

Charles University, Faculty of Medicine in Hradec Králové

Dean's Directive No. 13/2025

Ref. No.: UKLFHK/588977/2025

Title: **Details of the Dissertation Pre-Defence**

Article 1

Subject-Matter

1. The present directive sets out further details concerning the dissertation pre-defence in doctoral programmes of study offered at the Faculty of Medicine of Charles University ("Faculty" and "University").
2. The directive applies to all students in doctoral programmes of study ("students") admitted to study at the Faculty as of the 2025/2026 academic year.

Article 2

Dissertation Pre-defence

The dissertation pre-defence ("pre-defence") is a discussion of the preparation of the dissertation to date in the context of the current state of knowledge, the methodology applied, and the preliminary research findings. It also includes an evaluation of the preparation process for the dissertation and the fulfilment of the requirements set out in the individual curriculum ("IC").

Article 3

Rules for the Appointment of the Board

1. The pre-defence is held before a board of examiners. The board is always composed of at least five members, of whom at least one must not be a member of the academic community of the Faculty or one of the faculties in the case of joint subject-area boards ("SABs"). At least three members of the board must be present for the pre-defence, of whom at least one must not be a member of the academic community of the Faculty (or one of the faculties in the case of a joint SAB).
2. The chair and the members of the pre-defence board are appointed by the Vice-Dean responsible for doctoral study from among the members of the respective SAB, or from among full and associate professors and other experts in the topic of the dissertation proposed by the chair of the SAB after discussion with the SAB. The student's supervisor is always a member of the board. The composition of the board may be approved for a specific pre-defence or pre-defences or for a given time period (usually one academic year). If the SAB fails to propose the composition of a board for the specific pre-defence(s) or time period, the responsible Vice-Dean of the Faculty appoints all members of the SAB

as board members. The advisor, if appointed, is also usually present for the pre-defence. If the advisor is not a member of the board, he or she has an advisory vote.

3. At least one member of the board (in addition to the supervisor and/or the advisor) is an expert in the topic of the dissertation.
4. The position of the chair of the board is incompatible with the position of the student's supervisor or advisor. Where possible, the chair of the board is usually the chair of the SAB or a full or associate professor who is a member of the SAB.

Article 4

Details Concerning the Pre-defence

1. A pre-defence may be held up to two times for a specific student, i.e., a student has the right to one resit date, which may be held no sooner than three months after the failed attempt.
2. The pre-defence is public. If required by intellectual property law, a part of the pre-defence may be closed to public.
3. If justified or purposeful, it is possible to hold the pre-defence remotely, either in part or in full, providing that it is possible to verify the identity of the student, to ensure compliance with the rules for the pre-defence, and to ensure that the requirement that it be public is met.
4. The pre-defence is divided into two parts:
 - In the first part of the pre-defence, the student introduces the current state of knowledge in the given field and the topic of the dissertation, and presents his or her current activities on the research project for the dissertation and other aspects related to the fulfilment of the IC. The student describes in detail the hypothesis/aims, methodology, results to date, and future research plans. The presentation should not normally exceed 20 minutes. It is followed by a discussion with the board and the guests present.
 - The second part of the pre-defence takes the form of a discussion of other topics and areas related to the topic of the dissertation which are determined by the chair of the subject-area board, who informs the student of the topics and areas to be discussed no later than one month before the pre-defence.
5. It is followed by a closed meeting of the board whose members vote by raising their hands. Should any member of the board so request, a vote by ballot using voting papers is held. Members of the board present may not abstain from voting. The vote is managed by the chair of the examination board. The board decides by a simple majority of votes; if there is an equal number of votes, the student receives the more favourable grade.

6. A report on the pre-defence is made and is signed by the chair of the board and at least one other board member.
7. The report on the pre-defence includes, in particular, a description of the pre-defence and the grade, and, if the pre-defence is graded as “fail,” also the justification for the grade.

Article 5

Requirements for Holding the Pre-defence

A pre-defence may be held only after the student fulfils all requirements related to the individual subjects set out in the IC, but no sooner than in the 25th month of study. The first attempt must take place no later than in the 36th month of study. The pre-defence (including the resit date, if any) must be completed no later than within 42 months of the commencement of study. In the case of interruption of study, the above time limits are extended proportionately. The failure to hold the pre-defence within the given time period is taken into consideration by the SAB in the regular or extraordinary evaluation. If a student transfers from a different doctoral programme of study and certain requirements from the previous study are recognised given their similarity, the above limits include the period of the previous study.

Article 6

Principles for the Assessment of the Pre-Defence

1. In the assessment of the pre-defence, the board considers, in particular, the following:
 - a) The quality of the presentation of the results of the research project to date in the context of the current state of knowledge, deduction of preliminary results, and plans for completing the research;
 - b) The student’s understanding of the given field and the topic of the dissertation;
 - c) The progress of study according to the IC (fulfilment of the individual requirements set out in the IC, including an internship abroad and publications).

Article 7

Special Rules for Programmes of Study Implemented by More than One Faculty

The dissertation pre-defence must comply with the rules of the faculty at which the student of a programme of study implemented by more than one faculty is enrolled for study.

Article 8

Final Provisions

1. The present directive comes into force and effect on the date of execution by the Dean.
2. The draft directive was discussed by the Dean’s Board on 18 September 2025.

Hradec Králové, 30 September 2025

prof. MUDr. Jiří Mand'ák, Ph.D.
Dean