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FIL/2847/2022

## GUIDELINE

# DIRECTIVE OF THE DEAN ON DOCTORAL STUDIES AT THE FACULTY OF PHILOSOPHY OF THE CATHOLIC UNIVERSITY OF RUŽOMBEROK

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The original of the signed Dean's Directive on Doctoral Studies at the Faculty of Arts of the Catholic University in Ružomberok No.S-FFKU-8 dated 13 September 2022 is stored and available for inspection at the Secretariat of the Dean of the Faculty of Arts of the Catholic University in Ružomberok.



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AT THE FACULTY OF PHILOSOPHY  
OF THE CATHOLIC UNIVERSITY IN RUŽOMBEROK

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Approved and issued:	doc. Marek Babic, PhD.		

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Pursuant to Act 131/2002 Coll. on Higher Education and on Amendments and Additions to Certain Acts, as amended (hereinafter referred to as the "Higher Education Act") and the Study Regulations of the Faculty of Arts of the Catholic University in Ružomberok, which apply to doctoral studies, I issue this Directive:

Article 1  
Introductory  
provisions

1. Doctoral studies are the third stage of higher education. The Faculty of Arts of the Catholic University of Ružomberok (hereinafter referred to as "the Faculty") provides doctoral studies in accredited study programmes in given fields of study. The aim of doctoral studies is to prepare doctoral students for independent creative scientific research work by acquiring comprehensive theoretical knowledge based on the current state of scientific and artistic knowledge, mastering the methodology of scientific work and to provide doctoral students with the highest degree of higher education in the relevant study programme.
2. Doctoral studies are carried out in full-time and part-time form. Students in the full-time form of doctoral studies are granted a scholarship. The external form of doctoral studies is fee-paying.
3. The relevant provisions of the Study Regulations of the Faculty apply to doctoral studies.
4. Doctoral studies are conducted according to an individual study plan under the guidance of a supervisor. It takes place at the faculty or at an external educational institution with which the faculty has concluded a framework agreement on doctoral studies (hereinafter referred to as "external educational institution") and with which it concludes an individual agreement for each doctoral student, which addresses issues related to the doctoral student's stay at the external educational institution, including the reimbursement of costs to the external educational institution.
5. Doctoral studies in individual fields of study are monitored and evaluated by the disciplinary committee of the respective field of study, established in accordance with the Faculty's internal regulation on the disciplinary committee. The branch committee, or the members of the branch committee, are appointed by the Dean of the Faculty after approval by the Scientific Council of the Faculty.

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Article 2  
Organisation of doctoral studies

1. The standard length of a full-time doctoral programme is three or four academic years. The number of credits to be achieved as a condition for the proper completion of studies is 180 credits for a full-time doctoral programme with a standard length of study of three academic years and 240 credits for four academic years. The standard length of a doctoral programme of part-time study shall be four or five academic years; the number of credits to be achieved as a condition for regular graduation shall be 180 credits for a doctoral programme of part-time study with a standard length of study of four academic years and 240 credits for five academic years.
2. Doctoral studies may not exceed their standard length by more than two years (Section 65(2) of the Higher Education Act). In this case, the date of termination of studies when the standard length of studies is exceeded is the end of the academic year in which the student should have completed his/her studies (Section 66(2)(b) of the Higher Education Act).

Article 3  
Admission  
procedure

1. The dean will invite the heads of the departments to notify the Department of Science and Doctoral Studies by the end of February of the given calendar year at the latest of the dissertation topics for the next academic year, which the department proposes to announce, on the proposal of the supervisors with the approval of the study programme guarantors and the chairpersons of the departmental committees, with regard to the orientation of its scientific research activities and prospective staff-qualification needs. The proposal must include: the name of the study programme, the name and surname of the supervisor including titles, the title of the topic, the form of study (full-time/external), the date of the admission procedure, the form and framework content of the admission examination and the method of evaluating its results. External educational institutions may also submit proposals for dissertation topics. If the external training institution proposes to announce the dissertation topics for the following academic year, it shall notify the Department for Science and Doctoral Studies of this fact by the end of the third week of February of the calendar year in question.
2. The dean shall consider the proposals of the heads of departments with regard to the scientific and research objectives of the faculty, the equitable use of teaching capacities and the strategic objectives of the faculty in the field of human resources development and shall announce, at least two months before the deadline for the submission of applications for doctoral studies, the topics of the dissertations that may be applied for in the framework of the admission procedure; if the topic is announced by an external educational institution, the name of this institution shall also be mentioned. The dissertation topics will be



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the seat of the faculty after approval by the guarantor of the relevant study programme. At the same time, the admissions committee together with the guarantors of the study programme have the right to decide on the final wording of the topic before the candidate is admitted.

3. The applicant completes the application form for doctoral studies in accordance with the Higher Education Act. The application form shall be accompanied by the documents required by the published conditions of the admission procedure.
4. Upon delivery of the written application form to the faculty or by duly completing and submitting the electronic application form via the AIS system, the admission procedure begins for the applicant.
5. The basic condition for admission to doctoral studies is the completion of a second-degree study programme or a study programme pursuant to Section 53(3) of Act 131/2002, as amended.
6. In the event that the applicant does not meet the specified conditions published on the website of the relevant faculty, the faculty will return the application form together with the attached documents with a brief justification to the applicant for doctoral studies.
7. The dean shall publish the conditions of the admission procedure no later than two months before the last day for the submission of applications.
8. If the applicant for doctoral studies fulfils the requirements, the dean will invite him/her to an admission interview at least 14 days before the date of the admission interview. A copy of the invitation is included in the applicant's personal file. The admission examination shall take place before an admissions board consisting of a chairperson and at least two members appointed by the dean on the proposal of the chairperson of the board, as a rule from among the members of the board. The members of the admissions committee may also include other distinguished experts appointed by the Dean of the Faculty. The chairman of the admissions committee is normally the chairman of the union committee. At least one of the appointed members of the committee shall have the scientific and pedagogical rank of professor. If the admissions procedure is for a candidate on a subject advertised by an external educational institution, a representative of the external educational institution shall also be a member of the admissions committee. The admission examination may be held at the external educational institution with the participation of representatives of the Faculty of Arts of KU.
9. The content of the admission interview consists of finding out the prerequisites for independent scientific work. The candidate submits and defends a written proposal of the dissertation project containing: justification of the choice of the topic, aim, methods, terminological proficiency in the field, a brief description of the state of research on the topic and the basic research questions. The committee shall also take into account the extent and quality of the applicant's professional publications or artistic activity and the results of his/her other professional or artistic activity.
10. The Admissions Board will evaluate the result of the admissions examination in a





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closed session. If there are several applicants for the study programme, the committee will determine their ranking according to their success in the entrance examination and according to the set criteria (publication activity,


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its scope and quality, the applicant's participation in competitions of student scientific and professional works, success in these competitions, knowledge of several foreign languages, etc.). The faculty shall publish the results of the scores with the applicant's numerical code on the faculty's website no later than on the day following the admission examination.

