

# **Principles of Doctoral Studies organization at the Faculty of National Economy of the University of Economics in Bratislava**

Internal Regulation No 4/2023

# **FIRST PART**

## **GENERAL PROVISIONS**

### **Article 1**

#### **Introductory Provisions**

1. The doctoral study programme is for the 3rd degree of higher education. The doctoral study consists of a study part and a scientific part.<sup>1</sup> The Doctoral study programme (§ 2 par. 5 of the Act) focuses on the acquisition of knowledge based on the current state of scientific knowledge and in particular on the student's own contribution to it, which is the result of scientific research and independent creative activity in the field of science or independent theoretical activity. Graduates of the doctoral study programme obtain 3rd university degree education.<sup>2</sup> The basic conditions of this study are regulated by § 54 of the Act. Accredited 3<sup>rd</sup>-degree study programmes at the NHF EU in Bratislava are listed in the Register of Study Programmes in accordance with § 54b of the Act.
2. Doctoral studies are carried out in the internal form of study and the external form of study. The standard length of study is three academic years in the internal and four academic years in the external form of study.<sup>3</sup>
3. Doctoral studies are carried out at the faculty or an external educational institution with which the EU in Bratislava and the NHF of the EU in Bratislava sign a framework agreement on the doctoral study and, at the same time, sign an individual contract for each doctoral student, in which the issues of the doctoral student's activity in the external educational institution, including the reimbursement of the costs of the external educational institution, are agreed upon.<sup>4</sup>

### **Article 2**

#### **Management and control of doctoral study at the NHF EU in Bratislava**

1. Doctoral study at the EU in Bratislava in the relevant field of study is monitored and evaluated in terms of international and national standards by the Doctoral Study Committee, or Joint Doctoral Study Committee<sup>5</sup>
2. Doctoral study at the NHF EU in Bratislava is monitored and evaluated in terms of international and national standards by the doctoral study subcommittee established for the relevant study programme. The list of the doctoral study subcommittees of doctoral studies at the NHF EU in Bratislava is in the annexe of this internal regulation.
3. The Programme Board of the 3<sup>rd</sup>-degree study programme at the NHF UE in Bratislava is responsible for the creation and development of the relevant study programme. The Programme Board evaluates the professional level of the study

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<sup>1</sup> § 54 par. 8 of the Act

<sup>2</sup> § 54 par. 1 of the Act

<sup>3</sup> § 54 par. 2 of the Act

<sup>4</sup> § 54 par. 12 of the Act

<sup>5</sup> § 54 par. 17 of the Act

programme and its consistency with the current knowledge level in the field of study, in cooperation with the relevant doctoral study subcommittee.<sup>6</sup>

4. The persons in charge of the doctoral study programme bear professional responsibility for the study programme. They mainly coordinate the content preparation of the study programme and its significant changes, supervise the quality of its implementation, evaluate the study programme and develop it. In cooperation with the doctoral study subcommittee and supervisors, they address professional and organisational issues of the study programme.<sup>7</sup>

## **SECOND PART**

### **STUDY OF A DOCTORAL STUDENT**

#### **Article 3**

##### **Employment and social status of doctoral students at the Workplace**

1. A doctoral student admitted to a doctoral study programme is a 3-degree student in the higher education system.<sup>8</sup>
2. The Dean of the NHF EU in Bratislava decides on the placement of the internal doctoral student at the faculty's department. An individual agreement with the external educational institution governs the placement of a doctoral student at an external academic institution.
3. A doctoral student in the internal form is obliged to stay at the training department during the academic year to the extent determined by the training department, but at least 20 hours per week beyond the scope of Art. 4, p. 2 lii of this Policy, during which he/she is demonstrably engaged in individual or team research work and individual study.<sup>9</sup> The time of the doctoral student's presence at the training department in relation to the specific duties defined in the doctoral student's study and scientific plan and taking into account the supervisor's recommendation is determined and controlled by the head of the training department. Doctoral students are covered by occupational health and safety regulations. The training department is meant to be the relevant department of the NHF EU in Bratislava.
4. A doctoral student of an internal study programme is entitled to a scholarship for the duration of the study programme's standard length to which he/she has been admitted unless he/she has already obtained a third degree in higher education.<sup>10</sup>
5. A doctoral student does not receive a scholarship during the interruption of study and after the date of expiry of the standard duration of the study.
6. The study programme may not exceed its standard length by over two years.<sup>11</sup>

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<sup>6</sup> Rules for the Internal Quality Assurance System of Higher Education at the University of Economics in Bratislava (Article 11, par. 1 a 7 d)

<sup>7</sup> Rules for the Internal Quality Assurance System of Higher Education at the University of Economics in Bratislava (Article 13, par. 9)

