

## The PhD viva

### The condition of applying for the viva:

- Preparing and submitting the thesis and the theses coupled with the further necessary documents (copy of the language certificate, of the publications, the minute of the home defence, the request for the doctoral final exam and for the viva) to the secretary of the doctoral school (details can be found in the 2.5 point of the Regulations).

The PhD viva takes place through the steps as follow:

1. Submitting the necessary documents to the doctoral school (**responsibility of the student**).
2. **Setting up the committee:** the coordinator of arranging the viva asks the opinion of the supervisor and consults the head of the doctoral school with the constraint that the examining committee needs to contain at least two external members having at least PhD title. The head of the committee must be one of the professors of the University of Pannonia who has voting right in the doctoral school. It is a good idea to appoint an alternate (**responsibility of the coordinator**).
3. **Approval of the committee:** the head of the doctoral school proposes the members of the committee and the coordinator. If necessary the voting is carried out electronically. In case of approval the student, the supervisor and the Directorate of Academic Affairs are informed about the members. The secretary calls upon the members of the committee in advance and informs them about the date of the viva (**responsibility of the head, of the secretary and of the coordinator**).
4. **Reviewing the thesis:** the secretary sends the thesis for the reviews coupled with an official letter signed by the head of the school (**responsibility of the secretary**).
5. **Choosing the date:** After receiving the reviews the secretary agrees with the student, with the supervisor and with the members on the date, then after consulting the head the date will be appointed (**responsibility of the secretary**).
6. **The date of the viva:** The secretary informs the members of the committee, the candidate(s), the supervisor(s) and the Directorate of Academic Affairs about the date of the viva (**responsibility of the secretary**).
7. **Technical arrangement of the viva:** The secretary coordinates the technical arrangement of the viva (booking the classroom, projector, pointer etc.), he/she informs the committee, he/she arranges the reimbursement of the expenses and announcement of the event. He/she ensures that the thesis, the theses and the reviews are published on the university homepage (**responsibility of the secretary**).
8. **Announcing the viva:** the secretary sends the invitation, the Hungarian as well as the English theses to all of the members of the doctoral school, to all of the PhD students. Furthermore, he/she publishes the necessary notes on [www.doktori.hu](http://www.doktori.hu) (**responsibility of the secretary and of the head**).

- 9. Informing doctoral schools with the same scope:** The secretary sends the invitation and the theses to the secretary of other doctoral schools (**responsibility of the secretary**).
- 10. Information regarding the viva:** The template scenario of the viva have to be announced on the homepage of the doctoral school.