11. A report on the result of the admission interview is drawn up and the admission proposals of the successful PhD candidates are submitted by the admissions committee to the Dean of the Faculty. The dean, on the proposal of the admissions committee, shall decide within 30 days of the admission interview whether or not to accept the applicant. A candidate who has received a decision not to be admitted to doctoral studies has the right, upon request, to consult the documentation of his/her admission procedure and may submit a request for a review of this decision. The decision on admission or non-admission shall be delivered by registered mail in the applicant's own hands.
12. If an applicant for admission to the full-time form of doctoral studies is also interested in the external form of study in case he/she would not be admitted to the full-time form of study for capacity reasons, he/she shall indicate this interest in the application form by circling the external form in addition to the full-time form in the application form.

#### Article 4 Start of doctoral studies

1. An applicant who has received a final decision on admission to study becomes a student from the date of enrolment (Section 69(1) of Act No.131/2002 Coll. on Higher Education). If the enrolment of an applicant admitted to study takes place before the beginning of the academic year in which he/she is to start his/her studies, the applicant becomes a student from the beginning of the academic year unless he/she notifies the university in writing by 15 August before the beginning of that academic year that he/she is cancelling his/her enrolment.
2. The date, time and place of enrolment shall be determined by the Dean. Information about enrolment is delivered to the applicant together with the decision on admission by registered mail. If for serious reasons the student cannot attend the enrolment on the set date, he/she shall notify the relevant faculty office in writing within five days after the set date and request permission to enrol on an alternative date.
3. At the enrolment, the doctoral student receives basic information about the study programme in which the doctoral study is carried out, about the study units for the creation of an individual study plan, about the conditions for obtaining credits and about other requirements of the study.
4. The relevant department of the faculty makes a record of the enrolment in the academic information system, which enters the necessary data in the register of students in accordance with §73 (3) of Act No. 131/2002 Coll. on Higher Education.

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5. Enrolment also includes validation of the student's ID card. Issuing and validation of ID cards is provided by the Institute of Information and Communication Technologies of KU.
6. A full-time doctoral student will receive a decree within two weeks of enrolment stating the amount of the scholarship.
7. The study is carried out at the faculty. The attendance of a full-time doctoral student at the training centre and the way of recording it are determined in the relevant directive.
8. Doctoral students are covered by occupational safety legislation.
9. The Faculty of Philosophy of the Catholic University in Ružomberok allows doctoral studies also for foreign nationals in accordance with Act No.131/2002 Coll. on Higher Education and on Amendments and Additions to Certain Acts and Decree of the Ministry of Education No. 614/2002 Coll. on the Credit System of Studies.

#### Article 5 Doctoral Scholarship

1. The Catholic University provides scholarships in accordance with §54 (18) of Act No.131/2002 Coll. on Higher Education and on Amendments and Supplements to Certain Acts. The source of funding is a subsidy from the Ministry of Education, Science, Research and Sport of the Slovak Republic and the faculty's own resources.
2. A full-time doctoral student is granted a scholarship by a higher education institution or an external educational institution during the standard duration of his/her studies, starting from the academic year beginning on 1 September of the calendar year in question until the date of completion of his/her studies, if he/she has not already obtained another higher education of the third cycle. The scholarship shall be awarded to the doctoral student by the Dean of the Faculty.
3. Students in the full-time form of doctoral studies are entitled to a scholarship for the duration of their studies:
  - a) until the dissertation examination has been passed, at least at the level of the 6th grade and the first grade of the special pay scale for university teachers and research and development employees according to a special regulation;
  - b) after passing the dissertation examination, at least in the amount of the 7th salary grade and the first salary step of the special salary scale for university teachers and research and development employees according to a special regulation.
4. The scholarship for doctoral students will end on the expiry of the standard duration of studies or on the date of the defence of the doctoral thesis before the expiry of the standard duration of studies.



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Article 6  
Doctoral  
student

1. A doctoral student admitted to the full-time form of study has the rights and obligations as a student of a higher education institution (Sections 70 and 71 of Act No. 131/2002 Coll. on Higher Education).
2. An agreement is concluded with a doctoral student in an external study form who is being trained for other institutions, which sets out the obligations of the doctoral student and the training institution. His/her external doctoral studies shall be carried out on a fee-paying basis.
3. The doctoral student performs duties according to an individual study plan. The doctoral student's annual evaluation is prepared by the supervisor in cooperation with the doctoral student in writing on a prescribed form, which is submitted to the relevant faculty office no later than 15 June of the current year.
4. A doctoral student ceases to be a doctoral student upon the expiry of the time allotted for studies, abandonment of studies, expulsion from studies for failure to fulfil the individual study and scientific plan or termination of studies.
5. Doctoral candidate:
  - a) cooperates with the supervisor on the development of an individual study and scientific plan, oriented in particular towards the fulfilment of the scientific part of the study programme, in connection with the dissertation, which is approved by the relevant departmental committee. He/she shall consult with the supervisor on the progress of the individual study and research plan and on the related publication and grant activity;
  - b) handles all matters relating to doctoral studies in collaboration with, with the knowledge of, or through the supervisor;
  - c) in the full-time form of study, performs teaching or other professional activity to the extent of a maximum of 4 hours per week on average per academic year in which the teaching takes place. The content of the pedagogical and professional activities shall be determined for the doctoral student by the head of the training institute;
  - d) keeps personal records and archives copies of all teaching, scientific and publishing activities (invitations to scientific, artistic and professional events, certificates of participation in them, papers, published works, participation in grants, projects, etc.), which are submitted to the supervisor as a basis for the award of credits for scientific and publishing activities. He/she shall also submit copies of his/her teaching, research and publication activities to the relevant faculty office together with the doctoral student's annual evaluation by 15 June of the current year. Doctoral students in full-time and part-time study are obliged to submit each publication

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- to the Central Register of Publication Activities (CREPČ) and each artistic activity to the Central Register of Artistic Activities (CREUČ);
- e) must demonstrate a minimum B2 level of world language proficiency by passing an examination by the time of application for the PhD examination.

Article 7  
Trainer

1. The function of a supervisor in an accredited doctoral study programme is performed by a teacher of a university in the function of professor or in the function of associate professor or other similar function, who has been approved for this position by the Faculty's Scientific Council. The rules for the approval of supervisors are laid down in the relevant directive.
2. The tutor for the topics announced by the external training institution may be a person approved by that institution. The external training institution shall provide the university or faculty's academic board with the scientific and pedagogical characteristics of its supervisors.
3. Trainer:
  - a) in cooperation with the doctoral student, compiles the doctoral student's individual study and research plan and a written proposal of the dissertation project and submits it to the departmental committee for consideration,
  - b) manages and professionally guarantees the fulfilment of the doctoral student's study plan and controls the fulfilment of his/her pedagogical activities,
  - c) awards the doctoral student a certain number of credits for the completed stages of the individual study of scientific literature and the scientific part of the study plan, if defined in the study plan, and for the dissertation, if defended,
  - d) submits to the dean an annual evaluation of the doctoral student's fulfilment of his/her study plan by 15 June of the current year, with a statement as to whether or not he/she recommends the doctoral student's continuation of his/her studies,
  - e) submits to the dean a proposal for the exclusion of a doctoral student from doctoral studies and expresses his/her opinion together with the chair of the doctoral committee on the doctoral student's request for a change of the topic of the doctoral thesis, change of supervisor, change of the form of doctoral studies, interruption of doctoral studies,
  - f) proposes to the dean a study stay of a doctoral student in other domestic or foreign institutions of science, education, research, technology or art,
  - g) comments on the written thesis for the dissertation examination, prepares the dissertation report and the working characteristics of the doctoral student entrusted to him/her,
  - h) proposes to the Dean to entrust a supervisor - specialist with the management of specific parts of the PhD student's scientific programme of study,



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- i) for the doctoral student to consult with other experts as needed,
- j) is a member of the examination committee for the dissertation examination and the defence of the doctoral thesis of the doctoral student,
- k) the role of the supervisor may be terminated by: resignation of the supervisor, decision of the Faculty's Scientific Board, decision of the Faculty Committee or death of the supervisor.