<sup>8</sup> § 54 par. 1 of the Act

<sup>9</sup> § 54 par. 10 of the Act

<sup>10</sup> § 54 par. 18 of the Act

<sup>11</sup> § 65 par. 2 of the Act

## Article 4

### Rights and Obligations of a doctoral student

1. A doctoral student has the following rights:
  - a) Study the programme of study to which he/she has been admitted,
  - b) participate in research and other creative activities at the training department and involvement in the research team of a research project,
  - c) benefit from study-related information and consultancy services,
  - d) apply for the opportunity to travel abroad for a study or research stay or research internship at a foreign department and carry out part of the PhD studies there,
  - e) other rights under Section 70 of the Act.
2. A doctoral student has the following obligations:
  - a) submit a study and research plan of the studies to the relevant office at the NHF EU in Bratislava within two weeks of enrolment,
  - b) fulfil his/her study obligations in accordance with his/her study plan and the schedule of the academic year,
  - c) comply with the study regulations of the University of Economics in Bratislava and other internal regulations of the EU in Bratislava,
  - d) participate in the research activities of the training department,
  - e) publish papers in a proceeding 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 several papers, so that the total authorship share of the individual doctoral student would reach at least 100 per cent,
  - f) submit at least one scientific paper in collaboration with the doctoral student's supervisor for publication in a foreign scientific journal included in the ABDC list (Australian Business Deans Council) or the list of journals accepted by the EU in Bratislava (EUBA Star Journal List). The doctoral student is obliged to document the fulfilment of this condition by submitting a confirmation of the article acceptance by the editorial board to the Department for Science and Doctoral Studies of the NHF EU in Bratislava no later than on the day of registration for the defence of the dissertation (the confirmation delivered to the author in electronic form or printscreen from the editorial system of the journal is also accepted).
  - g) work on at least one research project during at least two years of doctoral study,
  - h) to participate at least two times during the study in an active form (i.e. by presenting a paper and publishing it in the proceedings) at a conference intended for doctoral students, including at least once at the EDAMBA conference at the EU in Bratislava,

- i) protect and make economic use of the assets and resources of the EU in Bratislava,
- j) to appear in person at the written summons of the Rector of the EU in Bratislava, the Dean of the NHF of the EU in Bratislava or an employee authorised by them to discuss questions concerning the course of study or questions related to the rights and obligations of the doctoral student,
- k) notify the Department for Science and Doctoral Studies of the NHF EU in Bratislava of the address intended for the delivery of documents,
- l) in internal doctoral programmes:
  - i) Complete one foreign mobility within the scientific part of the doctoral study at a foreign university or other relevant specialised institution in a duration of at least three months with a demonstrable link between the focus of the doctoral student's dissertation and the foreign mobility programme, which is planned in the doctoral student's study and research plan.
  - j) to carry out teaching or other professional activity related to teaching in the scope of no more than four hours per week on average per academic year,<sup>12</sup> or to carry out other professional activity related to teaching, such as, e.g. in addition to the above, the following actions may be carried out: supervising competition theses, supervising bachelor theses, elaborating reviews for a bachelor theses, taking the position of a recorder in the state exam committees, conducting supporting activities during the exam period and periods of enrolment in the study;
- 1. register for the dissertation defence at least two months before the scheduled defence,
- 2. other obligations under § 71 of the Act.

## **Article 5**

### **Rights and obligations of the supervisor**

1. The supervisor for the relevant field of study may be a teacher of the university at which the doctoral study is carried out or another expert after approval by the Scientific Council of the NHF EU in Bratislava. The supervisor for a topic announced by an external training institution may be a person approved by the relevant external training institution. The external educational institution will provide the scientific board of the NHF EU in Bratislava with the scientific and pedagogical background of the supervisor. The supervisor of the dissertation thesis is a person in the position/professor or the position of associate professor at the NHF of the EU in Bratislava or another similar function in a research institution contractually cooperating in providing the study programme of the 3rd degree of study with the EU in Bratislava or the NHF of the EU in Bratislava. The requirements for the heads

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<sup>12</sup> i.e. in a maximum of 44 weeks, which stands for a maximum of 176 hours of pedagogical activity or other professional activity related to pedagogical activity - complementary to the possible research capacity of doctoral students in the internal form of study in the number of 1824 hours/academic year within the total available volume of 2000 hours. Credits are not allocated for the pedagogical activities of internal doctoral students while earning credits in the framework of doctoral study is specified in Art. 8 of these Principles. 8 of these Principles.

of theses (supervisors) at the EU in Bratislava are regulated by Article 25 of the Rules for the Internal Quality Assurance System for Higher Education at the EU in Bratislava. The supervisor and the dissertation assignment for doctoral students enrolled in doctoral study programmes at the NHF EU in Bratislava are appointed by the Dean of the NHF EU in Bratislava.

2. The supervisor has the following rights:
  - a) indicate the topic of the dissertation, which must be in line with the supervisor's scientific research focus in the subject area,
  - b) to guide and work closely with the doctoral student during their doctoral studies, which are carried out according to the study and scientific plan,
  - c) attend a meeting of the dissertation examination committee of a doctoral student supervised by him/her; in this case, the supervisor may also be a member of the committee,
  - d) to attend a meeting of the dissertation defence committee of the doctoral student supervised by him/her; in this case, the supervisor cannot be a committee member.
3. The supervisor has the following obligations:
  - a) draw up a study and research plan together with the doctoral student by the principles of doctoral study at the NHF EU in Bratislava, which is negotiated by the relevant doctoral study subcommittee and approved by the doctoral study committee,<sup>13</sup>
  - b) professionally guarantee the scientific part of doctoral study,
  - c) periodically every year comprehensively evaluate the doctoral student's activity and on its basis formulate conclusions, which will be submitted to the Department for Science and Doctoral Studies of the NHF EU in Bratislava for approval by the relevant doctoral study subcommittee, which will take place no later than by the end of the relevant academic year,
  - d) prepare an opinion in connection with a change of study programme in the same or a related field of study, which is authorised by the Dean of the NHF EU, based on the doctoral student's application, containing a detailed justification of the change of study programme, a favourable or unfavourable opinion of the head of the training department, a favourable or unfavourable opinion of the chairperson of the programme board for the relevant study programme<sup>14</sup> and the favourable or unfavourable opinion of the chairperson of the relevant doctoral study subcommittee,
  - e) propose a dissertation project reviewer who is not a member of the training department and three dissertation reviewers (only one of the reviewers can be from the NHF EU in Bratislava, where the doctoral student studies) from the personalities of the field of study so that at least one of them is a professor or an eminent scientist - a doctor of sciences. One reviewer is recommended to be from abroad with at least a PhD or CSc academic degree. (or an equivalent). The relevant doctoral study subcommittee may make changes to the proposal, and the Dean of the NHF EU in Bratislava will appoint three

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<sup>13</sup> § 54 par. 8 of the Act

<sup>14</sup> Rules for the Internal Quality Assurance System of Higher Education at the University of Economics in Bratislava (Article 11, par. 5). The Chairperson of the Programme Board is the person who has the main responsibility for the study programme.

reviewers of the dissertation within 30 days after expressing the opinion of the relevant doctoral study subcommittee,

- f) elaborate a supervisor's review of the dissertation project for the dissertation examination,
- g) elaborate on a supervisor's opinion on the dissertation.

