

PRINCIPLES OF THE ORGANIZATION, EVALUATION AND TERMINATION OF THE DOCTORAL STUDY AT THE TECHNICAL UNIVERSITY OF KOŠICE

§ 1 General information

(1) Doctoral study is a third-degree study program of higher education. The basic conditions of this study are regulated by § 54 of Act No. 131/2002 Z.z. about Higher Education Institutions and amendments to this Act.

(2) The admission procedure is defined in § 54 part 7 and § 58 of the Act and Annex no. 1 of the Statute of the Technical University of Košice (hereinafter referred to as "TUKE").

(3) Doctoral study may be organized in an internal and external form. The standard length of study for a doctoral study program is:

a) in the internal form three or four academic years; the number of credits required for completion of doctoral study in internal form with standard length of study:

1. three academic years is 180 credits,

2. four academic years is 240 credits,

b) in the external form of study four or five academic years; the number of credits required for completion of doctoral study in external form with standard length of study:

1. four academic years are 180 credits,

2. five academic years are 240 credits.

(4) Doctoral study is carried out according to the individual study plan under the supervision of the supervisor.

(5) The condition for completion of a doctoral study is a defence of dissertation, which is the final PhD. thesis. The dissertation together with its defence is one subject. The defence of the dissertation is a state examination (§ 51, part 3 of the Act).

(6) The titles of the graduates of the study, the documents that are given to graduates, and the way of their transfer are defined by the law and the Statute of TUKE.

§ 3 Status, rights and obligations of a student of PhD student

(1) The PhD student is a student of TUKE in an accredited doctoral study program, which is a study program of the third degree of higher education (hereinafter referred to as "PhD student").

(2) Doctoral study consists of the study part (lectures, seminars, individual study) and the scientific or artistic part in artistic study programs. The study plan is prepared by a supervisor with a PhD student and is submitted for approval by a section committee.

(3) PhD. students are subject to occupational safety legislation.

(4) The presence of PhD student, and his absence at the workplace depends on the specific study and work responsibilities defined by study plan as well as on the agreement with the supervisor

and the head of the department to which the PhD student is assigned. The PhD student is required to register his / her presence at the workplace. The time during which the PhD student is obliged to stay at the workplace is determined by the faculty.

(5) In accordance with the law § 54, section 11 is a part of the doctoral study plan to carry out pedagogical activity or other professional activity related to pedagogical activity with a maximum of 4 hours per week on average per academic year.

(6) The main organizational document for PhD student work is his / her individual study plan and the lectures, seminars and other assignments given by the supervisor.

(7) If there is a free day for students of the faculty granted by dean or free day for students studying at the TUKE level granted by rector, the free day also applies to the PhD students studying in the internal form.

(8) TUKE or faculty, or an external education institution provides scholarship to a student in a doctoral study program in an internal form. A student of a doctoral study program in an internal form who is resident of a member state has the right to a scholarship for the duration of the standard length of study of the study program for which he / she has been admitted if he / she has not already obtained a tertiary level education:

a.) to passing a dissertation examination at least at 9th salary class and 1st salary grade according to Act. no. 553/2003 Z.z. about the remuneration for some employees for work in the public interest with amendments.

b.) after passing a dissertation examination at least at the level of the 10th salary class and the 1st salary grade according to Act no. 553/2003 Z.z. about the remuneration for some employees for work in the public interest with amendments.

(9) The PhD student does not receive a scholarship during the study interruption and when his study exceeds the standard length of study.

(10) Under the conditions stipulated by the Study Regulations has the PhD student right to change the study program within the same study department or a related study department (Section 70 (1) (l) of the Act).

(11) The Dean or Rector may interrupt the studies in justified cases based on the suggestion of the supervisor. The scholarship is not provided during the study interruption period.

(12) If a foreign PhD student is studying in an internal form in the state language (during the standard length of study), the study is free of charge. When study is in a language other than the state language, the PhD student pays tuition fees in each academic year.