Article 8

Doctoral student's individual study plan

1. The doctoral student's individual study plan expresses the continuity of the doctoral student's studies with the scientific discipline within which his/her scientific training is carried out.
2. The curriculum of doctoral studies consists of special courses for doctoral students, seminars and individual study of literature focused on the topic of the dissertation. Lectures and seminars usually end with an examination. Doctoral subjects are divided into compulsory, elective and elective courses. The prescribed course structure is specified in the Annex to this Directive. The compulsory subjects must be taken during the first three semesters of the doctoral programme in the case of full-time doctoral studies and during the first four semesters of the doctoral programme in the case of part-time doctoral studies. In exceptional cases, elective courses may also be taken in the later semesters of the doctoral programme. Doctoral students have the possibility to enrol as elective subjects also in additional subjects offered by the faculty in its degree programmes, especially the Master's degree programme, if they have not been taken in the previous higher education degree. The study of elective subjects and individual study of scientific and professional literature do not replace the completion of compulsory or compulsory elective subjects specified in the doctoral student's curriculum or the performance of teaching activities at the university. The individual study of literature can be divided into stages, which are concluded by the award of a certain number of credits by the supervisor. The course of study ends with the completion of a dissertation examination. The scientific part of the doctoral studies consists of individual or collective (team) scientific work of the doctoral student, focused on the topic of the dissertation, and is professionally supervised by the supervisor.
3. Part of the individual plan of a full-time doctoral student is the performance of pedagogical or other professional activities contributing to the expansion of his/her professional outlook, or the completion of part of his/her studies at another training workplace or at a foreign university. For external doctoral students, this activity is replaced by another adequate activity (organisation of lectures, seminars, internships, etc.). In the case of a doctoral candidate who is registered for a dissertation topic announced by an external educational institution, the faculty's agreement with the institution includes where and how the study part of the programme and the doctoral candidate's teaching activity will take place.

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4. The individual study plan specifies the doctoral student's study and scientific activities, and may also specify the doctoral student's pedagogical activities. The structure of the individual study plan forms one of the annexes to this Directive.

a) In the case of study activities, the individual study plan specifies the list of courses to be taken by the doctoral student, the list of subjects of the dissertation experience selected from the list approved by the departmental committee, the list of required and recommended literature to be completed by the doctoral student presťudovat' within the framework of his/her individual preparation for the dissertation experience. The individual study plan also includes the dates by which the doctoral candidate is to complete the individual courses and the dissertation experience.

b) In the case of scientific activities, the individual study plan shall specify the stages of the doctoral student's research work (maximum two stages), including the dates of their completion. The individual study plan may also specify the timing of the publication of the results of the doctoral student's research work (publications, lectures, etc.) and the doctoral student's participation in the resolution of grant projects.

c) In the case of pedagogical activities, the individual study plan may specify in advance the doctoral student's involvement in the pedagogical process at the department, including a list of seminars or exercises to be conducted or other activities related to the pedagogical process.

5. At the proposal of the supervisor, the doctoral student's individual plan may include foreign stays of the doctoral student, completion of a course or lectures beyond the recommended study part of the doctoral student's study plan in the full-time form of study.

6. The supervisor also comments on the doctoral student's participation in mobilities.

#### Article 9

##### Credit system for doctoral studies and evaluation of learning outcomes

1. The credit system is applied in all forms of doctoral studies. A credit is a unit of the doctoral student's workload.

2. The doctoral student earns credits for the following activities during his/her studies:

- a) completion of the study part of the individual plan, which consists mainly of lectures and seminars,
- b) dissertation exam,



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- c) independent creative activity in the field of science, possibly also in the field of art (publishing and artistic activity, solving projects)<sup>1</sup>,
  - d) the performance of teaching or other professional activities at the faculty (e.g. the doctoral student's own teaching activities),
  - e) dissertation defence.
4. A compulsory course enrolled in a given academic year and passed unsuccessfully, i.e. assessed twice with the grade FX, can be enrolled by the doctoral student once more during the study in the following academic year. If in the following academic year he/she passes the course unsuccessfully, i.e. receives a grade of FX twice, he/she will be excluded from the study for not fulfilling the requirements arising from the study programme and the KU Study Regulations.
  5. A compulsory elective course enrolled and passed unsuccessfully, i.e. assessed twice with the grade FX, can be enrolled by the doctoral student once again in the following academic year, or another compulsory elective course can be enrolled instead. If he/she fails the course in the following academic year, i.e. receives a grade of FX twice, he/she will be expelled from the study for not fulfilling the requirements of the study programme and the KU Study Regulations.
  6. If a doctoral student has completed part of his/her studies at a workplace other than his/her own (e.g. abroad), the credits obtained at this workplace are counted in full if he/she has been seconded to this workplace in the framework of the fulfilment of his/her individual study and research plan and if the credit systems of the sending and receiving workplaces are compatible (transfer of credits).
  7. If there is a change of the training centre, a change of the form of doctoral studies, or a change of the study programme, the doctoral student may be credited with the previously acquired credits if this is in accordance with his/her new individual study and research plan. A doctoral student who has come from a workplace where a credit-based system of study is not in place may be allocated an adequate number of credits by the new supervising workplace at the university or faculty according to its system (credit allocation). The new training institute may, if necessary, require the doctoral student to obtain additional credits for the activities he/she requests, e.g. for the completion of differential courses completed by examination.
  8. In the full-time or part-time form of doctoral studies, a doctoral student may apply for the dissertation examination if he/she has obtained at least 60 credits for the prescribed duties.

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<sup>1</sup> The individual assessed activities and the number of credits for them are set out in Annex A to this Directive.