## **Article 6**

### **Admission Procedure for doctoral study**

1. The essential condition for admission to the study of an accredited 3rd-degree study programme at the NHF EU in Bratislava is a completion of a 2nd-degree study programme (or a study programme according to § 53, 3 of the Act) and a successful completion of the entrance examination at the NHF EU in Bratislava. The EU in Bratislava regulates the admission process to the 3rd-degree study programmes at the EU in Bratislava by the internal regulation "Framework conditions for admission to the third-degree study programmes at the EU in Bratislava".
2. The admission process to 3rd-degree study programmes at the NHF UE in Bratislava is regulated by the internal regulation "Further conditions of admission to 3rd-degree study programmes at the NHF EU in Bratislava for the academic year 2023/2024".
3. The framework conditions of admission to the study programmes of the 3rd degree at the EU in Bratislava, as well as further conditions of admission to the study programmes of the 3rd degree at the NHF of the EU in Bratislava, are published no later than two months before the last day set for the submission of applications for doctoral study.<sup>15</sup>
4. The NHF EU in Bratislava shall announce the topics of the dissertations that may be applied for in the admission procedure no later than two months before the last day set for the submission of applications for the study of the accredited study programme of the 3rd degree of study at the NHF EU in Bratislava; if it is a topic announced by an external educational institution, the name of this institution shall also be indicated. A supervisor will be appointed for each of the dissertation topics published. The topics of the dissertations, together with the requirements mentioned above, are published in the usual manner (e.g., on the official notice board of the NHF EU in Bratislava, on the website of the NHF EU in Bratislava, in the AIS2) and in accordance with internal regulations of the NHF EU in Bratislava.<sup>16</sup>
5. A candidate for doctoral study applies for one of the topics
6. Candidates for the study of an accredited 3rd-degree study programme at the NHF EU in Bratislava submit their application to the NHF EU in Bratislava electronically exclusively via AIS2.
7. Submission of applications for the 3rd degree of study is specified in the Further conditions of admission to the study programmes of the 3rd degree of study at the NHF EU in Bratislava for the relevant academic year.<sup>17</sup>

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<sup>15</sup> § 57 par. 5 of the Act

<sup>16</sup> § 57 par. <sup>16</sup> § 57 par. 5 of the Act and Act No. 211/2000 Coll. on Free Access to Information and on Amendments and Additions to Certain Acts, as amended

<sup>17</sup> § 58 par. 3 of the Act

8. Not later than 14 days before the admission examination for the 3rd level of studies, the NHF EU in Bratislava sends an invitation for the admission examination to the registered candidates and informs them of the content of the examination.
9. The entrance examination in accredited 3<sup>rd</sup>-degree study programmes at the NHF EU in Bratislava consists of the following:
  - a) specialised entrance examination,
  - b) English language entrance exam,
  - c) assessment of the fulfilment of other conditions for admission determined by the NHF EU in Bratislava.

The persons in charge of the doctoral study programme participate in developing the content of the entrance examinations for the study programme for which they are responsible in cooperation with the relevant doctoral study subcommittee.<sup>18</sup>

The Dean of the NHF EU in Bratislava decides on the form and method of the entrance examination with the consent of the chairperson of the relevant doctoral study subcommittee of the NHF EU in Bratislava and the consent of the chairperson of the programme board for the appropriate study programme of the 3rd degree of study at the NHF EU in Bratislava.

10. The content of the specialised entrance examination for doctoral study is an assessment of the applicant's knowledge of the subject matter of the dissertation topic the applicant applies for. For this purpose, the applicant submits, together with the application for doctoral study and a list of previously published professional and scientific theses in the national language or English (if he/she is applying for a topic written in English), a project in the form of a thesis of the dissertation topic for which he/she is applying. The content of the project in the form of propositions for the dissertation topic of approximately 10 - 15 A4 pages with an equivalent number of characters, including spaces, explanatory notes and footnotes in the range of 18,000 - 24,000 characters in the national language, or English (if applying for a topic written in English), generally contains the following:
  - a) justification of the motives for the candidate's choice of the dissertation topic,
  - b) definition of the objectives and content focus of the dissertation, description of the assumed methods applied in the elaboration of the dissertation topic,
  - c) characterisation of the current knowledge of the dissertation topic based on the specialised literature.
11. The content of the English language entrance examination is an assessment of communicative competence in the English language.
12. The entrance examination is held before an examination board consisting of a chairperson and at least two members appointed by the Dean of the NHF EU in Bratislava on the proposal of the chairperson of the relevant doctoral study subcommittee. If the supervisor of the dissertation topic for which the candidate has applied is not a member of the examination committee, he/she is invited for the duration of the candidate's specialised entrance examination but without

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<sup>18</sup> Rules for the Internal Quality Assurance System of Higher Education at the University of Economics in Bratislava (Article 13, par. 9, d).



decision-making power. In the case of candidates who choose a dissertation topic announced by an external educational institution, the members/representatives of the external educational institution designated by the director of the external educational institution are also members of the examination committee. The entrance examination may then, by agreement, also be held at an external educational institution.

