



Alexander Dubček University of Trenčín

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ORGANIZATIONAL DIRECTIVE

regarding the organisation of doctoral studies at Alexander Dubček University of
Trenčín

issued pursuant to sect. 9(1)(b) and sect. 54 of Act 131/2002 Coll. on higher education as amended (hereinafter only Act) in line with the Rules of Study and Charter of Alexander Dubček University of Trenčín.

Number: 3-U-046		
Number of pages: 20		Effective from: 23. 03. 2016 In force from: 23. 03. 2016
Number of annexes: 1		
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Article 1 General provisions

1. Program of study that corresponds to the third level of the higher education is a doctoral study program focusing on acquiring knowledge based on the present scientific and artistic awareness and, especially, on the student's own contribution to it, which reflects their scientific approach and individual creative activity in the area of science or technology, or their independent theoretical and creative activity in the domain of arts. Alexander Dubček University of Trenčín (hereinafter only TnUAD) or its Faculties, offer doctoral-level study in their accredited study programs.
2. Doctoral study is offered both as a full-time and as a part-time form of study. Students studying full-time are offered scholarship. Full-time doctoral students who have their residence in a member state shall be eligible for scholarship during the standard length of the study program into which they have been accepted provided that they have not yet completed third-level higher education³:
 - a) until the completion of the dissertation examination, under at least remuneration category no. 9 and under the first remuneration level as determined by special regulations⁴,
 - b) after the completion of the dissertation examination, under at least remuneration category no. 10 and under the first remuneration level as determined by special regulations⁴.
3. Students studying in the part-time form of study shall be obliged to pay the whole-year tuition as stated in the Directive that determines tuition at TnUAD.
4. Provisions of the Rules of Study shall apply to doctoral study.
5. Doctoral study follows an individual study plan under the supervision of a study advisor. It takes place within TnUAD university joint premises (hereinafter only CUP, TnUAD) or its Faculties. Doctoral study may be co-implemented also by an outside educational organisation that has signed with TnUAD or its faculties a Doctoral Study Framework Agreement (hereinafter only "external educational institution")⁶ and which is to sign individual agreements per each doctoral student, addressing the student's involvement with the external educational institution, including the coverage of that institution's costs.

§ 2(5) of Act

² - Member States - EU States other than the Slovak Republic or outside a State that has been a signatory to the Agreement on the European Economic Area and the Swiss Confederation.

³ § 54(18) of Act

⁴ 553/2003 Coll. no remuneration of selected workers at performing work in the public interest and on amendment to selected laws as amended.

⁵ Determination of tuition and fees in connection with the study at TnUAD (for a given academic year).

⁶ § 54(12) of Act



Article 2
Doctoral study admission process

1. Rector, who acts in cases where the study is to be pursued as a joint university study program, or Dean, who acts in cases where the study is to be pursued at the Faculty (hereinafter only Rector/Dean) shall announce dissertation thesis topics at least two months prior to the submission of applications for study. If an external educational institution is to publish the topic, its name is to be published as well. Topics shall be published for individual study programs and forms of study. Each topic shall include the advisor's name, deadline for submitting the application, and the date of admission tests.
 2. Application for admission shall include:
 - a) name, surname, academic title, personal birth number, place of birth, family status, permanent residence, mailing address, national ID number, and the passport number (with foreign nationals only),
 - b) name of the study program and the title of the selected dissertation topic,
 - c) chosen form of doctoral study,
 - d) data on previous or current employment.
 3. Applicant shall attach to the application the following documents:
 - a) curriculum vitae,
 - b) legalized photocopies of documents showing completed higher education (university diploma, certificate and supplement to diploma),
 - c) list of own publications or other professional activities,
 - d) certificate issued by the employer regarding the existence of employment at the time of submitting the application for admission if the applicant is employed,
 - e) other documents that might be required.
 4. Rector/Dean shall invite the applicant to take the admission test at least 14-day prior to the test date. Admission tests are generally taken by 23/08 of the calendar year for the next academic year.
 5. Rector/Dean shall publish topics of dissertation thesis topics that the applicants may choose, no later than 2 months prior to the last day designated for submission of applications; he/she shall likewise publish also criteria of point-based evaluations of the applicants. Rector/Dean shall include among the announced dissertation thesis topics also those that together with the advisers have been proposed by external educational institutions; the announced topic shall be accompanied also by the external education institution's name that proposed the topic. External education institution may also announce the topics independently.
 6. Admission test shall be administered before the admission committee comprising the chairman and at least two members appointed by Rector/Dean. If the admission procedure relates to the topic announced by the external educational institution, the committee includes also such institution's representative.⁷
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⁷ § 54(7) of Act



