

## **Procedure of a Predefense at Tilburg School of Catholic Theology**

Before the opening of the Predefense, the Director of the Graduate School asks the committee members which questions they would like to ask, and he or she decides on the order of asking questions.

The Director of the Graduate School only opens the meeting, if at least half of the committee members are present, either in person or virtually.

### **Opening and explanation of the procedure**

The Director of the Graduate School opens the meeting and thanks all participants for being present and mentions the names of the committee members who cannot attend the meeting. After this he or she hands out the relevant articles of the PhD Regulations of Tilburg University.

### **Predefense**

The Director of the Graduate School invites the candidate to present the content of his or her manuscript in 10 minutes at most. After this presentation, the committee members can ask their questions. The duration of presentation and questions together may not exceed one hour. After this, the Director of the Graduate School adjourns the meeting and asks the PhD candidate to leave the meeting room.

### **Discussion and voting:**

When the candidate has left the meeting room, the meeting is reopened.

The Director of the Graduate School points out the following four options:

1. To approve the thesis for public defense without qualification. This decision may only be taken with a maximum of one vote against or one abstention. (art. 8.2.4.a).
2. To approve the thesis for public defense on the condition that a number of changes are made. This decision may only be taken with a maximum of one vote against or one abstention. (art. 8.2.4.a.i)
3. To require substantial changes in the manuscript before it can be re-assessed for admission to the public defense. In this case, the candidate may withdraw the manuscript in order to submit a revised version of the manuscript to the PhD committee later on. This

decision may only be taken with a maximum of one vote against or one abstention. (art. 8.2.4.b.i).

4. Not to allow the PhD candidate to defend the thesis because the thesis does not meet the assessment criteria and the PhD committee does not expect improvement to be possible within a reasonable period of time.

After a discussion the PhD committee members can vote on the three possible options. In case the second option is chosen, the members will have to decide who will approve the changes (the Graduate School, the supervisor(s) or the entire PhD committee) and set a date when the changes required are actually made to the manuscript.

### **Closing**

The Director of the Graduate School thanks all participants for their attendance and shortly summarizes the outcome of the meeting. After this the Director of the Graduate School closes the meeting.

When the meeting is closed, the PhD candidate is invited in the meeting room. The Director of the Graduate School informs the candidate about the outcome of the meeting.