13. The Board of Examiners shall, in a closed session, evaluate the course and assess the result of the entrance examination. If several applicants for the same study programme (in both the national language and the English language in which the study is provided) take part in the entrance examination, the examination board will propose the order of their success.
14. The Dean of the NHF EU in Bratislava will decide on the admission/non-admission of the applicants, while only one applicant will be admitted for a specific topic. The decision on the outcome of the admission procedure must be made in written form within 30 days of verifying that the admission conditions have been met. It must contain the operative part, the statement of reasons and an indication of the possibility of applying for a review of the decision. The decision shall be hand-delivered to the applicant.<sup>19</sup> An applicant whose residence is unknown is served by posting the decision on the official notice board of the NHF EU in Bratislava within 15 days. The last day of this period shall be deemed the day of delivery.
15. Candidates admitted to doctoral study become students of the NHF EU in Bratislava from the date of enrolment in doctoral study and are subject to the provisions of § 69 and § 73 of the Act, as well as the provisions of the Study Regulations of the NHF EU in Bratislava and the relevant internal regulations of the NHF EU in Bratislava (the Statute).

## **Article 7**

### **Study schedule**

1. Doctoral study is governed by the deadlines approved in the academic year's schedule for the 3rd degree of study for the relevant academic year at the NHF EU in Bratislava.
2. The academic year begins on the 1 of September of the current year and ends on the 31 of August of the following year and is divided into winter and summer semesters. Doctoral study starts at the beginning of the winter semester. In justified cases, the doctoral study may also start at the beginning of the summer semester of the academic year.<sup>20</sup>
3. Doctoral study is carried out according to the study and scientific plan, elaborated by the doctoral student and the supervisor, negotiated by the relevant doctoral study subcommittee of doctoral study at the NHF EU in Bratislava and approved by the doctoral study committee.<sup>21</sup>
4. The study part of the doctoral study consists mainly of lectures, seminars and individual study of literature related to the dissertation's topic. The scientific part of

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<sup>19</sup> § 58 par. 6 to 11 of the Act

<sup>20</sup> § 61 par. 3 of the Act

<sup>21</sup> § 54 par. 8 of the Act

the doctoral studies consists of individual or team scientific work of the doctoral student, which is related to the topic of the doctoral thesis.

5. If a doctoral student has applied for a dissertation topic announced by an external educational institution, he/she carries out the scientific part of the doctoral study and the obligations of the study part agreed with the university in this external educational institution. The university concludes an individual agreement with the external educational institution regarding the doctoral study of the doctoral student. It addresses issues related to the doctoral student's placement in an external educational institution, including the reimbursement of the costs of the external educational institution. The activity according to § 54 par. 11 of the Act is linked to the educational activity of the university.
6. For teaching selected subjects of the doctoral study programmes, the NHF EU in Bratislava invites creative workers from abroad with research and teaching experience and allows doctoral students to complete part of the study part in English.
7. NHF EU in Bratislava organises conferences, seminars and workshops where doctoral students can present the results of their scientific research activities.

## **Article 8**

### **Credit system for doctoral study**

1. Doctoral study is evaluated according to the principles of the credit system by the Decree of the Ministry of Education of the Slovak Republic on the credit system of study.<sup>22</sup>
2. During the course of his/her studies, the doctoral student earns credits for the following units of the study programme:
  - a) completion of the study consists mainly of specialised lectures and seminars, consultations and individual literature study according to the doctoral student's study and scientific plan necessary for the dissertation's topic. Part of the study is the dissertation examination, which is a state examination, while participation in the dissertation examination is conditioned by submitting the dissertation project to the Department for Science and Doctoral Studies of the NHF EU in Bratislava,
  - b) fulfilment of the scientific part according to the study and scientific plan of doctoral study,
  - c) elaboration of a dissertation.
3. During the study, the doctoral student must obtain a minimum of 180 credits:
  - a) for the completion of the study part at least 60 credits,
  - b) for the completion of the scientific part as a creative activity in the field of science, at least 60 credits, which after conversion by the coefficient of 0.5 credit = 1 point, corresponds to the minimum number of 120 points in the sense of the current internal regulation regulating the specification of employment

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<sup>22</sup> Decree of the Ministry of Education and Science of the Slovak Republic No. 123/2019 Coll., dated 12 April 2019, amending Decree of the Ministry of Education and Science of the Slovak Republic No. 614/2002 Coll. on the credit system of studies as amended by Decree No. 155/2013 Coll.

obligations in the field of publishing and scientific research activities of the EU in Bratislava employees at the positions of Professor, Associate Professor and Assistant Professor, except for publications in journals on the ABDC (Australian Business Deans Council) or the EUBA Star Journal List, for which a conversion factor of 1 credit = 1 point is applied,

- c) 20 credits for the dissertation project and the dissertation examination and 40 credits for the dissertation and its defence.

If the doctoral student has completed part of their study at a department other than the training department (e.g. abroad), the credits earned at this department will be counted to the full extent if they have been sent to this department in the framework of the fulfilment of his/her study programme and if the credit systems of the sending and receiving institutions are compatible.

