

How To Organise Your PhD Defense

1. Upon receipt of the second review the administrator of the Doctoral School notifies the Candidate and forwards them the review alongside the Excel sheet containing the names and contact details of the evaluation committee members.
2. The Candidate consults with the Chairman of the evaluation committee first and then contacts the remaining members to arrange a suitable date and time for the public defense. (The committee normally consists of 6 members. If a member of the basic committee is not available, the next substitute member shall be invited – with the permission of the Chairman. The Substitute Chairman is also a member of the committee.)

Important information! According to the BME Doctoral And Habilitation Procedures:

- The public defense must be held within two months - counting term-time only – following the receipt of two supporting reviews.
 - The date, time and place of the discussion shall be announced on the www.doktori.hu website at least three weeks before the defense.
3. As soon as the date of the defense is finalised, the Candidate informs the administrator of the Doctoral School and they will help to book a suitable room for the defense. (Defenses are usually held in the Schay room.)
 4. The administrator of the Doctoral School publishes the defense on the www.doktori.hu website, sends the official invitations and associated material to the committee members, prepares the minutes of the defense and announces the defense (via the Faculty mailing lists).
 5. **The Candidate must prepare their responses to the reviews and email them to all committee members and the Doctoral School's admin no later than one week before the defense. One week before the defense the Candidate should also send their CV in a readable format (continuous prose) to the administrator of the Doctoral School (~0,5 pages).**
 6. It is advisable to arrive approx. 0,5-1 hour early for the defense in order to set up the presentation and any celebratory food/drinks. The admin of the Doctoral School will assist you in collecting the room keys.

Candidates may hold their defense one day before a Doctoral Committee (HBDT) meeting at the latest, for their defense results to be discussed at that HBDT meeting.

The dates of HBDT meetings can be found on the following page:

<http://www.ch.bme.hu/oktatas/doktori-kepzes/esemenyek-idoszakok/>

Online/Hybrid defense:

- **Hybrid** defenses may have up to one committee member joining online. A defense is considered to be **an online defense if more than one member joins online.**
- You may hold a **hybrid** defense with the permission of the Chairman of the evaluation committee – no separate request is necessary.

- You may only hold an **online** defense only if a separate request is submitted and accepted by the HBDT.

Please note that for both online and hybrid defenses:

- **Providing the required IT background (microphone, speakers, stable internet connection) is the Candidate's responsibility.**
- The Candidate has to set up a MS Teams meeting for the public defense and share its link with the administrator of the Doctoral School.
- It is advisable to add evaluation committee members (those joining online) to the MS meeting as 'required attendees' so that they can join the meeting directly from their Calendar.