7. Admission committee shall review results of the admission test at its private session. If more applicants have registered for the same topic and that topic's character does not allow for multiple theses, the committee shall determine the ranking of applicants based on their admission success rate. At determining the ranking the committee shall take into consideration also the scope and the quality of the applicant's publishing activity in artistic or specialised technical subjects, or results of other specialised activities (e.g. results of professional technical activities of higher-education students, etc.) Rector/Dean shall publish ranking based on points achieved, along with the applicants' numerical codes, on the official notice board of TnUAD or the Faculty's web page.
8. Records shall be taken on the outcome of the admission test. Committee shall submit to the Rector/Dean a proposal to accept successful applicants. If the topic has been announced by the external educational institution, such institution must consent to accepting an applicant.
9. Rector/Dean shall make a decision on acceptance or non-acceptance to study within 30 days following the admission test date. Decision must include statement, reasoning, and instructions. Applicants who have obtained a decision on non-acceptance shall be entitled to ask to inspect their admission file and may submit a request to review the decision.
10. Accepted applicants become students on the day of their registration. Rector/Dean shall determine the registration date.

Article 3 Timetable of study

1. Doctoral study in a given field of study shall be monitored and reviewed by an in-field committee created pursuant to the TnUAD's internal regulation, or internal regulation of the Faculty that carries out specific study programs.
2. Doctoral studies shall follow an individual study plan drafted by the advisor and approved by the in-field committee.¹⁰ Individual study plan shall be archived in the student's personal file.
3. Individual study plan shall include the study element and the research element.
4. Teaching activities or related training activities¹¹ shall be an integral part of full-time doctoral study.
5. Standard length of doctoral study for study programs accredited prior to January 1, 2013 is: three to a maximum of four years in **full-time form** and a maximum of 5 years in **part-time form**.
6. Standard length of doctoral study for study programs accredited after January 1, 2013 for **full-time form** is:
 - **three years** (number of credits required to complete the study program is 180 credits),

⁸ § 58 (6 to 11) of Act

⁹ § 54(17) of Act

¹⁰ § 54(8) of Act

§ 54(11) of Act



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- **four years** (number of credits required to complete the study program is 240 credits),

Part-time form:

- **four years** (number of credits required to complete the study program is 180 credits),
- **five years** (number of credits required to complete the study program is 240 credits),

Article 4

Credit system of doctoral study and evaluation of results

1. Credit system shall be applied in both forms of doctoral study¹².
2. Credit is a unit of workload of doctoral student as defined in compliance with Ministerial Decree No. 155/2013 amending the Ministerial Decree No. 614/2002.
3. Doctoral student receives credits for the following activities within his/her doctoral study:
 - a) successful completion of the study element in compliance with respective individual study plan and TnUAD Rules of Study in effect,
 - b) Passing dissertation examination (covering subjects set out in accredited doctoral study program). Doctoral student shall be awarded credits for dissertation examination in compliance with individual study plan (generally 20 credits - see *Annex 1*).
 - c) Doctoral student has the possibility to choose optional subjects offered by TnUAD/Faculty. Study of optional subjects and individual study of scientific and specialized literature shall not replace compulsory attendance of lectures, seminars and exercises set out in individual study plan and shall not replace teaching activities at TnUAD/Faculty,
 - d) Independent creative activities in science (publication and research activities, completion of research element of individual study plan, etc.) directly related to the topic of dissertation project,
 - e) Teaching activities at TnUAD/Faculty¹³ (conducting exercises, seminars, lectures from selected chapters, etc). Value of credits for teaching activities shall be determined by individual study plan of the respective doctoral student in accordance with accredited study program. This provision shall not concern part-time form of study.
4. Activities of doctoral student set out in paragraph 3 of this Article shall be mutually irreplaceable.
5. When completing a part of study at other department / workplace, doctoral student shall be awarded full credits, if dispatched to that department / workplace within the framework of his/her individual study plan and credits of sending and receiving departments / workplaces are compatible.

