



The University of
Zagreb
SCHOOL OF MEDICINE

Department for Post-graduate Studies and Life-long Medical Training

THE OFFICE FOR DOCTORATES AND
SCIENTIFIC TITLES

THE PROCEDURE FOR DEFENCE OF A DOCTORAL THESIS

(These instructions shall be sent to the first member of the Commission for defence of the Doctoral theses, with a bound copy of the Doctoral thesis, the protocol and basic information on the course of the procedure and notification, no later than 8 days before the defence.)

The official language of the defence shall be Croatian, if the student is not a foreigner who enrolled in Doctoral studies in English, or if their supervisor or co-supervisor is not a foreigner.

Dress code: Dress should be appropriate to the occasion, for men - suits and ties, for women - clothing appropriate to the occasion (formal dress, heels up to 5 cm high, moderate colours, with no inappropriate wording on their clothes).

The Commission enters the room; the defence procedure shall begin with a request for all those present to stand.

1. The chairperson of the Commission for defence of the Doctoral thesis shall open the procedure of defence of the thesis by reading basic information about the student:

The student:

The title of the Doctoral thesis:

2. The chairperson of the Commission for defence of the Doctoral thesis presents all the basic information about the course of registration, acceptance and evaluation of the Doctoral thesis:
 - the date of acceptance of the subject and supervisor of the Doctoral thesis (the session of the School Council)
 - the date of appointment and members of the Commission for evaluation of the Doctoral thesis
 - the date of acceptance of the evaluation of the Doctoral thesis (the session of the School Council)
 - the date of appointment and members of the Commission for defence of the Doctoral thesis
3. The chairperson of the Commission briefly presents the student's curriculum vitae.
4. The chairperson asks the student to present briefly, in no more than 30-45 minutes, the basic results and conclusions of the thesis.
5. The chairperson shall hand the floor over to the members of the Commission and each of them, including the chairperson, shall ask the student three questions related to the thesis. The chairperson of the Commission shall ask questions last. (The questions are noted and a report on the defence of the Doctoral thesis is sent to the Dissertation Committee in writing after the

defence in three signed counterparts, with the signatures of all the members of the Commission). After that, the chairperson of the Commission asks the audience if they have any questions. These questions are not recorded and shall be asked exclusively orally. The chairperson of the Commission shall maintain order in the room, and if a question is not related to the subject of the thesis, he/she shall inform the person who asked the question that no answer will be given to that question. Moreover, if the chairperson concludes that the student has not answered the questions asked adequately, he/she may ask the student to do so. The chairperson of the Commission may, if he/she concludes that it is not possible to continue with the defence for any reason (which may relate to the audience, the Commission, a member of the Commission etc.) he/she shall interrupt the defence and postpone it to another occasion.

6. After replying to the questions, the student shall be asked to leave the room, or, if there is an audience present, the Commission shall leave the room for deliberation and to render a decision on the defence of the Doctoral thesis.

7. After deliberation, the chairperson shall ask all those present to stand and publicly announce the Commission's decision (The student has/has not successfully defended the Doctoral thesis).

General Notes

The defence must be held in the official premises of the School of Medicine in Zagreb, prescribed for that purpose, or in an associate institution of the School. During the defence it is forbidden to interrupt the student or members of the Commission, or disturb the peace in the room.

Students are strictly forbidden to give any form of gifts to their supervisors, the chairperson or members of the Commission, before or after the defence. It is forbidden to serve food after the defence in premises which are not intended for that, or to organize any form of public gathering after or during the defence.

All those present at the defence, who are not members of the Commission, supervisors or the student, shall be deemed to be the audience, regardless of the function they otherwise perform, and they shall be treated accordingly.