4. In the event of a change of training department or study programme, credits earned before the change may be recognised.
5. A doctoral student who has come from a department that does not have a credit-based system of study may be allocated some credits by the NHF EU in Bratislava corresponding to the activities carried out at this department according to the system in force at the NHF EU in Bratislava or may be prescribed to obtain additional credits for activities required at the NHF EU in Bratislava, e.g. for the completion of differentiation courses.
6. The relevant examining teacher records the completion of individual subjects via AIS2. The record of the fulfilment of the scientific part of the study is made by the Department for Science and Doctoral Studies of the NHF EU in Bratislava in cooperation with the doctoral student and his/her supervisor based on the submission of a document confirming the fulfilment of a specific activity, in particular: a list of publication outputs from the Slovak Economic Library<sup>23</sup> (hereafter referred to as the "SEC EU in Bratislava"), a confirmation of the organisers of conferences on the presentation of the paper by the doctoral student, a confirmation of the head of the research team on the time period and extent of the doctoral student's involvement in the research project, etc.
7. The doctoral student must enrol in the next year of study within the time and under the conditions prescribed by the NHF EU in Bratislava. Before enrolling in the 3rd year of study of a doctoral student in the internal form or enrolling in the 4th year of study of a doctoral student in the external form, the doctoral student must successfully pass the dissertation examination. Continuous awarding of credits for creative activity in the field of science is carried out based on the doctoral student's annual evaluation by their supervisor, and cumulative awarding of credits for creative activity in the field of science is carried out by the Department for Science and Doctoral Studies of the NHF EU in Bratislava at the time of submission of the doctoral student's application for the dissertation examination and also at the time of submission of their application for the defence of the dissertation thesis.
8. Provisions of the Study Regulations of the EU in Bratislava regulate all other conditions related to the study.

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<sup>23</sup> a photocopy of publications and citations, if requested

## Article 9

### Dissertation Examination

1. Doctoral students register for the dissertation examination no later than 1 month before the date of the dissertation examination published by the NHF EU in Bratislava via the AIS2 system. The NHF EU in Bratislava announces the dates of dissertation examinations at least twice in a given academic year and publishes them in the AIS2 system at least 2 months in advance.
2. The prerequisite for applying for the dissertation examination is the completion of the obligations of the study part of the doctoral student's study and scientific plan and obtaining 60 credits for the study part, obtaining 20 credits for the elaboration of a written dissertation project and obtaining at least 20 credits for creative activity in the field of science.
3. The dissertation examination consists of a written and an oral part. Doctoral candidate submits a written part to the dissertation examination - a dissertation project on a topic close to the dissertation topic in the range of 30 - 40 pages. The topic of the dissertation project will be determined by the supervisor. The outline of the forthcoming dissertation is also part of the project. The dissertation project includes the definition of the theoretical foundations of the future solution of the dissertation topic, the analysis of the current state of knowledge in the field, and the presentation of the objectives and methodological approaches to the resolution of the research problem. The content of the oral part of the dissertation examination is a debate on the dissertation project and answering questions according to the thematic focus of the dissertation.
4. Only university teachers holding the positions of professors and associate professors and other experts approved by the Scientific Council of the NHF EU in Bratislava have the right to sit for the dissertation examination. At least two members of the dissertation examination committee shall be university teachers holding the positions of professors or associate professors (§ 63 par. 4 of the Act). The supervisor has the right to attend the meeting of the dissertation examination committee, which decides by voting on the result of the dissertation examination of the doctoral student supervised by him/her. In this case, the supervisor may also be a committee member.<sup>24</sup>
5. The dissertation examination committee shall have at least four members. The presence of the chairperson and at least two members is required for a valid decision on the result of the dissertation examination. If one of the members of the dissertation examination committee cannot participate in the examination for serious reasons, the Dean of the NHF EU in Bratislava will decide on his/her representation on the proposal of the chairperson of the relevant doctoral study subcommittee.
6. If the doctoral candidate has applied for a topic proposed by an external educational institution, the dissertation examination is held before a dissertation examination committee, where the members designated by the external educational institution are proportionally represented.<sup>25</sup>

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<sup>24</sup> Article 5(2c) of this Policy

<sup>25</sup> § 54 par. 13 of the Act

7. The Dean of the NHF EU in Bratislava appoints the chairperson and members of the dissertation examination committee on the proposal of the chairperson of the relevant doctoral study subcommittee from among the teachers in the positions of professors, associate professors and other experts approved by the Scientific Council of the NHF EU in Bratislava. The Dean of the NHF EU in Bratislava also appoints the dissertation project's reviewer on the supervisor's proposal.
8. The Department for Science and Doctoral Studies of the NHF EU in Bratislava delivers to all members of the dissertation examination committee the dissertation project of the doctoral student with the prepared review of the reviewer, the opinion of the supervisor and the assignment of the final thesis from the AIS2 system.
9. At a non-public meeting immediately after the dissertation examination, the dissertation examination committee comprehensively evaluates the course of both parts of the dissertation examination. The dissertation examination committee decides on the result of the dissertation examination by a majority vote of the members present, indicating the evaluation according to the grading scale determined by the Study Regulations of the EU in Bratislava. In the event of a tie, the vote of the Chairperson of the dissertation examination committee shall prevail.
10. A doctoral student who has failed the examination may repeat the dissertation exam only once, at the earliest, after three months have elapsed from the date of the failed dissertation examination. The retaken dissertation examination is normally held before the dissertation examination committee with the same composition as the first term. Repeated failure in the dissertation examination is a reason for terminating studies according to § 66 par. 1(c) of the Act.
11. A record of the dissertation examination is made in AIS2, signed by all members of the dissertation examination committee, the supervisor and the recorder of the dissertation examination committee. The final thesis assignment generated by the AIS2 system and a statement of the study results are annexed to the record of the state examination. The NHF EU in Bratislava will issue a written certificate of completion and the result of the dissertation examination to the doctoral student on the date determined by the NHF EU in Bratislava.
12. If a doctoral student cannot attend the dissertation examination on the appointed date for justified serious reasons and apologises in advance to the chairperson of the dissertation examination committee, the chairperson will determine an alternative date for the doctoral student. Unexcused absence of a doctoral student at the dissertation examination is evaluated according to the grading scale determined by the Study Regulations of the EU in Bratislava with the grade FX - insufficient.