¹² § 62 of Act and Ministerial Decree No. 155/2013 Coll.

¹³ § 75 (8 and 9) of Act



6. When there is a change to the form of doctoral study or a change in study program, doctoral student's previously received credits may be recognized if compatible with his/her new study plan. Recognition of credits shall be governed by TnUAD Rules of Study in effect.
7. Doctoral student's procedure shall be governed by Article 12 (23) of TnUAD Rules of Study. Failure to comply with conditions may cause study advisor to propose student's expulsion to Rector/Dean in student's annual evaluation.

Article 5 Study advisor

1. Position of study advisor for a given study program may be held by teacher of university / higher education institution offering the respective doctoral study. Study advisor shall have scientific - pedagogic title such as doc. or prof., scientific title DrSc., or scientific qualification degree VKS IIa. in that particular or related subject field. Other experts or scholars shall be allowed to hold the position of study advisor if approved by TnUAD/Faculty Scientific Board. Study advisor of a study program/subject announced by external institution of education may be a person approved by that particular institution. External institution shall provide TnUAD/Faculty Scientific Board a scientific and training characteristics of the proposed candidate¹⁴.
2. Study advisor - tasks:
 - a) Provide expert guidance to doctoral student during his/her studies,
 - b) In cooperation with doctoral student develop his/her individual study plan and submit the plan with statement from Rector/Dean to the in-field committee,
 - c) Manage and professionally guarantee compliance with doctoral student's study plan and control his/her teaching activities,
 - d) Determine the scope of Dissertation Project and in cooperation with doctoral student specify its topic,
 - e) Submit the annual evaluation of doctoral student to Rector/Dean,
 - f) Submit to Rector/Dean duly justified proposals for expulsion of doctoral student from studies,
 - g) Provide statement regarding doctoral student's request to interrupt study and provide statement regarding doctoral student's request to change forms of study within the same study program,
 - h) Propose to Rector/Dean the graduate student's study visit in other scientific, educational and research institutions at home or abroad,
 - i) Develop working characteristics of doctoral student,
 - j) Utilize TnUAD electronic information system (by recording evaluations, name of projects/papers.....),
 - k) Provide doctoral student with consultation appointments with other experts,
 - l) Attend doctoral student's dissertation examination and dissertation thesis defence, at which he/she does not have the right to vote on the outcome.

Article 6 Doctoral study

¹⁴ § 54(4) of Act



1. Doctoral study shall consist of:
 - a) Study element,
 - b) Research element.
2. Study element of doctoral study consists predominantly of seminars, lectures and individual study of scientific and specialized literature required by the dissertation project's scope.
3. Research element of doctoral study consists of individual or group research paper developed by doctoral student and focused on the dissertation project's topic. Research element shall be guaranteed by the study advisor.
4. Full-time form of doctoral study shall include teaching activities or other training activities related to teaching at the maximum of 4 hours per week on average during the actual academic year.
5. In relation to the individual study plan, doctoral student enrolled in full-time form of study shall be obliged to be present in person at teaching facility for at least 5 hours every day on business days for the duration of weekly working time as applicable to employees of respective department / teaching facility. Attendance shall be recorded. University/Faculty shall be entitled to increase the required number of hours to a maximum of 7.5 hours per day.
6. Doctoral student shall justify absence due to illness by providing medical certificate issued by his/her general practitioner within three business days. Doctoral student shall be entitled to a full scholarship while absent from teaching facility due to a justified illness.
7. Absence of doctoral student for reasons other than those set out in paragraph 6 of this Article and without prior written consent from study advisor and Head of Department / teaching facility shall be considered failure to comply with student obligations in accordance with Article 35 of TnUAD Rules of Study and shall be considered a disciplinary breach which may lead to expulsion from studies.
8. Full-time form doctoral student enjoys a student status and as such shall be subject to academic year timetable in accordance with Article 18 of TnUAD Rules of Study with the exception of the exam period.
9. Full-time doctoral students shall be entitled to a study leave. Extent of the study leave per respective academic year shall be consistent with the number of days of holidays set out in the timetable of studies for the respective academic year at TnUAD. Doctoral student's request for a study leave shall be approved by his/her study advisor and subsequently by Dean or Head of Department / teaching facility. Unused days of study leave may not be transferred to the following academic year.

