Outline of the thesis proposal discussion

* 1. The discussion is chaired by the Chairperson of the TPEC, the minutes are kept by the secretary. The minutes shall include the questions, remarks put forward during the discussion as well as the candidate’s replies. The Chair of the TPEC introduces the members of the TPEC Committee. The candidate may request an audio recording of the discussion to be made, which might be authorised by the Chairperson.
  2. Subsequent procedure:
     1. The candidate shall outline his/her thesis proposal in the form of a 20-minute presentation.
     2. The supervisor(s) may share comments on the thesis proposal.
     3. The referees shall present their review.
     4. Any questions and opinions received in writing shall be read aloud.
     5. Plenary discussion: Any participant (with the exception of the candidate and the supervisors(s)), shall be entitled to ask questions and get involved in the discussion. This shall be moderated by the Chairperson. It should be sought to first address questions that can be easily clarified. After having collected such questions, the Chairperson may ask the candidate to respond to them before moving to the actual discussion.
     6. The candidate responds to the critical remarks put forward during the discussion. He/she is required to address only points with which he/she disagrees.
     7. The supervisor(s) will be given the opportunity to respond.
     8. The Chairperson of the TPEC shall decide on the necessity to reopen the discussion.
     9. The Chairperson of the TPEC closes the thesis proposal discussion. The committee withdraws to closed session to deliberate on the modifications that are recommended for the final version, or refuses acceptance due to the reasons referred to and the committee recommends that a new thesis proposal be prepared.
  3. The minutes shall consist of two parts: the first part provides a concise and factual summary of the remarks heard during the discussion, stating the name of the contributors; the second part gives an account of the closed session following the discussion, highlighting the suggested changes that the candidate is urged to consider when revising the text.