**FACULTY OF ECONOMICS AND FINANCE**

UNIVERSITY OF ECONOMICS IN BRATISLAVA

DEAN´S OFFICE – DEPARTMENT FOR RESEARCH AND DOCTORAL STUDIES

Application for permission to defend the dissertation

for doctoral students admitted after the 1.9.2016

|  |
| --- |
| **degree, name and surname:**  |
| **e-mail and phone number:** |
| **form of study:** |
| **year of study:** |
| ****Number of credits:**** |
| Study part

|  |
| --- |
|  credits |

|  |
| --- |
| 20 credits - dissertation project and dissertation examination |

Credits awarded for creative activity in the field of science (minimum 60 credits)

|  |
| --- |
|  credits |

 |   | Secretary´s signature:Secretary's signature:Supervisor's signature:  |

**Dissertation title:**

**Bratislava, on:**  **Doctoral student´s signature:**

**Annexes to the application:**

1. a structured signed CV
2. assigned credits for creative activity in the field of science (a certified statement of publication activity from the library should be picked up at the DNHF science office) with the assigned number of credits signed by the doctoral student, confirmed and signed by the supervisor
3. fulfilment of the doctoral student's obligations arising from the Principles of the Organisation of Doctoral Study at the NHF EU (the form is at the second page of the application)
4. dissertation in five copies
5. a confirmation from the department that the dissertation is recommended for defence (form)
6. a doctoral student's statement on incorporating the comments from the extended scientific meeting of the department (form)
7. supervisor's report printed out of AIS and signed
8. proposal of the supervisor for reviewers (form)
9. doctoral student's output letter (form)
10. 1 copy of the self-report in A5 format with a statement from the supervisor that the self-report meets the requirements in terms of content and form. The self-report should also be sent electronically to the Vice Dean of the NHF Ing. Marcel Novák, PhD. to: marcel.novak@euba.sk (After incorporating the comments of the NHF Vice-Dean, the doctoral student submits the self-report to the NHF Dean's Office in 20 copies of A5 format).
11. 2 x license agreement for CRZP - printed out of AIS, signed by doctoral student and supervisor
12. 2 x license agreement for the university - printed out of AISU and signed by the doctoral student and supervisor
13. 2 x analytical sheet - printed out of the AIS
14. 2 x originality check extract out of the AIS

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**Acknowledgement of the receipt of the application with annexes:**

**Bratislava, on:**

 **......................................................**

  **DNHF Science Department**

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**Fulfilment of the doctoral student's obligations arising from the Principles of the Organisation of Doctoral Study**

**at the Faculty of Economics and Finance EU v Bratislave**

|  |  |
| --- | --- |
| 1. publish papers in a publication from an international scientific conference registered in the Web of Science or SCOPUS databases (it is also recognised if the proceedings of the papers from the previous year of the international scientific conference in question have been registered in the Web of Science or SCOPUS databases and it is assumed that the proceedings of the relevant year of the international scientific conference, in which the doctoral student's paper is published, will be registered in one of the databases mentioned above). In the case of co-authorship, submit a number of papers, so that the total authorship share of the individual doctoral student is at least 100 percent,
 | **List data on the published proceedings** |
| 1. submit at least one scientific article/scientific paper for publication in a foreign scientific journal included in the Web of Science or SCOPUS reference databases, usually in collaboration with the doctoral student's supervisor. The doctoral student is obliged to document the fulfilment of this condition by submitting a confirmation of delivery of the paper to the editorial office of the NHF EU in Bratislava (the confirmation delivered to the author in electronic form is also accepted). The supervisor will make sure that the doctoral student does not submit an article to a so-called predatory journal,
 | **Submit a copy of the acknowledgement of receipt to the editorial office** |
| 1. work on at least one research project during at least two years of doctoral study,
 | **List data of the research project** |
| 1. participating at least 2 times during the study in an active form (i.e. by presenting a paper and publishing it in the proceedings) at an international scientific conference, including at least once at the international scientific conference for doctoral students and post-doctoral students EDAMBA at the EU in Bratislava
 | **List bibliographic data of papers published in the proceedings** |
| 1. complete one international mobility within the scientific part of the doctoral study at a university abroad or another relevant professional workplace in a length of at least one month with a demonstrable link between the focus of the doctoral student's dissertation and the international mobility programme, which is planned in the doctoral student's study and research plan. In justified cases, international mobility can be substituted by a domestic research-oriented internship in economic and social practice with a demonstrable link between the focus of the doctoral student's dissertation and the programme of the domestic research-oriented internship in economic and social practice, which is planned in the doctoral student's study and research plan.
 | **Submit a copy of the proof of the international mobility** |

**Bratislava, on.....................................**

**Doctoral student´s signature:**

**The accuracy of the data is confirmed by the supervisor:**

**Note:** The form can be found on the website: <http://nhf.euba.sk/studium/doktorandske-studium/informacie-pre-doktorandov> in documents to download