Article 7

Annual evaluation of doctoral student

1. Study advisor shall submit annual evaluation of doctoral student at the end of each academic year, including a summary of compliance with the study plan (including number of awarded credits) and a statement of recommendation or non-recommendation with

student's continuation of study. Study advisor shall evaluate the state and level of compliance with the individual study plan of doctoral student. If necessary, he/she shall submit a proposal for modification of the individual study plan. Rector/Dean shall subsequently decide, on the basis of annual evaluation, if the doctoral student shall continue to study, as well as decide on the proposed modifications to his/her study plan.

2. Study advisor shall be obliged to submit annual evaluation of doctoral students no later than August 20 of the respective academic year to Rector/Dean (Article 5(2)(e))
3. Deans and Heads of CUP of TnUAD shall be, on the basis of annual evaluation of doctoral students, obliged to submit a report on performance of doctoral students to Rector by September 9 of the respective academic year.

Article 8

Requirements for doctoral student's continuation of study

1. Doctoral student's procedure shall be governed by Article 12 (23) of TnUAD Rules of Study. Evaluation of study of a III. level student shall subsequently be governed by Article 3(2 to 4) of this Directive and Article 4 (3 to 7) of this Directive.
2. Evaluation of a III. level student shall be subject to compliance with conditions set out by study advisor in doctoral student's individual study plan and depending on standard length of study.
3. Minimum requirements for continuation of study for study programmes in **full-time form at standard length of 4 academic years shall be as follows:**

A. First year of study

- a) Receiving credits in accordance with Article 12(23) of TnUAD Rules of Study i.e. student shall be obliged to receive at least 50% of credits set out in study plan for the respective academic year.
- b) One presentation of acquired results at research seminar of training centre / Department.
- c) Lecture at doctoral students' conference or lecture or poster at a conference of at least national significance with published output in journal (output category AFL - posters from domestic conferences, AFD - published presentation at domestic research/scientific conference) if included in doctoral student's individual study plan.
- d) Participation in teaching activities in compliance with Article 4(3d) of this Directive.

B. Second year of study

- a) Receiving credits in compliance with study plan and Article 12(23) of TnUAD Rules of Study.
- b) One presentation of acquired results at research seminar of training facility / department.
- c) Lecture or poster exclusively in English language at a minimum of one research/scientific conference abroad with published presentation in journal (category AFK - posters from conferences abroad, AFC - published

presentations from conferences abroad) if included in doctoral student's individual study plan.

- d) Passing dissertation examination.
- e) Participation in teaching activities as set out in doctoral student's individual study plan.

C. Third year of study

- a) One presentation of acquired results at research seminar of training facility / Department.
- b) Lecture or poster exclusively in English language at a minimum of one research/scientific conference abroad with published presentation in journal (category AFK - posters from conferences abroad, AFC - published presentations from conferences abroad).
- c) A minimum of one submitted journal publication in English language (outcome category A in accordance with criteria of comprehensive accreditation for outcomes in respective field of research (hereinafter referred to as "output A")).
- d) Participation in teaching activities as set out in doctoral student's individual study plan.

D. Fourth year of study

- a) One presentation of acquired results at research seminar of training centre / Department.
 - b) Lecture in English language at a minimum of one international conference with presentation published in journal (category AFC - published presentations from conferences abroad).
 - c) A minimum of one accepted type A publication for respective field of research if included in doctoral student's individual study plan.
 - d) A minimum of one published type A publication for respective field of research.
 - e) Participation in teaching activities as set out in doctoral student's individual study plan.
4. When evaluating III. level external-form student and awarding credits for passing subjects, the aforementioned conditions (with exception of participation in teaching activities) shall be applied as appropriate for a five year study plan.
5. Minimum requirements for continuation of study for study programmes in **full-time form at the standard length of 3 academic years shall be as follows:**

A. First year of study

- a) Receiving credits in accordance with Article 12(23) of TnUAD Rules of Study i.e. student shall be obliged to receive at least 50% of credits set out in study plan for the respective academic year.
- b) One presentation of acquired results at research seminar of training centre / Department.
- c) Lecture at doctoral students' conference or lecture or poster at a conference of at least national significance with published output in journal (output category AFL - posters from domestic conferences, AFD - published

presentation at domestic research/scientific conferences) if included in doctoral student's individual study plan.