(13) The study according to the study program must not exceed its standard length by more than 2 years (§ 65, part 2 of the Act). The study must be terminated by the defence of the dissertation work until August 31 of the that year.

(14) By the defence of the dissertation, which is a state examination within the meaning of § 1 part 5 of these principles, the doctoral study ends.

§ 4 Admission procedure

(1) The basic condition for admission to doctoral study is the completion of the higher education of the second degree.

(2) Before the admission procedure for doctoral study starts, TUKE or faculty, if the study program takes place at the faculty, publishes the lists of the dissertation topics that can be applied for in the admission procedure. Each of the listed topics has a supervisor. Candidates for doctoral studies choose one of the topics listed. The deadline and conditions of the admission procedure will be published by TUKE on the official notice board, TUKE or faculty web site, no later than two months before the last day of the submission of the application form.

(3) TUKE or faculty, if the study program takes place at the faculty, will include the topics of the dissertations with supervisors proposed by an external educational institution; along with the topic listed, the name of the outsourcing educational institution is published. The external educational institution may also publish topics separately.

(4) If an applicant for doctoral study chooses the topic of a dissertation proposed by an external educational institution, the admission of this applicant to the doctoral study must also be approved by an external educational institution. The admission exam (§ 54, part 7 of the Act) takes place before a committee in which members of TUKE and members of an external educational institution (appointed by the director of the external institution) are represented. The members of TUKE, for the study programs conducted at the faculty, appointing the Dean, for study programs that do not take place at the faculty appointing the Rector. The admission exam, with the agreement between TUKE or a faculty with an external educational institution, can be held at the external educational institution with the participation of TUKE representatives.

(5) The admission procedure for the candidate for study starts with the delivery of his application for study on the form prescribed by the Ministry of Education, Science, Research and Sports of the Slovak Republic (hereinafter referred to as "the Ministry") at TUKE or the faculty that conducts the relevant study program. The application must be delivered within the deadline announced by the TUKE or faculty.

(6) The Dean decides on admission for the study program of a faculty. The Dean's decision to refuse candidate may, in accordance with paragraph 8, change the Rector. The Rector decides on the admission to study to the study programs, which are held by TUKE.

(7) The decision about the result of the admission procedure must be made in writing within 30 days of the completion of the admission conditions. It must contain a statement, a justification and a lesson on the possibility of filing a request for review of a decision. It must be delivered to the candidate in the form of a registered mail to his own hands.

(8) A candidate who has received a non-acceptance decision may apply for review of this decision. The application shall be filed with the authority which issued the decision within eight days from the date of decision delivery. If the authority is a Dean, he / she can accept the request himself / herself if he / she finds that the decision was taken contrary to the law or the internal regulations of the university or faculty. Otherwise, he will send the request to the Rector. The Rector will change the decision if it was taken contrary to the law or the internal regulations of the university. If the non-acceptance decision was made by Rector, he / she may accept the

application himself if he / she finds that the decision was taken contrary to the law or the internal regulations of the university. Otherwise, the application will be forwarded to AS TUKE, which will change the decision if it was inconsistent with the law. The response to the applicant must be sent within 30 days from receiving the application for review of the non-acceptance decision.

§ 5 Process and study evaluation

(1) The registration for the study takes place in the days specified by the Rector or Dean and are published in the schedule of the academic year. The office for doctoral study confirms the registration for the study in the study report - index (if it is used in the faculty) and records it in the TUKE Students' Register.

(2) If due to a serious reasons, a student can not attend the registration for the following period of study (academic year, termination of the period allowed for interruption of studies) and does not use the Institute of Plenipotentiary, he is obliged within 3 working days to excuse in writing and to request the relevant office for the substitute day for registration within 10 working days from the day of the announced registration day or the termination of the allowed period of study interruption. Unexcused absence is considered to be the lack of interest to the study and the last day of the period for the different day for registration is considered as the day the student left the study.

