

**A report on the originality** of the thesis signed by the supervisor. The protocol will be emailed to the supervisor once the dissertation has been uploaded to InSIS (duplicate work uploaded for the small defence should be ignored). The protocol can also be supplied subsequently if it is not yet available at the time of submission.