

## PROCEDURE AND RULES FOR THESIS DEFENSES AT KVU UMPRUM

- The members of the examination committee are external experts, pedagogues and/or doctoral students of KVU UMPRUM, and representatives of KTDU UMPRUM.  
The chairperson of the committee is always an external member.  
A KVU representative supervises the course of the defenses. At the beginning of the day, they introduce the committee and explain the process and rules to those present.
- The public may attend defenses as an audience.
- The thesis supervisor, acting as both consultant and opponent, may actively participate in the discussion. However, they must not speak on behalf of the student, should remain as neutral as possible, and must refrain from commenting during the committee's oral evaluation. During the closed-door meeting, the supervisor may provide additional information about the student's academic performance. The supervisor is also responsible for administrative tasks, such as calculating the final evaluation and entering it into the system.
- The department methodologist may also join the discussion, even if not a voting member of the committee.
- Evaluating members of the committee must remain in the room for the entire duration of the defense.
- Evaluators are expected to familiarize themselves with the student's written thesis and portfolio in advance. If the defense schedule does not allow a thorough presentation of the work, they must review the submitted materials ahead of time. The deadline for submitting materials is determined by the KVU representative.
- The discussion should be constructive and should assess both the presentation and its relation to the theoretical part of the thesis. The committee may consider, but is not bound by, the opinions of the opponent and the supervisor when determining the final evaluation.
- The committee is mindful that defenses are high-pressure situations for students and that the format may pose limitations for certain types of work.
- The defending student must prepare a structured presentation of their thesis in advance, including a summary of the theoretical section and a portfolio of previous work for preview.
- If the nature of the work prevents full presentation within the time limits of the defense, the entire work or equivalent materials must be submitted in advance to the committee via the head of the department, by the established deadline.

### Structure of Each Individual Defense

*(30 minutes for a bachelor's thesis, 45 minutes for a diploma thesis):*

- The supervisor introduces the student (max. 5 minutes).
- The student presents the thesis, including a summary of the written component (max. 10 minutes).
- The supervisor and opponent read their evaluations, each 1–2 standard pages in length. If absent, their assessments are read by proxy.
- The student has the right to respond to both evaluations.
- The committee engages in a joint discussion with the student and provides verbal feedback.

- The committee deliberates on the proposed grade in a closed session, taking into account the recommendations of the supervisor and opponent.
- The final evaluation is publicly delivered by the chairperson of the committee after all defenses are concluded.

In the event of an unsuccessful defense, the student has the right to two additional attempts. Each subsequent attempt must involve a new thesis and follow the full defense process again, to be completed within two years of the initial attempt.

**KVU UMPRUM**

*Updated April 2025*