(3) The student is obliged to submit a proof of the payment of the specified annual school tuition fee when he / she is obliged to pay tuition fees according to the law (§ 92 part 5 to 8 of the Act), from the contract, or is studying the study program in an external form. School and study fees are ruled by the TUKE internal regulation.

(4) The student becomes a student of an accredited study program of the third degree (doctoral study) in the date of registration according to § 6 par. 3 of the TUKE Statute.

(5) The individual study plan is elaborated by the supervisor and the PhD student and it is approved by the chairman of the FOK, resp. UOK. The study plan must be submitted for approval within 1 month from the start of the study.

(6) The PhD student is evaluated during the doctoral study in addition to the dissertation examination also by annual evaluation (evaluation of the state and level of the scientific part of the study, checking the finished tasks according to the individual study plan). Evaluation is made by the supervisor along with the PhD student. The supervisor no later than September 30 of the calendar year, presents to the Rector or the Dean an annual evaluation of the fulfilment of the PhD student's individual study plan. Supervisor at the same time, proposes to continue the study, to extend the study or to apply for exclusion from the study. Annual evaluation of PhD students serves as a basis for evaluation of doctoral studies at TUKE or faculty in accordance with § 2 part 1 of this Internal Regulation.

(7) The study is evaluated according to the principles of the credit system in accordance with the Decree of the Ministry of Education of the Slovak Republic no. 614/2002 Z.z. on the credit system of study, § 54 par. 2 of the Act and the principles set in the following parts of this paragraph.

(8) For each completed subject during the study is PhD. student awarded by 20 credits. For successful completion of dissertation exam is PhD. student awarded by 30 credits.

(9) The total number of credits to be obtained during the doctoral study in an internal form, provided that this study lasts three academic years is 180. Of this number, a minimum of 90 and a maximum of 130 credits can be obtained in the study section, a minimum of 50 and a maximum of 90 must be obtained in the scientific part of the study.

(10) The total number of credits to be obtained during a doctoral study in an internal form, provided

that this study lasts for four academic years is 240. Of this number, a minimum of 120 and a maximum of 170 credits can be obtained in the study section, a minimum of 70 and a maximum of 120 must be obtained in the scientific part of the study.

(11) The total number of credits to be obtained during doctoral studies in external form, when this study lasts for four academic years is 180. Of this number of at least 90 and a maximum of 130 credits it is possible to obtain in the study section, a minimum of 50 and a maximum of 90 must be obtained in the scientific part of the study.

(12) The total number of credits to be obtained during doctoral studies in external form, when this study lasts for five academic years is 240. Of this number, a minimum of 120 and a maximum of 170 credits is possible to obtain in the study section, a minimum of 70 and a maximum of 120 must be obtained in the scientific part of the study.

The credit values of doctoral and publishing activities are listed in the appendix to these guidelines.

(13) Spending part of a study at another university within academic mobility (§ 58a of the Act) is regulated in § 11 par. 9 to 12 of the TUKE Study Regulations.

(14) A PhD student who is studying in an internal study form is required to apply for a dissertation exam:

(a) within 18 months from the beginning of the studies, if the study lasts for three academic years

(b) within 24 months from the beginning of the studies, if the studies last for four academic years.

A PhD student who studies in an external form is required to apply for a dissertation exam:

(a) within 24 months from the beginning of study, if the studies last for four academic years

(b) within 30 months from the beginning of the studies, if the study lasts for five academic years.

The PhD student applies for the dissertation examination by submitting a written paper for the dissertation examination. Exceptions in justified cases grants the Dean or the Rector. Written work to the dissertation exam is focused on the theoretical basis of the problems of the future dissertation, the current state of the problem solved and the analysis of the methodical approach to the solution. The written work to the dissertation examination must contain clearly defined theses and objectives of the dissertation. The Dissertation Exam is a state examination which

consists of defence of a written work to the dissertation examination and an examination of three subjects specified in the study plan.