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9. Advancement to a higher year is conditional on the number of credits earned. Advancement to a higher year in both forms of study is conditional on a positive evaluation of the doctoral student's individual study and plan by the relevant field committee.
- a) For advancement to the second year of doctoral studies in the full-time form it is a condition to obtain at least 40 credits and 30 credits in the external form,
  - b) for advancement to the third year of study, a minimum of 80 credits in the full-time form and a minimum of 60 credits in the part-time form is required,
  - c) obtaining a minimum of 120 credits for advancement to the fourth year in the external form of study,
  - d) the minimum number of credits from the study, scientific and pedagogical part of the programme, which the student must obtain for the entire period of study, is 180 or 240 credits (according to the standard length of study).
- Failure to comply with these conditions is grounds for expulsion of the doctoral student from the study.
10. A doctoral student may apply for permission to defend his/her dissertation if he/she has obtained at least 120 credits (in the case of a three-year full-time or four-year part-time form) or 180 credits (in the case of a four-year full-time or five-year part-time form). The supervisor expresses his/her opinion on the permission to defend his/her dissertation.
11. The results of each unit of study completed are recorded in the Academic Information System (AIS).
12. In the event that a doctoral student does not complete his/her studies within the standard length of studies, the annual evaluation of the doctoral student will be carried out in the year of study in which the studies should have been completed, as well as in the following years until the completion of the studies.

#### Article 10

##### Change of the form of doctoral studies, interruption and termination of doctoral studies

1. A change in the form of doctoral studies, study programme, supervisor or training centre may be made during doctoral studies in justified cases, especially if this creates more favourable conditions for the fulfilment of the doctoral student's individual study and scientific plan.
2. A doctoral student may apply to the Dean of the Faculty for a change of the form of doctoral studies from full-time to part-time or vice versa in the event that he/she does not complete his/her studies by defending his/her dissertation in the specified time or for other reasons worthy of consideration. The doctoral studies may not exceed their standard duration by more than two years, even if the form is changed. O



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changes in the form of doctoral studies are decided by the dean on the basis of the doctoral student's application and after the supervisor and the field committee have given their opinion.

3. A full-time doctoral student may not exceed five or six years of study, depending on the standard length of study. A doctoral student in the part-time form may not exceed six or seven years of study, depending on the standard length of study, even if the form is changed.
4. When changing the form of doctoral study from full-time to part-time or vice versa, the length of the doctoral study after the change is determined on the basis of the aliquot length (expressed in months) of the full-time form of study or part-time form of study that the doctoral student has completed up to the date of the change.
5. Doctoral studies end with the defence of the dissertation. The defence must take place at the latest on the day of the completion of the standard length of the doctoral studies specified in the study programme. If the defence does not take place by the specified deadline, the procedure may be followed in accordance with Art. 17 of the KU Study Regulations.
6. The Dean of the Faculty may, on his/her own or on the basis of a proposal from the supervisor, exclude a student from studies in the event that the doctoral student fails to fulfil his/her obligations (as set out in this Directive and the Dean's attendance guidelines).
7. The interruption of studies is regulated by Section 64 of the Higher Education Act. The interruption is authorised by the Dean on the basis of a justified request of the student and after payment of the study fees. Interruption of studies in the first year is possible only after the end of the winter semester. The interruption of studies applies to a complete part of studies (semester, year). The application for interruption of studies with the consent of the supervisor shall be addressed by the doctoral student to the Dean of the Faculty and submitted to the relevant department of the Faculty no later than 3 weeks before the beginning of the semester. Exceptions in exceptional and unforeseen cases (e.g. sudden serious health problems) are decided by the Dean. The decision to interrupt studies shall be delivered to the student in person or by post in his/her own hands.
8. A doctoral student may request in writing to interrupt his/her studies:
  - a) for a maximum of three academic years due to parental leave,
  - b) for a maximum of two academic years for health or other serious personal reasons (on presentation of verifiable evidence),
  - c) for a maximum period of one year without giving any reason.
9. A change of supervisor may occur during the duration of the doctoral studies. The change must be approved by the chair of the relevant departmental committee and the new supervisor is appointed by the dean.



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Article 11  
Dissertation  
Examination

1. The dissertation examination is the first part of the state examination and is subject to the provisions of Section 54 (3) and (13) and Section 63 of the Higher Education Act.
2. A full-time doctoral student shall apply for a dissertation experience within a maximum of 18 months from the start of the study. A doctoral student in the external form shall apply for the dissertation experience at the latest within 24 months from the start of the studies. Approval to undertake the dissertation experience is subject to the completion of at least 60 credits. If the doctoral student does not register for the dissertation examination by the end of the second year (full-time) or the end of the third year (part-time) at the latest, he/she will be expelled from the course of study.
3. In situations worthy of special consideration, a doctoral student may submit a request to the Dean of the Faculty for an extension of the application deadline for the dissertation examination.
4. The application for the dissertation examination in written form is submitted to the Department of Science and Doctoral Studies. The application form for the dissertation experience is specified in the Annex. The doctoral candidate submits the dissertation application form together with:
  - a) a written thesis for the dissertation examination with the supervisor's statement on the doctoral student's study and scientific activities. An application for the dissertation examination that is submitted without a written dissertation examination paper is not complete and is considered invalid,
  - b) list of published works and outputs from participation in scientific events, at least one publication in category V2
  - c) proof of participation in the scientific project,
  - d) proof of proficiency in a "world" language at B2 level.
5. After checking all the findings of the application and verifying that the minimum number of credits has been obtained, the Department for Science and Doctoral Studies will immediately deliver the complete application to the chair of the dissertation committee, who will set the date of the dissertation examination so that it takes place within three months of the submission of the application in the case of full-time and part-time doctoral students.
6. The dissertation examination consists of an oral part and a defence of the written dissertation. The topic of the thesis to be defended is determined by the topic of the dissertation. The written thesis is prepared by the doctoral student independently under the guidance of the supervisor.
7. The length of the written thesis is usually 20 standard pages excluding the list of



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references and appendices. By the written thesis for the dissertation examination, the doctoral student demonstrates the ability to formulate and conceive his/her own scientific text, the ability to work with the literature of the subject, the ability to apply the acquired methodology and research methodology and to state



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partial results of the dissertation topic. The written thesis includes a detailed project of further solution of the topic.

The structure of the written work is as follows:

- a) Title page;
- b) Abstract;
- c) outline of a future dissertation;
- d) introduction to the issue;
- e) current state of the problem, theoretical reflection of the problem, its analysis;
- f) own research and problem solving project, objectives of the work, chosen methodological and methodological approach;
- g) list of bibliographical references and literature used;
- h) Attachments.

8. If the written thesis for the dissertation examination is written in a foreign language, it shall contain items (a) to (g) of paragraph 7.
9. The training institute submits the written thesis for the doctoral dissertation examination of the doctoral student with all attachments and the supervisor's statement on the dissertation examination to the chair of the dissertation committee.
10. The written thesis for the dissertation examination is reviewed by a referee. The opponent may be an expert with at least the scientific rank of PhD (CSc.), who does not work at the doctoral student's workplace.
11. The course of both parts of the dissertation examination is evaluated by the committee by a classification scale "passed" and "failed" respectively.
12. If a doctoral student is unable to attend the dissertation examination on the scheduled date for compulsory reasons and apologises in advance to the chair of the examination committee, the chair of the committee may give him/her an alternative date. Withdrawal from the examination or unexcused absence of the doctoral student from the examination shall be evaluated by the statement "failed".
13. A doctoral student who fails the examination may repeat the examination only once, at the latest after three months, but at the latest by the end of the penultimate year of the standard length of the doctoral studies. Repeated failure in the dissertation examination shall be grounds for expulsion from the doctoral programme. If a doctoral student does not successfully complete the dissertation examination by the end of the penultimate year of the standard length of the doctoral studies, he/she will not be enrolled in the next academic year.
14. A protocol on the dissertation experience is drawn up, which includes the student's application for the dissertation experience and the opinion of the opponent of the written thesis. The protocol shall be signed by the chairperson and the members of the committee present. On the performance and result of the dissertation

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The training institute shall issue a written certificate (Certificate of completion of the dissertation examination) to the doctoral student.