- d) Lecture or poster exclusively in English language at a minimum of one research/scientific conference abroad with published presentation in journal (category AFK - posters from conferences abroad, AFC - published presentations from conferences abroad) if included in doctoral student's individual study plan.
- e) Participation in teaching activities in compliance with Article 4(3d) of this Directive.

B. Second year of study

- a) Receiving credits in compliance with study plan and Article 12(23) of TnUAD Rules of Study.
- b) One presentation of acquired results at research seminar of training centre / Department.
- c) A minimum of one submitted type A publication for respective field of research.
- d) Passing dissertation examination.
- e) Participation in teaching activities as set out in doctoral student's individual study plan.

C. Third year of study

- a) One presentation of acquired results at research seminar of training centre / Department.
 - b) Lecture exclusively in English language at a minimum of one research/scientific conference abroad with published presentation in journal (category AFK - posters from conferences abroad, AFC - published presentations from conferences abroad).
 - c) A minimum of one accepted type A publication for respective field of research if included in doctoral student's individual study plan.
 - d) A minimum of one published type A publication for respective field of research.
 - e) Participation in teaching activities as set out in doctoral student's individual study plan.
6. When evaluating III. level external-form student and awarding credits for passing subjects, the aforementioned conditions (with exception of participation in teaching activities) shall be applied as appropriate for a four year study plan.
 7. Publications as referred to in Article 3 and 5 of this Directive shall determine minimum requirements for publication activities of doctoral students and may be replaced with publications of higher category.
 8. Minimum requirements for continuation of study shall be complied with by August 20 of respective year.
 9. Failure to comply with minimum requirements for continuation of III. level of study gives rise to the expulsion from study. In such a case, i.e. prior to student's expulsion from study, Dean/Head of CUP TnUAD shall be obliged to inform in a timely manner TnUAD Rector about reasons for student's expulsion from study.



10. Doctoral student shall not be allowed to register for state examination without complying with minimum requirements set out in Article 8 (3A to D), (4), (5A to C) and (6) of this Directive. Obtaining required number of credits without complying with minimum requirements shall be deemed not sufficient for registration for state examination.

Article 9 **Dissertation examination**

1. One of the requirements for successful completion of doctoral study program is passing the state examination¹⁵. Study element shall conclude with successful passing of dissertation examination that shall be performed no later than halfway through the standard length of study. Failure to comply with deadline for dissertation examination shall give rise to expulsion from doctoral study.
2. Dissertation examination shall be held in front of a committee consisting of at least four members. Committee shall consist of - chairman and three members, out of which at least one is not affiliated with TnUAD. At least two committee members shall be higher education teachers holding the positions of professors or assistant professors. Committee members shall be appointed by Rector/Dean on the basis of in-field committee proposal.
3. Doctoral student's study advisor shall be present at dissertation examination without the right to vote.
4. Opponent of dissertation shall be a professor or assistant professor or research expert with DrSc. title. Opponent shall submit his/her report no later than a week before the examination. Doctoral student shall be entitled to view the report at least three days prior to the examination.
5. Doctoral student shall be obliged to inform the committee about his/her dissertation project. Doctoral student shall be obliged to respond to the opponent's report and demonstrate theoretical knowledge.
6. Study advisor shall be given an opportunity to comment on doctoral student's performance in study in the committee's closed session.
7. Result of examination shall be decided by the committee's votes in a closed session. In case of a tie, chairman of the committee shall have the deciding vote. Validity of the vote shall require the presence of the majority of committee members.
8. Overall result of dissertation examination shall be either "passed" or "failed".
9. If dissertation examination consists of several parts, the procedure shall follow the provisions of Article 27 of TNUAD Rules of Study.
10. Results of examinations shall be announced on the day the examination has taken place.
11. Minutes shall be made of each dissertation examination and shall be signed by the committee chairman and members present. Minutes shall be added to doctoral student's personal file.
12. If the doctoral student cannot attend dissertation examination, he/she shall be obliged to excuse his/her absence at least five days prior to the examination. Serious health grounds justified by a medical certificate shall be the only acceptable reason of absence. Rector/Dean shall determine an alternative date of examination. Withdrawal from examination or unjustified absence shall be graded as "failed".

¹⁵ § 63(1) of Act



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13. Doctoral student who failed his/her examination shall be allowed to retake the examination one more time, no sooner than after three months from the date of the original examination. Repeated fail grade for dissertation examination shall give rise to expulsion from doctoral study.