(15) Written work on the dissertation examination is reviewed by one opponent, who can not be from the faculty on which PhD student and his supervisor works. The opponent may be an expert at least with the academic title PhD. ArtD. (CSc., Dr.).

(16) The Dissertation Examination is held before the Examining committee. The dissertation examination and the declaration of its results are public. The decision of the examining board on the results of the dissertation examination shall be held at a non-public session of the committee.

(17) Allowed to examine and be the members of the Examining committee are only university teachers working in positions of professors and associate professors, experts working in the Slovak Academy of Sciences (§ 75 part 1 of the Act) and other experts working outside of the maternal faculty at least with the academic title PhD. ArtD. (CSC., Dr.) approved by the VR or UR of the faculty and in the case of university doctoral study programs the approval of VR TUKE.

(18) The committee for dissertation examination for the faculty study programs is appointed by Dean, for university study programs is appointed by Rector. Examining committees are usually also formed by significant experts in a given field of study from other higher education institutions, from research and development legal entities or experts from practice. At least two members of the Examining Committee for State Examinations are university teachers in positions of professors or associate professors. In the case where a PhD student has applied for a topic written by an external educational institution, he / she does the dissertation examination and the defence of the dissertation in front of the committee, in which the members are also represented by the external educational institution.

(19) The committee for the dissertation examination consists of at least 5-members. At least one member of the committee is not in the employment relationship with TUKE, at least one member of the committee must be a professor or associate professor at a functional place in a given or related study field. A member of the commission is also an opponent and a supervisor.

(20) The Committee can act in the presence of at least 2/3 members. The attendees must be: an opponent (if did not give a clear positive opinion), a member of the committee outside of TUKE and a supervisor.

(21) The two parts of the dissertation examination is evaluated by the Committee in a complex statement as "passed" or "failed". The Committee decides on the results of the examination by voting. The decision is valid when more than a half (majority) of those present agree on the decision. A report shall be prepared about the examination, including the opponent's report. The report is signed by chairman and present committee members. The certificate of passing the dissertation exam will be given to the PhD student.

(22) If a PhD. student fails to pass the exam or part of it, he may repeat the exam once. The new term of the exam will be determined by committee so that it takes place at the earliest after 1 month but no later than three months after the test which student failed. The "failed" result of this repeated test is a reason for immediate exclusion from the study (§ 66 part 1 (c) of the Act).

(23) Within the scientific part of the study, the student must present the results of his / her work in the form of the original scientific work in scientific journals, performances or posters at conferences, symposia, seminars, exhibitions and workshops both at home and abroad. The credit values granted for these activities can be found in the Annex to this Regulation.

§ 6 Interruption of study

(1) The reason for interruption of the doctoral study is the maternity leave, the medical reasons of the PhD student or doctoral study abroad, if it is not the part of the doctoral study program and his individual study plan. In the external form of studies, the reason for interrupting the doctoral study may be a long-term business stay abroad.

(2) The total time of any interruption of a PhD study shall not exceed 24 months.

§ 7 Dissertation defence - termination of studies

(1) The doctoral study ends with the defence of the final thesis, which is the dissertation. Dissertation together with its defence is one subject. The defence of the dissertation is a state examination.

(2) The student can apply for the defence of the dissertation after fulfilling the following conditions:

a) successful passing a dissertation examination,

b) obtaining at least 150 credits according to § 5 par. 5 of this Internal Regulation (internal three-years study),

c) obtaining at least 210 credits according to § 5 par. 6 of this Internal Regulation (internal 4-years study),

d) obtaining at least 150 credits according to § 5 par. 7 of this Internal Regulation (external four-years study),

e) obtaining at least 210 credits according to § 5 par. 8 of this Internal Regulation (external five-years study),

f) Publishing (also accepted to print) an article from output category "A" for the relevant research area.

