Kathmandu University
School of Engineering
Check List for PhD Dissertation Defense

1. Course List and Grades

2. Fulfillment of required duration of the study (in yrs.)

3. Number of scientific publication

4. Date of submission of the dissertation with cover letter with the signature of both candidate and supervisor/s for the defense  
   Supervisor/s  Date:  
   - within two weeks of submission of the dissertation, the internal defense is conducted

5. Proof of Internal Defense (by HOD of the department)

6. Recommendation for evaluation (by the department)
   HOD  Date:  

7. Recommendation of three possible examiners by supervisors/HOD
   - Making sure that the recommended examiners must not be associated/linked directly/indirectly with the candidate in the past
   - As far as possible, one of the examiners should be a foreign professor/expert

8. Formation of the dissertation evaluation committee by RC as per the rule of Ph. D. Guidelines of SOE, KU
   - The foreign professor/expert of (vii) must be a part of the evaluation committee

9. Put the dissertation in the Central Library of KU and provide public notice in the website and notice board of KU
- Claims/comments on the dissertation is considered only for one week

10. Date of Dispatch of Dissertation/Evaluation Forms to external and internal examiners
   - The duration of dissertation reading by the examiners is one to two months

11. Fee Status (Account Section)

12. Dissertation Defense (Exam)
   - The HOD of the department introduces the candidate to the examiners and audience
   - The Chairman of the evaluation committee grants the permission to the candidate in order to present his work orally within 45 minutes.
   - The Chairman opens the floor for VIVA-VOCE and ends the dissertation defense process.

13. The Chairman announces the Result of the Defense after discussing with other examiners

14. Remuneration to the examiners

Note:- If the candidate fails the VIVA-VOCE the evaluation committee provides him 6 months to 1 year time duration (depending on the nature of the failure) to re-defense his dissertation.