Article 10
Dissertation thesis

1. Doctoral student shall be entitled to submit to Rector/Dean a request for dissertation thesis defence, provided that the student has obtained the required number of credits as set out in accreditation criteria. The request shall be submitted in accordance with the timetable of study of the particular department.
2. Doctoral student shall be obliged to submit the following attachments with his/her request:
 - a) Hardbound dissertation thesis in four original copies,
 - b) List of published works with complete bibliographical information and reviews or reviews prepared by relevant institutions in fields of science, technology or art,
 - c) Autoreport of dissertation thesis in the minimal amount of 20 pcs,
 - d) Other documentation as required.
3. Doctoral student shall be obliged to submit his/her dissertation thesis in Slovak language. If approved by TnUAD/Faculty, the dissertation thesis may be written and defended in another language. In such a case an abstract in the national language shall be included¹⁶.
4. Dissertation thesis usually includes an introduction analysing the current level of knowledge of the respective field, characteristics of objectives, detailed description of the used methods, achieved results, their evaluation, discussion and findings.
5. If dissertation thesis is part of a group project, doctoral student shall be obliged to identify his/her contribution and put it in perspective with the results of project team members during discussion.
6. Scope and format of dissertation thesis shall be determined by each department.
7. Electronic version of thesis shall be identical to print version.

Article 11
Preparation of dissertation thesis defense

1. If doctoral student's request for dissertation thesis defense or the thesis itself do not comply with requirements set out in Article 10 of this Directive, Rector/Dean shall be obliged to call on the student to remedy the deficiencies noted within the prescribed period.
2. After receiving a request for defense of dissertation thesis, Rector/Dean shall be obliged to forward this request and the thesis prepared in compliance with Article 10 of this Directive to the in-field committee within 10 days. Within 15 days the committee shall be obliged to determine whether the submitted thesis complies as to its level and format with the requirements set out in Article 10(4) of this Directive. If the committee finds that the thesis is not in compliance with the requirements set out in Article 10(4) of this Directive, it shall be obliged not to recommend the thesis for

¹⁶ § 51(3) of Act



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- defense. If the committee recommends the thesis for defense, it shall be obliged to subsequently propose to Rector/Dean the members of defense committee and opponents. When proposing opponents, the committee usually considers the proposal of the study advisor.
3. Rector/Dean shall be obliged to appoint a committee chairman for dissertation thesis defense, at least three other committee members and at least two opponents, no later than 15 days after receiving the in-field committee's statement.
 4. Rector/Dean shall be obliged to forward all opponents' reports together with doctoral student's complete application for dissertation thesis defense to the defense committee chairman within 7 days.
 5. Defense committee chairman shall, within 7 days after receiving the documents, be obliged to propose time and place of dissertation thesis defense, taking into account successful completion of the standard length of doctoral student's study.
 6. Rector/Dean shall be obliged to invite in writing for dissertation thesis defense the following: doctoral student, members of the in-field committee and defense committee, opponents and study advisor. Moreover, at least six weeks in advance Rector/Dean shall be obliged to announce the time and date of dissertation thesis defense on the official notice board.

Article 12

Opponents of dissertation thesis

1. Rector/Dean shall be obliged to appoint opponents based on the in-field committee's proposal that considers a proposal of the study advisor. Opponents shall be selected from experts in the field or specialization of the respective doctoral study. A maximum of one opponent affiliated with the university or institution that provided doctoral study shall be allowed.
2. Opponents shall be selected so that at least one of them has the title of professor, assistant professor or DrSc. Other opponents may be distinguished experts in the field with at least Phd. titles. A maximum of one opponent affiliated with the department/training centre of doctoral student shall be allowed.
3. Co-author of doctoral student's publication may not be appointed as opponent.
4. Opponent shall be obliged to submit his/her report no later than 30 days after the dissertation thesis is submitted. If opponent cannot prepare the report, he/she shall be obliged to inform Dean/Rector of this fact within 7 days from receiving his/her appointment letter. In such a case Dean/Rector shall be obliged to consult with the in-field committee and appoint a new opponent.
5. Opponent's report shall include objective and critical analysis of strengths and deficiencies of the respective dissertation thesis. Opponent shall predominantly express his/her opinion on:
 - a) Timeliness of selected topic,
 - b) Chosen methods of processing,
 - c) Achieved results with a statement on the specific new knowledge featured in dissertation thesis,
 - d) Contribution to further advancement of science, technology or art,
 - e) Compliance of the thesis with set objectives.