The PhD student is required to apply for the defence of the dissertation no later than 6 months before the end of the above-standard length of study.

(3) The PhD student submits with the application for the defence of dissertation to the Dean of the faculty or to the Rector in the case of the defence university programs:

a) biography,

b) a copy of the individual study plan

c) a copy of the certificate of completion of the dissertation examination,

d) a list of published works arranged according to the Directive of the Ministry of Education of the Slovak Republic no. 13/2008 - R till 31.12.2012 and from 1.1.2013 in the sense of Decree no. 456/2012 Z.z. about the central register of the publishing activity register and the central register recording of artistic activity, in both cases in the form of a statement from EPC TUKE,

e) copies of the most significant periodical publications as well as catalogues of the most important art exhibitions; in case of artistic study programs,

f) dissertation in the state language or in the world language in four printed copies and in electronic form in number of copies corresponding to the number of members of the commission, but not less than 10 pieces; dissertation may be submitted in the form of a separate work or in the form of a set of published works with an introductory text,

g) the statement of the supervisor,

(4) The Dean of the faculty or the Rector shall forward the request pursuant to paragraph 3 to the chairman of the FOK, UOK for a statement. The Chairman of the FOK or UOK after control of the request, with the approval of FOK or UOK submits to the Dean or Rector a proposal to appoint a commission for the defence of the doctoral thesis and a proposal for the opponents.

(5) The Commission for the Defence of Dissertation has at least 7 members, including at least two opponents. Opponent can not be a person who is in a family relationship with a PhD student or his supervisor. The supervisor is another member of the committee without the right to vote. The chairman of the committee, the members of the committee and the opponents is appointed by the dean, in the case of the university study program Rector on the basis of the proposal of FOK, or UOK in accordance with the rules for appointing committee for state exams (§ 63 part 3 and 4 of the Act, (§ 5, part 15 of this Regulation). The chairman of the committee must be a member of the FOK, or UOK, at least one of the members of the committee and one of the opponents may not be in employment relationship with TUKE. At least two of the members of the committee and one of the opponents must be a professor assigned to a job linked to a given or relative (the original scientific discipline in which the professor has appointment decree), the study department. If the opponent is acting at university, must have at least a scientific-pedagogical title of Associate Professor. In the case of a non-pedagogical specialist, they must have at least an academic title PhD., resp. its equivalent. It is recommended that one member of the commission be from abroad.

(6) The Commission is competent to act in the presence of 2/3 of all members (outside the supervisor) and at least one opponent and one member of the commission who is not in employment relationship with TUKE must be present. An opponent, who submitted a negative opinion must be present.

(7) The appointed opponent shall write a report within 30 days from the delivery of the dissertation and send it in electronic form to the central register of final works. The printed version of this report will also be delivered to the supervisor's department. If the report is not submitted by opponent in stated time and after reminder it is not submitted within 14 days, dean or rector appoints the new opponents according to the principles section 4 and 5 of this paragraph. The review contains an analysis of the advantages and insufficiencies of the dissertation, it is brief and does not repeat the contents of the dissertation. The opponent comments in the report:

- a) to the up-to-date topic of the dissertation,
- b) methods of processing the dissertation,
- c) the results of the dissertation and new knowledge,
- d) the contribution to the further development of science and technology (art),
- e) the issues addressed,
- f) to meet the objectives of the dissertation.

In conclusion, the opponent will comment on the dissertation, assess the level of dissertation and clearly expresses the proposal for awarding or not awarding the academic title PhD. or ArtD.

(8) Before defending the dissertation work The University Library TUKE will send the dissertation work in electronic form to a central register of final, rigorous and habilitation works that will evaluate the originality of the final thesis. The result of the originality of the final work is part of the state exam record. After a successful defence, the final thesis will be published in the central register of final works within the term stipulated in § 63, par. 9 of the Act. A condition to be allowed to the defence of the final thesis is, except in cases pursuant to § 63 par. 11 of the Act, written consent of the student with publication and disclosure of the final work for the public during its retention according to § 63 7 of the Act (70 years from the date of registration) without right to be rewarded.