## **Article 10**

### **Interruption and termination of studies**

1. The relevant provisions of the Act shall apply to the interruption and termination of doctoral study<sup>26</sup> and the Study Regulations of the EU in Bratislava.
2. Doctoral study properly ends with the defence of the dissertation, which is a state examination.

## **THIRD PART**

### **DISSERTATION THESIS**

#### **Article 11**

#### **Application for permission to defend the dissertation thesis**

1. If the doctoral student has obtained all credits for the prescribed activities in the study and research plan (except for the credits allocated for the acceptance of the dissertation for defence) and has documented the fulfilment of the obligations resulting from Art. Art. 4(2) of these Principles, submitted by the deadline referred to in Art. 4(2) of this policy, a request for permission to defend the dissertation.
2. The doctoral student shall attach to the application:
  - a) a structured, signed CV,
  - b) the dissertation thesis in five copies,
  - c) a written justification of the requested extension of the grace period for publication and access to the thesis (if requested by the author) with the approval of the Dean of the NHF EU in Bratislava, documented before the conclusion of the license agreement,
  - d) a licence agreement on the use of the thesis concluded between the author and the Slovak Republic on behalf of the EU in Bratislava, created in the thesis register in AIS2, signed by the user authorised by the Rector of the EU in Bratislava - usually the supervisor - and the author in printed form in two copies. The contract serves the needs of the central register of theses,
  - e) written affidavit of the author, by which the author proves the publication of the thesis or its part within a periodical publication or as a non-periodical publication (if the thesis has been published in this way) - only through the information system of the SEK Library of the EU in Bratislava,
  - f) a request to stop public access to the thesis, or part of it, which has been published as part of a periodical publication or a non-periodical publication (if the author requests that public access be stopped),
  - g) a separate licence agreement on the use of the thesis between the author and the EU in Bratislava, created in the registration of the final theses in AIS2, signed by the user authorised by the Rector of the EU in Bratislava and the author in printed form in two copies,
  - h) a statement by the author of the thesis on not making the thesis accessible on the EU Bratislava website (if requested by the author), indicating why they do not agree to make the thesis accessible on the EU Bratislava website. The

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<sup>26</sup> § 64, § 65, § 66 of the Act

author may refuse to grant a licence to make the thesis accessible via the EU Bratislava website without giving a reason,

- i) the result of the originality check of the thesis,
  - j) the dissertation self-report (hereinafter referred to as the "abstract"),
  - k) a record of the internal review of the dissertation, which includes a statement by the doctoral student on the incorporation of the comments from the extended scientific meeting of the department, which will take place no later than one month after the submission of the dissertation by the doctoral student to the relevant department,
  - l) a list of published theses of the doctoral student with complete bibliographic data and their references, processed according to the Decree of the Ministry of Education and Science of the Slovak Republic No. 397/2020 Coll. on the Central Register of Publication Activity and the Central Register of Artistic Activity.
  - m) identification of the research projects (number, title, principal investigator, duration of the project) in which the doctoral student participated,
  - n) the supervisor's review of the dissertation by Article 5(3)(g) of this policy.
3. The Department for Science and Doctoral Studies of the NHF EU in Bratislava will forward the request for permission to defend to the chairperson of the relevant doctoral study subcommittee of the NHF EU in Bratislava.
  4. The doctoral student's obligations related to the collection, storage and processing of dissertations and the conclusion of a licensing agreement are determined by the internal directive of the EU in Bratislava on theses.

## **Article 12**

### **Essentials of the dissertation thesis**

1. The dissertation thesis has the character of a qualifying, scientific written thesis, the basis of which is the doctoral student's original research. It demonstrates the ability and readiness for independent scientific and creative activity in science.
2. The dissertation thesis is usually prepared and defended in the national language. With the consent of the Dean of the NHF EU in Bratislava, after the opinion of the relevant doctoral study subcommittee of the NHF EU in Bratislava, the dissertation thesis may be written and defended in a language other than the national language. The doctoral student must apply for the approval of the Dean of the NHF EU in Bratislava in written form, together with the supervisor's report, no later than the deadline for applying for the dissertation examination. The dissertation elaborated on the study programmes implemented in the English language is processed in the English language.
3. The Internal Directive of the EU regulates the content, structure and recommended scope of the dissertation in Bratislava on final theses.
4. The dissertation thesis is submitted bound in a hardback book so that the separate sheets cannot be removed. Dissertation theses are submitted to the Department for Science and Doctoral Studies of the NHF EU in Bratislava. The electronic version must be identical to the printed version.

## **Article 13**

### **Dissertation abstract (self-report)**

1. The abstract is a brief summary of the dissertation (current state of knowledge, objectives, methods, methodology, results, discussion, its theoretical and practical contribution), and his/her participation in research projects during his/her doctoral studies.
2. The abstract is submitted in the national language and includes a list of literature used, an abstract in English and a list of all published works of the doctoral student and their citations.<sup>27</sup> If the dissertation thesis is written and defended in English, an abstract of the dissertation in English shall be submitted. An extended self-report in the Slovak language is part of such an abstract, and the other requirements must be fulfilled in the same way as in the case of an abstract written in the national language.
3. The recommended length of the author's abstract is 1 - 2 author's sheets. The format of the abstract is A5.