#### Article 12

##### Dissertation Examination Board

1. The dissertation examination is held before a committee of at least four members. It shall consist of a chairperson and at least three other members, at least one of whom shall not be from the faculty or institute where the doctoral candidate will be working. A referee may be a member of the examining committee if he/she has been approved as a member of the examining committee. If he/she is not a member of the examination committee and is not eligible to sit for the national examinations, he/she shall not grade the dissertation examination. The chairperson, the other members of the examination committee and the opponent are appointed and the subjects of the oral part of the examination are determined by the dean on the basis of the proposal of the branch committee. At least two of the members of the examination committee shall be university teachers in the capacity of professors or associate professors. s̃kolitel̃ doctoral student also participates in the dissertation examination, but is not considered a member of the examination committee and does not vote on the outcome of the examination.
2. The opponent cannot be a family member of the doctoral student, his/her direct supervisor or subordinate in an employment or similar employment relationship, or a supervisor.
3. A valid decision on the result of the dissertation examination requires the presence of a majority of the members of the examination committee. If one of the members of the committee is unable to participate in the examination for compulsory reasons, his/her representation may be decided by the dean with the consent of the chairman of the trade union committee. The result of the examination shall be decided by a majority vote of members present at a closed meeting. In the event of an equality of votes, the chairman shall have the casting vote.
4. The overall result of the dissertation examination is evaluated by classification grades A to FX (A - excellent, B - very good, C - good, D - satisfactory, E - sufficient, FX - insufficient).

#### Article 13

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

1. The dissertation is the final thesis according to the Higher Education Act and the defence of the dissertation is a state examination (§63 of the Higher Education Act), it is public and takes place before the defence committee, which is appointed by the dean on the proposal of the departmental committee.
2. A doctoral student may submit an application for permission to defend his/her dissertation



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to the Dean if he/she has earned at least 120 or 180 credits, depending on the study programme, not including the credits allocated for the dissertation defence (60 credits).  
The doctoral student shall submit



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the application in sufficient time so that the dissertation defence can take place uskutočnit' no later than on the day of the completion of the standard length of the doctoral studies. In the case of doctoral students whose studies do not exceed the standard length of their studies, the deadline for the submission of the dissertation is set for 31 May of the last year of studies at the latest. If a doctoral student submits his/her dissertation after this deadline, the defence of the dissertation will take place in the next academic year, thus exceeding the standard length of the doctoral studies. The period of study may not exceed the standard period by more than two years. In the case of doctoral students whose studies exceed the standard length of study, the deadline for submission of the dissertation is set for 31 December at the latest. May of the current academic year; if a doctoral student whose study exceeds the standard length of study by one year or less submits the dissertation after this deadline, the defence of the dissertation shall take place in the next academic year; if a doctoral student whose studies exceed the standard duration by more than one year submits a dissertation after this deadline, the dissertation will not be defended.

3. Each doctoral student must demonstrate at least three publications (one of which is in the V3/O3 category) before applying for permission to defend his/her doctoral thesis.
4. The doctoral student shall attach the following items to the application for permission to defend:
  - a) the supervisor's statement on the defence of the dissertation with the proposal of three opponents,
  - b) a structured professional CV,
  - c) the dissertation in printed form in triplicate and in one electronic version,
  - d) autoreferat of the dissertation in the number of 20 pieces,
  - e) a list of published works with full bibliographic data from the CREPČ register, or artistic outputs from the CREUČ register, as well as evaluations of them, drawn up by the relevant institutions in the field of science, technology or the arts,
  - f) list of participation in conferences and scientific projects,
  - g) license agreement for the use of the work 2x,
  - h) license agreement for the use of the thesis 2x,
  - i) originality protocol,
  - j) a justification of the differences between the original and the submitted dissertation, if the doctoral student submits a new dissertation in the same field of doctoral studies after an unsuccessful defence,
  - k) Together with the submission of the application for permission to defend the dissertation, the doctoral student is obliged to submit the dissertation to his/her supervisor, in a form identical in content and form to the copies of the dissertation he/she submits when submitting the application for defence (this copy of the dissertation is not included in the number of dissertations according to par. 4c).
5. The distribution of autoreferences will be ensured by the relevant faculty office.




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Article 14  
Requirements of a  
dissertation


1. The doctoral candidate submits his/her dissertation for defence in Slovak language. With the consent of the Dean, he/she may also submit the dissertation in a language other than Slovak. In such a case, an abstract in Slovak is a mandatory part of the dissertation.
2. The formal modification of the dissertation should be carried out according to the current directive of the Rector of KU on the formalities of final theses and according to the directive of the Dean of the Faculty of Arts of KU on the termination of studies at the Faculty of Arts of KU.
3. Doctoral candidates may submit as a dissertation their own published work or a set of their own published works, which elaborate on the topic of the dissertation in terms of their content. If the doctoral candidate submits a set of his/her own publications, he/she shall supplement it with a detailed introduction in which he/she explains the current state of the subject, the aims of the dissertation and the conclusions that have been drawn from the dissertation topic. If the enclosed publications are the work of several authors, the doctoral candidate shall also enclose a declaration of the co-authors of his/her authorship.
4. A dissertation usually contains a theoretical introduction, which analyses the current state of knowledge in the given subject, a description of the objectives, a detailed description of the methods used (methods of work, material), the results obtained, their evaluation, discussion, conclusion and a list of the literature used.
5. The requirements for the formal layout of the dissertation, including the scope of the thesis, font size, numbering, etc., are set out in the Rector's Directive on the Requirements for Final Theses and Dissertations. The dissertation shall be submitted in hardback and in electronic form.

Article 15  
Preparation of dissertation defence

1. Upon receipt of the application for permission to defend the dissertation, the dean forwards the doctoral student's application together with the dissertation, which contains the required elements, to the thesis committee within 15 days. The departmental committee, after having familiarised itself with the dissertation, shall, within 30 days, propose to the dean the composition of the defence committee and three opponents. In proposing the opponents, the thesis committee may base itself on the proposal of the supervisor. If the opinion of the chair of the thesis committee on the submitted thesis is negative, the relevant thesis committee must comment on the submitted thesis.

