

**PhD defense Faculty of Economics and Business Administration  
Explanation that the supervisor can give to (potential) external members of the Examination Board  
(inspirational).**

**At the first contact, when potential external members are asked to join the Examination Board:**

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Thesis defense includes two steps in Ghent. The first, and more important one, is the pre-defense during which jury members discuss the submitted papers and may request modifications. The idea is to improve the quality of the work. We hope to organize this pre-defense in the period PERIOD. If the papers are judged of sufficient quality, there is an official (public) defense typically six weeks to two months after the pre-defense. If more serious revision is required, the official defense will take place later. The official defense has less scientific content, it is more formal, more ceremonial.

According to UGent regulation, all members of the jury are requested to send a written evaluation not later than 5 working days before the pre-defense. This evaluation consists of two parts. The first part has the intention to help the student to prepare the pre-defense. It includes – to best practice – (only) the most important questions and the main comments that a member of the jury wants to raise during the pre-defense. It also indicates the main parts of the dissertation that according to the member require revision. Specific detail remarks or less crucial comments do not have to be included in the written evaluation, but can be formulated during the pre-defense. The second part of the written evaluation is very brief and intended only for the jury. It contains the member's advice concerning admission to the public defense (possibly on condition of revision or improvement of certain parts).

We prefer that members of the jury attend the defense(s), most so the pre-defense. Still, we know that often agendas do not match. So, our Faculty accepts that external members of the jury present their comments and evaluation only in writing.

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**After the meeting of the Faculty Council, where the manuscript has been submitted and the date of the pre-defense has been determined**

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As I wrote in my first mail, according to UGent regulation, members of the jury are requested to send a written evaluation not later than 5 working days before the pre-defense, i.e. not later than DATE. This evaluation should be sent to NAME SECRETARY (+ email-address) who acts as secretary of NAME DOCTORAL STUDENT's doctoral jury. It consists of two parts (two documents).

Part 1 should help the doctoral student to prepare the pre-defense. It includes – to best practice – (only) your most important questions and the main comments that you want to raise during the pre-defense. It also gives an indication of those parts of the dissertation that you would like to see revised/improved. Specific detail remarks or less crucial comments do not have to be included, they can be formulated during the pre-defense if you want.

Part 2 of the written evaluation is very brief and intended only for the jury. It contains your advice concerning admission to the public defense. We distinguish three possible conclusions:

- A: Unconditional admission to the public defense of the dissertation;
- B: Admission to the public defense, after making corrections in the dissertation which are feasible in reasonable time. When you require or expect certain corrections or improvements to be implemented, it is best practice to give a B. (You need not describe the required improvements here, you can just refer to part 1 of your evaluation).
- C: No admission to the public defense.

At the end of the pre-defense the jury will draw a common conclusion (A, B, C).

Please do not hesitate to ask if you have any remaining questions.