(9) A more detailed procedure for submitting, evaluating the originality and defence of final works and their subsequent publication is ruled by the TUKE special internal regulation.

(10) After the delivery of all the assessments and results of the examination of the originality of the dissertation, the chairman of the committee shall within 30 days assign the day of the defence of the dissertation. TUKE or the faculty will announce the date, time and place of the defence to:

- a) the PhD student and his supervisor,
- b) the members of the committee,
- c) the opponents.

(11) TUKE or faculty publishes the time and the day for defence of the dissertation on the official notice board, on the web site of faculty or university, and sends copies of the opponent's reports and the dissertation to the members of the committee in electronic form; sends copies of the opponent's reports to the PhD student and the supervisor.

(12) The dissertation defence usually takes place at the workplace where the PhD student has filed a defence request. In justified cases, on the proposal of FOK, UOK, the defence may also be held in an external institution participating in the doctoral study.

(13) Dissertation thesis defence is a state examination and is public. In exceptional cases, the chairman may declare it to be non-public. The defence of the dissertation is a scientific discussion of the knowledge included in the dissertation work that takes place between the PhD student, opponents, committee members and other participants in the defence. The defence of

the dissertation thesis should focus on the reliability and the justification of the results and conclusions of the dissertation.

(14) The defence of the doctoral dissertation is usually led by the chairman of the committee, in exceptional cases the defence can be led (after the approval of the FOK or UOK and the Dean or the Rector) by a committee member (with the exception of an opponent and a supervisor).

(15) To defend the dissertation thesis, proceed as follows:

(a) the defence begins the chairman by statement about quorum of the committee, he presents the PhD student, briefly states his curriculum vitae, the topic of dissertation work and the most important scientific and artistic work with their reactions, inform the commission with the results of the originality test result of the dissertation,

b) the PhD student presents the essential parts of the dissertation,

c) the opponents read the essential parts of the opponents reports, the opponent report of the absent opponent is read in full,

d) the PhD student takes an opinion on the opponents' reports (on objections, questions, opinions),

(e) the chairman informs all present about any additional reports and opinions,

(f) the chairman shall open a general discussion attended by members of the committee and all that are present,

g) the PhD student answers the questions and comments raised,

(h) the Chairman shall terminate the public part of the defence.

(16) The Committee shall decide on the result of the defence by a simple majority in a secret ballot at a private meeting. The vote is made by ballot papers with the text "I agree with the academic title - I disagree". Voters cross out an inappropriate expression. Other adjustment of the voting paper is invalid.

(17) A record shall be made of the result of the vote, which shall be signed by the Chairman and all members of the Committee present.

(18) The result of the vote shall be announced by the Chairman of the Committee in a public session.

(19) Proposal for granting the academic title PhD. respectively. ArtD. shall be submitted by the Chairman of the Committee together with the record and other documents related to the defence to the Dean or the Rector within 15 days after the defence.

(20) If the student was not successful in the defence of the dissertation, the Dean of the faculty (or TUKE Rector in case of the study program at the TUKE level), based on the documents from the committee, issues a decision which is received by the student in the form of a registered mail within 30 days from the unsuccessful defence of the dissertation.

(21) The conditions for repeating the defence of the dissertation shall be determined by the committee in the State Exam Statement.

(22) In the case of unsuccessful defence, the student continues in the above-standard study and can defend the dissertation once more, but not earlier than 6 months after unsuccessful defence, not later than 2 years.

(23) The student may submit a repeated defence request at the earliest 6 months, not later than 17 months from the date of delivery of the unsuccessful results.

(24) If the repeated defence is unsuccessful, the doctoral study is considered finished with the result: unsuccessful.