## **Article 14**

### **Preparation of dissertation defence**

1. After receiving the application for permission to defend the dissertation, the Department for Science and Doctoral Studies of the NHF EU in Bratislava will forward the application of the doctoral candidate and the dissertation to the relevant doctoral study subcommittee of the NHF EU in Bratislava within 14 days. The Department for Science and Doctoral Studies of the NHF EU in Bratislava will send the dissertation to the appointed reviewers together with the request for a review delivery.
2. After receiving all the reviews from the reviewers, the chairperson of the dissertation defence committee will set the time and place of the dissertation defence no later than six weeks after receiving the reviews.
3. Anyone interested in the issue of study and the defence of the dissertation may submit their comments to the chairperson of the defence committee at least one week before the defence, or they may make their comments orally during the defence. The doctoral candidate shall take a position on the above-mentioned statements or comments when defending the dissertation.

## **Article 15**

### **Dissertation reviewers and their reviews**

1. The Dean of the NHF EU in Bratislava appoints the reviewers of the dissertation based on the proposal of the relevant sub-disciplinary committee of the NHF EU in

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<sup>27</sup> The Decree of the Ministry of Education and Science of the Slovak Republic No. 397/2020 Coll. on the Central Register of Publication and the Central Register of Artistic Activity.



- Bratislava, which may be based on the proposal of the supervisor by Article 5 (3) (g) of this policy.
2. If a reviewer has been assigned to assess the dissertation of a particular doctoral student in the AIS2, he/she will upload a review in AIS2. For this purpose, the training department will request the allocation of identification data to access the AIS2 for the external reviewer from the Centre of Information Technologies of the EU in Bratislava. The review, which has not been created in AIS2, must be subsequently processed in AIS2. As far as dissertations are concerned, The Department for Science and Doctoral Studies of the NHF EU in Bratislava is responsible for the processing of such a review in AIS2. The reviewer shall submit a written review of the dissertation no later than 4 weeks from the appointment date as a reviewer. If the thesis reviews are to be made publicly available, the author of the thesis report shall submit, together with the report, a signed licence agreement for the use of the thesis review. The author of the review in AIS2 will create the licence agreement. If the reviewer cannot prepare the review, he/she shall notify the Dean of the NHF EU in Bratislava no later than 14 days from receipt of the decree on the appointment of the reviewer.
  3. If the reviewer does not submit the review within the time limit according to point 2 and does not do so even within seven days after a repeated call, the chairperson of the relevant doctoral study subcommittee of doctoral study will submit a proposal for the appointment of a new reviewer to the Dean of the NHF EU in Bratislava.
  4. The review contains an objective and critical analysis of the strengths and weaknesses of the submitted dissertation. In the review, the reviewer expresses his/her opinion mainly on the determination of the objectives and the degree of their fulfilment, the appropriateness of the methods used, the methodology, the evaluation of the knowledge base, the scientific contribution and the originality of the work, the application contribution of the thesis to practice. At the same time, the review will also include questions for the author during the thesis defence.
  5. In the conclusion of the reviewer's review, each reviewer shall clearly state whether or not he/she recommends the thesis for defence and whether or not he/she proposes the award of the academic degree PhD, based on the defence outcome of the submitted dissertation.
  6. If the review does not meet the requirements specified in points 4 and 5, the Dean of the NHF EU in Bratislava will return it to the reviewer for completion or reworking, with a deadline for resubmission within two weeks from the call.

## **Article 16**

### **Dissertation defence**

1. By defending the dissertation, the doctoral student demonstrates the ability and readiness for independent scientific and creative activity in research or development.<sup>28</sup>
2. The dissertation defence committee has at least four members and dissertation reviewers are invited without the right to vote. If the application for the defence

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<sup>28</sup> § 54 par. 14 of the Act

of the dissertation has been submitted by a doctoral student from an external educational institution, the members appointed by the external educational institution shall be proportionally represented in the dissertation defence committee.

3. The chairperson and members of the dissertation defence committee shall be appointed within 30 days by the Dean of the NHF EU in Bratislava on the proposal of the chairperson of the relevant doctoral study subcommittee of the NHF EU from among the teachers in the positions of professors, associate professors and other experts approved by the Scientific Council of the NHF EU in Bratislava. At least two members of the dissertation defence committee shall be university teachers holding the positions of professors or associate professors (§ 63 par. 4 of the Act).
4. The presence of at least two-thirds of the members of the dissertation defence committee is necessary for the defence to take place. If one of the three reviewers cannot attend the dissertation defence due to severe reasons and his/her opinion is positive, the defence may be held in his/her absence. With the consent of the Dean of the NHF EU in Bratislava, the reviewer may participate in the dissertation defence via video conference call.
5. If one of the reviewers has given a negative review of the dissertation, the defence cannot take place in his/her absence.
6. The dissertation defence is conducted by the chairperson of the committee or a member of the dissertation defence committee based on the authorisation of the chairperson of the relevant doctoral study subcommittee of the NHF EU in Bratislava.
7. Immediately after the end of the dissertation defence, a closed meeting of the defence committee is held, which shall be attended by the members of the defence committee, the reviewers and the doctoral student's supervisor. In a closed session, the defence committee, in discussion with the reviewers and the doctoral student's supervisor, comprehensively evaluates the course of the dissertation defence. Subsequently, the dissertation defence committee decides by a majority vote of the members present, in a secret ballot, whether or not to award the academic degree of "philosophiae doctor" (abbreviated as "PhD.") to the doctoral student. In the event of a tie, the vote of the chairperson of the dissertation defence committee is decisive.
8. Subsequently, after the secret ballot on whether or not to award the academic degree "philosophiae doctor" (abbreviated as "PhD.") to the doctoral student, the dissertation defence committee shall, based on the result of the above secret ballot in a public debate, determine the result of the dissertation defence by the classification grade according to the Study Regulations of the EU in Bratislava. The result of the dissertation defence by classification grade is determined by each member of the dissertation defence committee proposing a classification grade for the dissertation defence and then calculating the arithmetic average of the evaluations of all present members of the dissertation defence committee and the assessment of all reviewers. The overall result of the state examination and the overall result of the study shall be determined by the relevant provisions of the valid study regulations of the EU in Bratislava. Concurrently, the dissertation defence committee, based on the evaluation of the result of the dissertation defence with a classification grade ranging from A - excellent to E - sufficient according to the study regulations of the EU in Bratislava and the AIS2 system-generated extract of