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2. If the relevant departmental committee finds that the doctoral student's application for permission to defend the dissertation or the dissertation itself does not meet the required requirements, it shall recommend that the doctoral student withdraw the dissertation and invite the doctoral student to remedy the deficiencies within a specified period of time. If the doctoral candidate does not agree with this opinion, the departmental committee shall propose to the dean not to defend the doctoral thesis.
3. The doctoral student may ~~withdraw~~ the submitted dissertation and the request for permission to defend it before the dean invites in writing the members of the dissertation committee, the members of the defence committee, the opponents, s'kolitel'a and the doctoral student to the defence. If the doctoral student takes ~~back~~ the submitted thesis and the request for defence after this deadline, the defence committee will take a vote on whether this has the same consequence as the decision of the committee not to award the degree. The committee shall set a deadline by which the doctoral student must submit the thesis for defence and request permission to defend it.
4. Within 30 days after receiving the opinion of the dissertation committee, the dean appoints the dissertation opponents and sends them the dissertation for review.
5. After the delivery of all reports from the opponents, the Dean appoints the chair of the dissertation defence committee and its other members. The date of the defence is specified in the appointment decree.
6. The relevant faculty department will immediately invite in writing the opponents, the supervisor and the doctoral student to the defence. The dean or the relevant department of the faculty shall publish a notice of the defence and information on where and how the candidates can get acquainted with the dissertation on the official notice board and in electronic form on the faculty's website.
7. The university is entitled to publish in the announcement of the time and place of the dissertation defence
  - a) name and surname of the author of the dissertation,
  - b) academic titles, scientific-pedagogical titles, artistic-pedagogical titles or scientific ranks of the author of the dissertation,
  - c) the title of the dissertation,
  - d) the name of the study programme for which the author of the dissertation is enrolled,
  - e) the name of the field of study in which the study programme under (d) is pursued,
  - f) the date, time and place of the dissertation defence.

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## Article 16

### Committee members and opponents for the dissertation defence

1. The dissertation defence committee consists of a chairperson, at least four members, one of whom must be from a department other than the faculty at which the doctoral student is studying, three opponents and a supervisor. The doctoral supervisor shall be a member of the doctoral thesis defence committee, but may not vote. The chairperson and at least one member shall be appointed from among the members of the thesis committee. In the event of a tie, the chair's vote shall prevail. Approval of the dissertation defence committees will be by vote of the thesis committee (including per rollam voting).
2. No more than four defences may be held before the same committee on the same day.
3. The dean appoints the opponents on the basis of the proposal of the supervisor and the departmental committee, which may be based on the proposal of the supervisor. The referees shall be selected from among experts in the field or specialisation of the doctoral field who are not employees of the same institution, and only one of them may be from the department where the doctoral student's studies are carried out.
4. The dissertation is assessed by three opponents. At least one of the opponents must be a holder of the scientific-pedagogical title of professor or a holder of the scientific degree of doctor of sciences or a researcher with the awarded qualification level I. Other opponents may be holders of the scientific-pedagogical title of associate professor, researchers with a scientific qualification of grade IIa or eminent experts with the academic title of PhD or with an equivalent title demonstrating third-level education, or qualified practitioners holding one of the above-mentioned titles. Ethical principles shall be taken into account in the selection of referees. The referee cannot be a family member of the doctoral candidate, his/her immediate superior or subordinate in an employment or similar relationship, or a (former) supervisor.
5. The opponent will submit a written report and return the dissertation to the relevant faculty department no later than 6 weeks after its receipt. In case the opponent is not able to prepare the report, he/she shall notify within 15 days. Subsequently, the dean, on the proposal of the chair of the thesis committee, shall appoint a new opponent.
6. The review contains an objective and critical analysis of the strengths and weaknesses of the dissertation, is concise and does not repeat the content of the dissertation. In particular, the referee expresses in the opinion:
  - a) to the topicality of the chosen topic,
  - b) whether the dissertation has met its objective,
  - c) to the chosen processing methods,

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- d) on the results of the dissertation, indicating what new insights it brings,
  - e) to contribute to the further development of science, technology or the arts.
8. Each referee prepares a separate opinion and in it he/she clearly states whether or not he/she proposes the award of an academic degree on the basis of the submitted dissertation and evaluates the dissertation in terms of the ECTS standard classification grades. The assessments shall be uploaded to the Academic Information System (AIS).
  9. If the opponent's opinion does not comply with the conditions, the Trade Union Commission shall return it to the opponent for completion or reworking, with a deadline for its submission of not more than 30 days.
  10. In the event that at least two negative evaluations are made on the thesis, the defence cannot take place and the thesis is returned to the doctoral student for reworking.
  11. The dean shall ensure that the defence of the dissertation takes place no later than five months after the application for its authorisation has been submitted. The dean's office, through the Department of Science and Doctoral Studies, shall send the opposing opinions to the members of the committee, the supervisor, the doctoral student and the department at which the degree programme was carried out. The dissertation defence is public. It may be declared closed by the dean in exceptional cases if public debate on it would jeopardise a secret protected by a special law.
  12. The defence may be conducted only in the presence of two-thirds of the number of members of the defence committee entitled to vote, including at least two opponents, at least one opponent and at least one other member of the committee must be from another institution. If one of the opponents is unable to attend the defence for serious reasons and his/her opinion is favourable, the defence may be held without him/her, provided that all the members of the defence committee present agree to this before the defence. In such a case, the opinion of the absent opponent shall be read out in full at the defence.
  13. If a doctoral student is unable to attend the defence on the scheduled date for serious reasons, he/she must apologise in advance to the dean and the chair of the defence committee. In such a case, the dean, in agreement with the chair of the defence committee, will set an alternative date for the defence and notify the participants of the defence.
  14. The defence shall be conducted by the chairman of the defence committee; in exceptional cases, another member of the defence committee, who is also a member of the union committee, may be entrusted with the conduct of the defence. Neither the opponent nor the supervisor shall conduct the defence, even if they are members of the defence committee.
  15. The procedure for defending a dissertation:



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- a) the defence begins with the chairperson; he/she introduces a brief curriculum vitae of the doctoral student, announces the topic of the dissertation, asks the supervisor for essential information from the review and examination of the doctoral student's scientific or artistic works and the responses to them,
- b) The doctoral student then briefly states the essential content of his/her dissertation, its conception, results and contribution,
- c) the opponents shall present the substantive content of their opinions; in the absence of an opponent, the chairperson or another member of the board authorised by him or her shall read his or her opinion in full,
- d) the doctoral student takes a position on the opposing opinions, particular, he/she comments on all objections and comments and answers their questions,
- e) the chairman informs those present of the opinions and statements made and opens a discussion in which all those present may participate; the discussion verifies the accuracy, validity, scientific or artistic merit and *záväznosť* of the findings contained in the thesis,
- f) the PhD student answers all questions during the discussion and takes a position on all suggestions and objections of the participants.

19. At the end of the defence, a closed meeting of the defence committee is held, attended by its members, including the opponents and the supervisor. At the closed session, the course and outcome of the defence and the possibility of using the results of the dissertation in practice will be evaluated. The committee and the opponents shall decide by secret ballot whether to propose the award of the doctoral degree to the doctoral candidate.

20. Voting shall be carried out by ballot papers containing the following data: the name and surname of the doctoral student, the date and place of the defence and the text "I agree with the award of the academic degree - I do not agree with the award of the academic degree". The members of the committee shall vote by circling the text with which they agree. Any other vote shall be invalid.