6. Opponent shall prepare a separate report recommending or not recommending the thesis author for the PhD. title.

Article 13 **Dissertation thesis defense**

1. Dissertation thesis and its defense is considered a state examination and as such shall be governed by provisions of Article 27 of TnUAD Rules of Study.
2. Dissertation thesis defense committee shall consist of a chairman and at least three other members. Other committee members with voting rights are opponents. Chairman and at least two defense committee members must be members of the in-field committee. Doctoral student's study advisor shall attend thesis defense with no voting rights.
3. Dissertation thesis defense can take place at a foreign university that has signed with TnUAD an agreement on mutual defense of dissertation thesis, with the members of the Slovak party and members appointed by the foreign university being equally represented¹⁷.
4. Dissertation thesis defense shall take place no later than three months from submitting a request for defense.
5. Dissertation thesis defense and announcement of results shall be open to the public.
6. Dissertation thesis defense shall be organized in as a scientific discussion on acquired knowledge and contributions of the thesis. During dissertation thesis defense, the committee evaluates justification and credibility of conclusions and proposals of the thesis.
7. Dissertation thesis defense shall only proceed with at least two thirds of appointed defense committee members with the right to vote present and at least two opponents present, provided that at least one opponent and one other committee member are affiliated with other institution. If an opponent cannot attend dissertation thesis defense on grounds of serious reasons and his/her report is positive, defense can proceed in his/her absence. In such a case, report of the absent opponent shall be read during the proceedings in full.
8. Dissertation thesis defense shall be chaired by defense committee chairman or other committee member authorized by the chairman, provided that the authorized member is simultaneously a member of the in-field committee. Neither opponent nor study advisor shall be entitled to chair dissertation thesis defense.
9. Dissertation thesis defense proceedings:
 - a) Defense committee chairman opens the defense proceedings by reading a brief resume of doctoral student, topic of his/her dissertation thesis, crucial information from the study advisor's report, overview of the student's scientific papers and their reviews,

¹⁷ § 54(19, 20) of Act



18 § 63(2) of Act

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- b) Doctoral student subsequently presents contents of his/her thesis, its framework, results and contributions,
 - c) Opponents present essential content of their reports,
 - d) Doctoral student responds to opponents' reports, answers any remarks therein and answers any raised questions,
 - e) Committee chairman opens discussion in which the members verify accuracy, justification, scientific or artistic origin and relevance of thesis findings,
 - f) Doctoral student answers any questions raised during discussion and responds to any remarks and suggestions of participants.
10. Minutes from dissertation thesis defense shall be prepared and signed by defense committee chairman and committee members.
 11. Following the thesis defense, a closed session of defense committee attended by its members, opponents and study advisor shall take place. Attendees of closed session shall evaluate defense proceedings and practical application of thesis outcomes. Committee and opponents then vote on awarding doctoral student with an academic title in secret ballot.
 12. Ballot papers shall include: Name and surname of doctoral student, date and place of thesis defence and the following text: I agree/disagree with awarding the academic title".
 13. In order to submit a proposal for awarding the academic title, it is required for at least two thirds of committee members with voting rights to be present at the vote and for the majority of attendees to vote in favor of awarding the title.
 14. Minutes of the vote shall be prepared and signed by all committee members in attendance.
 15. Defense committee chairman shall be entitled to announce positive result at the committee's public hearing.
 16. Negative result and its justification shall be discussed in committee hearing and closed to the public. The justification shall be included in minutes of voting. Defense committee chairman shall be entitled to announce voting results and justification at the committee's public hearing.
 17. Voting results and justification shall be sent to doctoral student in writing into their own hands.
 18. Proposal to award or not to award academic title to doctoral student together with minutes of thesis defense and voting and other materials from the student's file shall be submitted by defense committee chairman to Rector/Dean within 15 days after dissertation thesis defense has taken place.
 19. Doctoral student not awarded the academic title based on failed thesis defense or due to his/her unjustified absence at the defense hearing shall be entitled to re-apply for thesis defense in the same study program, provided that the new dissertation thesis defense takes place at least one year from date of the original



dissertation thesis defense hearing. Dissertation thesis defense may be repeated only once.