the results of the study, also evaluates the overall result of the doctoral student's study with a classification grade according to the study regulations of the EU in Bratislava.

9. Immediately after the end of the dissertation defence, a record of the state examination is made in AIS2, which is signed by all members of the dissertation defence committee, the supervisor and the recorder of the dissertation defence committee.
10. The vote result will be announced by the chairperson of the dissertation defence committee at its public meeting immediately after the end of the non-public meeting of the dissertation defence committee.
11. A doctoral student who, based on the result of the dissertation defence, has not been approved by the dissertation defence committee for the award of the academic degree "philosophiae doctor" (abbreviated as "PhD") has the right to submit a revised dissertation and to reapply for permission to defend the dissertation in the same study programme in such a way that the date of the re-defence of the dissertation does not exceed the standard length of the study period by more than two years.

## **FOURTH PART**

### **COMMON, TRANSITIONAL and FINAL PROVISIONS**

#### **Article 17**

##### Tuition fees and charges

1. The relevant provisions of the Act shall apply to tuition fees and fees associated with doctoral studies<sup>29</sup> fees related to study at the EU in Bratislava for the relevant academic year.

#### **Article 18**

##### Common, transitional and final provisions

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<sup>29</sup> § 92 of the Act

1. The entrance examination for doctoral study, the dissertation examination and the dissertation defence are usually held in the present form. In exceptional and justified cases, the entrance examination, the dissertation examination and the dissertation defence may also be conducted by videoconference or by other means of information and communication technology without the physical presence of the participants in the entrance examination, the dissertation examination or the dissertation defence, including the secret ballot (if a secret ballot is part of the relevant process), if the technical conditions enable it. The entrance examination, the dissertation examination and the dissertation defence may also be conducted in a combined form. The Dean of the NHF EU in Bratislava decides on the admission examination for doctoral studies online or in a combined form based on a written application of the candidate. The decision to conduct the dissertation examination or dissertation defence online or in a combined form is made by the chairperson of the relevant committee based on a request from the doctoral student, a member of the committee, or the reviewer.
2. The Principles of organisation of doctoral study at the University of Economics in Bratislava were discussed and approved by the Scientific Council of the EU in Bratislava on the 5 of December 2022 and come into force and effect on the date of the approval by the Scientific Council of the EU in Bratislava.
3. These Principles of organization of doctoral Study at the Faculty of National Economy of the EU in Bratislava were discussed and proposed by the College of the Dean of the NHF of the EU in Bratislava on 18.1.2023.
4. These Principles of organisation of doctoral study at the Faculty of National Economy of the EU in Bratislava were discussed and proposed by the Academic Senate of the NHF of the EU in Bratislava on 10.3.2023.
5. These Principles of organisation of doctoral study at the Faculty of National Economy of the EU in Bratislava were discussed and approved by the Scientific Council of the NHF of the EU in Bratislava on 8.6.2023 and enter into force on this date. They take effect from 1.9.2023 for students of the 3rd degree of study admitted to the 1st year of the 3rd degree of studies at the NFH EU in Bratislava from the academic year 2023/2024.
6. The principles of the organisation of doctoral study at the Faculty of National Economy of the EU in Bratislava, as amended by Appendix No.1 approved by the Scientific Council of the NHF EU in Bratislava on 23.6.2022 remain in force for all students of the 3rd degree of study at the NHF EU in Bratislava who started their study in the period from 1.9.2022 to 31.8.2023. Article 8, 3 b) of this policy came into force on the 1 of September 2022 for students enrolled in the doctoral study from the academic year 2022/2023.
7. The principles of organisation of doctoral study at the Faculty of National Economy of the EU in Bratislava, approved by the Scientific Council of the NHF EU in Bratislava on 28.5.2020, remain in force for students of the 3rd degree of study at the NHF EU in Bratislava who started their study in the period from 1.9.2020 to 31.8.2022.
8. The principles of organisation of doctoral study at the Faculty of National Economy of the EU in Bratislava, approved by the Scientific Council of the NHF EU in Bratislava on 9.8.2016, remain in force for all students of the 3rd degree of study at the NHF EU in Bratislava who started their study in the period from 1.9.2016 to 31.8.2020.

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prof. Ing. Erika Pastoráková, PhD.  
chairperson of the Scientific Council of the NHF EU in Bratislava  
Dean of the NHF EU in Bratislava

## **Annex 1**

### **The doctoral study subcommittees of the NHF EU in Bratislava<sup>30</sup>**

**The Doctoral Study Subcommittee 1.1 economics** - study programme: economics

**The Doctoral Study Subcommittee 1.2 Finance** - study programme: finance

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<sup>30</sup> The list of the doctoral study subcommittees at the EU in Bratislava is in the annexe of the internal regulation of the University of Economics in Bratislava "Establishment of the doctoral study committee and doctoral study subcommittees for monitoring and evaluating doctoral study in the study field of economics and management at the University of Economics in Bratislava".