21. A motion for the award of an academic degree shall require the participation of at least two-thirds of all members of the committee eligible to vote and the affirmative vote of a majority of members present. If this is done, the defence of the thesis shall be graded "pass"; otherwise, it shall be graded "fail".

22. A record of the result of the vote shall be made (the Voting List), which shall be signed by all members of the Commission present.

23. The result of the vote shall be announced by the Chair of the Defence Committee at a public meeting of the Defence Committee.

24. If the result of the vote is negative, the defence committee shall agree in closed session to withdraw the proposal not to confer the academic degree. This justification shall form part of the minutes of the outcome of the vote. The result of the vote with the justification shall be announced by the chair of the defence committee at a public meeting of the defence committee.

25. The result of the vote with its explanation shall also be communicated to the doctoral student by the chairperson of the committee.

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in writing and delivered to the doctoral student in his/her own hands.

26. The proposal to award or not to award an academic degree to a doctoral student, together with the minutes of the defence and voting and the doctoral student's file, shall be submitted by the chair of the defence committee to the dean within 15 days of the date of the defence.


27. A doctoral student who, on the basis of the result of the dissertation defence or because of his/her unexcused absence from the defence, is proposed by the defence committee not to be awarded an academic degree, may reapply for permission to defend his/her thesis in the same degree programme no sooner than six months after the date on which his/her thesis defence was held or was due to be held, so that he/she completes the process within one year. The dissertation defence may be repeated only once.

28. For a successful defence of a dissertation thesis, the doctoral student receives 60 credits. Within five working days after the successful defence, the supervisor will ensure that they are entered into the AIS electronic system and will promptly deliver a printed and signed extract from the system to the Department of Science and Doctoral Studies.

#### Article 17

##### Deciding on the award of an academic degree

1. The proposal of the dissertation defence committee to award or not to award an academic degree to a doctoral graduate, as well as the documentation of the defence and the complete material of the doctoral student, is reviewed by the dean.
2. If the dean finds that the procedure according to Art. 16, he shall order a retrial of the defence.
3. If the dean finds that the procedure according to Art. 16 and, if the defence committee has proposed that the doctoral student be awarded the degree, it shall forward the materials on the defence to the Rector with a proposal for the award of the academic degree to the doctoral student.
4. Graduates of doctoral studies are awarded the academic degree of "doctor" ("philosophie doctor", abbreviated PhD.). The diploma is signed by the Rector of the University and the Dean of the Faculty.
5. The dean shall send the doctoral student a written notification of the award or non-award of the academic degree. The notification shall be hand-delivered.
6. Graduation certificates shall be issued within 45 days of the regular completion of studies, unless the graduate agrees to a later issuance of such certificates. If the diploma is issued in two languages, a supplement to the diploma shall also be issued in those languages, either as a single document in two languages or as two documents in separate languages.

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Article 18  
Tuition fees

1. KU determines the annual tuition fees for individual doctoral study programmes (§92 of the Higher Education Act). The annual tuition fee applies to the academic year and is determined on the proposal of the dean of the faculty in accordance with an internal KU regulation (Rector's Directive on the amount of tuition fees and fees associated with education at KU for the relevant academic year).
2. In accordance with the regulations (the Higher Education Act, the Directive of the Rector of the KU in Ružomberok on tuition fees for the respective academic year), the KU determines the amount of tuition fees for exceeding the standard length of study, for external paid study programmes of doctoral studies and tuition fees for foreigners.
3. The amount of tuition fees is determined for all years of study during the standard length of the study programme for students admitted to study in the relevant academic year.
4. The tuition fees beyond the standard length correspond to the tuition fees specified in the study programme for the relevant academic year.
5. Foreign nationals who are not citizens or permanent residents of an EU Member State pay tuition fees for the entire duration of their studies for the academic year in question.

Article 19  
Transitional and final provisions

- (1) On the date of entry into force of this Directive, the Directive of the Dean of the Faculty of Arts of the Catholic University of Ružomberok on Doctoral Studies at the Faculty of Arts of the Catholic University of Ružomberok of 1 September 2021 shall cease to be valid and effective.
- (2) A doctoral student who was admitted to doctoral studies before the date of entry into force of this Directive of the Dean of the Faculty of Arts of the Catholic University of Ružomberok on Doctoral Studies at the Faculty of Arts of the Catholic University of Ružomberok shall complete his/her doctoral studies in accordance with the Directive on Doctoral Studies that was in force at the time of the commencement of his/her doctoral studies.
- (3) The annexes to this Directive include the Allocation of Credits to Individual Doctoral Student Activities, the Individual Study Plan Form, the Dissertation Examination Application Form, the Request for Permission to Defend Dissertation Form, and the Structure of the Opponent's Report on the Dissertation.
- (4) This Directive shall enter into force on the date of its publication by the Dean of the Faculty of Arts of KU.



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(5) This Directive shall enter into force on 13 September 2022.



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## Attachments

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Annex 2

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Application form for permission to defend the dissertation

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Structure of the opponent's opinion on the dissertation



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**Annex 1**

**Recommended study plans:**

**History - internal form of study**

Category Subject	Profile Subject	Name of subject	Semester	Credits	Weekly range of hours (P/C)
PP	Yes	Methodology of historical sciences	1	6	1/1
PP	Yes	Doctoral Seminar 1	1	6	0/1
PP	Yes	Doctoral Seminar 2	2	6	0/1
PP	Yes	Doctoral Seminar 3	3	6	0/1
PP	Yes	Doctoral Seminar 4	4	6	0/1
PP	Yes	Doctoral Seminar 5	5	6	0/1
PP	Yes	Research stay	1-6	10	
PVP	No	Auxiliary Historical Sciences	2	9	1/1
PVP	No	History of history	3	6	1/1
PVP	No	Philosophy of History	4	6	1/1
PVP	No	English language for PhD students	1-6	4	0/2
PVP	No	Subject provided by others by workplace	1-4		
PP	No	Dissertation Examination	2-3	30	
PP	No	Defence of the dissertation	6	60	

**Teaching and other professional activities**

Activities for which credits are awarded	Semester	Credits
Individual study of scientific literature	1-6	3
Authorship or co-authorship of teaching aids and texts	1-6	10
Elaboration of a thesis report (for one B.Sc. thesis)	1-6	1
Conducting a thesis presented at a student scientific conference	1-6	5
Study mobility at a foreign institution (min. 30 days)	1-6	10
Management of the final thesis of the bachelor study	1-6	3
Own teaching activity (1 lesson per week in a semester)	1-6	5

**Creative activity in science**

Activities for which credits are awarded	Semester	Credits
Domestic or foreign publication (V3, U3, V2)	1-6	15
Other domestic or foreign publication (V3, O3, V2, O2)	1-6	5
Active participation in a foreign scientific event	1-6	10
Active participation in a domestic scientific event (article in proceedings, extended abstract...)	1-6	5
Participation in a scientific project	1-6	10
Presentation at the conference of young scientists	1-6	3
Other activities (e.g. member of conference organising committee, etc.)	1-6	3
Lecture at a professional seminar within the workplace	1-6	2
Completion of a defined stage of own research work	1-6	5
For each citation	1-6	1
Research mobility at a foreign institution (min. 30 days)	1-6	10