Article 14

Graduation documents

1. Doctoral study graduates shall be awarded the title of “doctor” („philosophiae doctor“, abbreviated „PhD.“)¹⁹.
2. Graduation documents include: university diploma, state exam certificate and diploma supplement issued by TnUAD²⁰. University diploma is typically handed over during the graduation ceremony.

Article 15

Changing forms of doctoral study

1. Doctoral student shall be entitled to change his/her study program in the same study field or combination of study fields in compliance with provisions of TnUAD Rules of Study²¹. Changing doctoral study form from full-time to part-time or vice versa, changing study program or study advisor or training centre/department may be allowed in justified cases, predominantly to create more favorable conditions for complying with doctoral student study program.
2. Doctoral student shall, in justified cases, be entitled to apply to Rector/Dean for a change in form of doctoral study from full-time to part-time or vice versa. Doctoral study shall not exceed the standard length of study by more than two years.
3. Any changes to doctoral study program or its forms shall be governed by the provisions of TnUAD Rules of Study.
4. Changes to forms of doctoral study shall be decided by Rector/Dean on the basis of doctoral student application and statements from study advisor and the in-field committee.
5. When changing doctoral study form from full-time to part-time and vice versa the length of the remaining doctoral study shall be determined taking into account the proportionate length (in months) of full-time or part-time form of study already completed by the student.

Article 16

Doctoral study completion and withdrawal

1. Doctoral study completion and withdrawal shall be governed by the provisions of

¹⁹ § 54(15) of Act



²⁰ § 68(1 to 5) of Act
²¹ § 70(1)(1) of Act

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ON 3-U-046

TnUAD Rules of Study. Doctoral study shall be deemed completed upon dissertation thesis defense. Dissertation thesis defense shall take place no later than on the last day of the standard length doctoral study determined by the study program. Electronic information system entry on completion of doctoral study shall be recorded no later than on the last day of the standard length doctoral study determined by the study program.

2. Payment of scholarship to students of full-time form of doctoral study shall terminate on the day of successful dissertation thesis defense or other form of study completion in standard length.

Article 17 Fees

1. Payment of fees related to doctoral study and issue of diploma shall be governed by the provisions of the Act on Universities (§ 92), TnUAD Statute and Directive on tuition and fees related to study at TnUAD.

Article 18 Transitional and final provisions

1. Directive on doctoral study at TnUAD was approved by Academic Senate of TnUAD on March 23, 2016 and shall become valid and effective as of March 23, 2016.
2. This Directive shall be applicable to all students of III. level of studies at TnUAD with exception of Article 8 that shall be applicable to students beginning their studies in the academic year 2015/2016.

Proposed allocation of credits for activities of doctoral students (examples of activities and recommended credits)

1) Study and teaching activities

Activity	Credits
Passing of compulsory subject	x ²²
Passing of optional subject	x ²²
Individual study of scientific literature suggested by study advisor	5 – 10
Autorship or co-autorship of teaching aids and texts	6-15
Own teaching activities	10-20
Development of report on masters or bachelors thesis	3-4 ²³
Advisor of project presented at student scientific conference	5-7
Advisor of bachelors thesis project	10
Passing of dissertation examination	20

2) Creative activity in the field of science

Activity	Credits
Output in category A compliant with comprehensive accreditation criteria for respective field of research	30-35 ²⁶
Publication in foreign magazine or peer-reviewed journal	10-15
Active participation at a scientific event abroad ²⁴	15-20 ²⁶
Publication in domestic science magazine or peer-reviewed journal	5-7 ²⁶
Active participation at a domestic scientific event (article in journal, abstract, individually or co-authorship)	4-6 ²⁶
Receiving a grant awarded to young scientists	10-20 ²⁵
Receiving a grant from the Faculty awarded to doctoral students	8-10
Participation in scientific project (co-investigator)	3-15
Active participation at a conference of young scientists	5-7
Other activities (e.g. member of conference organizational committee, etc.)	6-8
Lecture at department or working site seminar	3-6
Completion of a prior defined stage of own research project	5-10
Each citation (differentiate between domestic, foreign, SCI)	2-4

22 Depending on specific credit evaluation of subject

23 Only after successful defense during state examination

24 Oral presentation, published abstract

25 Number of credits shall be determined based on share of investigative responsibilities

26 Number of credits shall be determined based on share of co-authorship