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**History - external form of study**

Category Subject	Profile Subject	Name of subject	Semester	Credits	Weekly range of hours (P/C)
PP	Yes	Methodology of historical sciences	1	6	1/1
PP	Yes	Doctoral Seminar 1	1	6	0/1
PP	Yes	Doctoral Seminar 2	2	6	0/1
PP	Yes	Doctoral Seminar 3	3	6	0/1
PP	Yes	Doctoral Seminar 4	4	6	0/1
PP	Yes	Doctoral Seminar 5	5	6	0/1
PP	Yes	Research stay	1-8	10	
PVP	No	Auxiliary Historical Sciences	2	9	1/1
PVP	No	History of history	3	6	1/1
PVP	No	Philosophy of History	4	6	1/1
PVP	No	English language for PhD students	1-8	4	0/2
PVP	No	Subject provided by others workplace	1-6		
PP	No	Dissertation Examination	5-6	30	
PP	No	Defence of the dissertation	8	60	

**Teaching and other professional activities**

Activities for which credits are awarded	Semester	Credits
Individual study of scientific literature	1-8	3
Authorship or co-authorship of teaching aids and texts	1-8	10
Elaboration of a thesis report (for one B.Sc. thesis)	1-8	1
Conducting a thesis presented at a student scientific conference	1-8	5
Study mobility at a foreign institution (min. 30 days)	1-8	10
Management of the final thesis of the bachelor study	1-8	3

**Creative activity in science**

Activities for which credits are awarded	Semester	Credits
Domestic or foreign publication (V3, U3, V2)	1-8	15
Other domestic or foreign publication (V3, O3, V2, O2)	1-8	5
Active participation in a foreign scientific event	1-8	10
Active participation in domestic scientific events (article in proceedings, extended abstract...)	1-8	5
Participation in a scientific project	1-8	10
Presentation at the conference of young scientists	1-8	3
Other activities (e.g. member of conference organising committee, etc.)	1-8	3
Lecture at a professional seminar within the workplace	1-8	2
Completion of a defined stage of own research work	1-8	5
For each citation	1-8	1
Research mobility at a foreign institution (min. 30 days)	1-8	10



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**Systematic Philosophy - internal form of study**

Subject category	Profile subject	Name of subject	Semester	Credits	Weekly range of hours (P/C)
PP	Yes	Doctoral Seminar 1	1	5	0/2
PP	Yes	Introduction to research and publishing	1	4	1/1
PP	Yes	Doctoral Seminar 2	2	5	0/2
PP	Yes	English language for PhD students	2	4	0/2
PP	Yes	Doctoral Seminar 3	3	5	0/2
PP	Yes	Current issues in philosophy	3	3	2/0
PP	Yes	Doctoral Seminar 4	4	5	0/2
PP	Yes	Doctoral Seminar 5	5	5	0/2
PP	Yes	Study or research mobility	1-6	10	
PVP	No	Philosophy of language	1, 3	3	2/1
PVP	No	MacIntyre's Philosophical Project	1, 3	3	0/2
PVP	No	Contemporary moral and legal philosophy	1, 3	3	2/1
PVP	No	Environmental philosophy	1, 3	3	0/2
PVP	No	Analytical Metaphysics	2, 4	3	2/1
PVP	No	Analytical Aesthetics	2, 4	3	1/2
PVP	No	Subject provided by another workplace	1-4		
PP	No	Dissertation Examination	2-3	30	
PP	No	Defence of the dissertation	6	60	

**Teaching and other professional activities**

Activities for which credits are awarded	Semester	Credits
Individual study of scientific literature	1-6	3
Authorship or co-authorship of teaching aids and texts	1-6	10
Elaboration of a thesis report (for one B.Sc. thesis)	1-6	3
Conducting a thesis presented at a student scientific conference	1-6	2
Study mobility at a foreign institution (min. 30 days)	1-6	10
Management of the final thesis of the bachelor study	1-6	3
Own teaching activity (1 lesson per week in a semester)	1-6	3

**Creative activity in science**

Activities for which credits are awarded	Semester	Credits
Domestic or foreign publication (V3, U3, V2)	1-6	15
Other domestic or foreign publication (V3, O3, V2, O2)	1-6	5
Active participation in a foreign scientific event	1-6	10
Active participation in a domestic scientific event (article in proceedings, extended abstract...)	1-6	5
Participation in a scientific project	1-6	5
Presentation at the conference of young scientists	1-6	3
Other activities (e.g. member of conference organising committee, etc.)	1-6	3
Lecture at a professional seminar within the workplace	1-6	2
Completion of a defined stage of own research work	1-6	5
For each citation	1-6	1
Research mobility at a foreign institution (min. 30 days)	1-6	10



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**Systematic Philosophy - external form of study**

Category Subject	Profile Subject	Name of subject	Semester	Credits	Weekly range of hours (P/C)
PP	Yes	Doctoral Seminar 1	1	5	0/2
PP	Yes	Introduction to research and publishing	1	4	1/1
PP	Yes	Doctoral Seminar 2	2	5	0/2
PP	Yes	English language for PhD students	2	4	0/2
PP	Yes	Doctoral Seminar 3	3	5	0/2
PP	Yes	Current issues in philosophy	3	3	2/0
PP	Yes	Doctoral Seminar 4	4	5	0/2
PP	Yes	Doctoral Seminar 5	5	5	0/2
PP	Yes	Doctoral Seminar 6	6	5	0/2
PP	Yes	Doctoral Seminar 7	7	5	0/2
PVP	No	Philosophy of language	1, 3, 5	3	2/1
PVP	No	MacIntyre's Philosophical Project	1, 3, 5	3	0/2
PVP	No	Contemporary moral and legal philosophy	1, 3, 5	3	2/1
PVP	No	Environmental philosophy	1, 3, 5	3	0/2
PVP	No	Analytical Metaphysics	2, 4, 6	3	2/1
PVP	No	Analytical Aesthetics	2, 4, 6	3	1/2
PVP	No	Subject provided by other department by	1-6		
PP	No	Dissertation Examination	5-6	30	
PP	No	Defence of the dissertation	8	60	

**Teaching and other professional activities**

Activities for which credits are awarded	Semester	Credits
Individual study of scientific literature	1-8	3
Authorship or co-authorship of teaching aids and texts	1-8	10
Elaboration of a thesis report (for one B.Sc. thesis)	1-8	3
Conducting a thesis presented at a student scientific conference	1-8	2
Study mobility at a foreign institution (min. 30 days)	1-8	10
Management of the final thesis of the bachelor study	1-8	3
Own teaching activity (1 lesson per week in a semester)	1-8	3

**Creative activity in science**

Activities for which credits are awarded	Semester	Credits
Domestic or foreign publication (V3, U3, V2)	1-8	15
Other domestic or foreign publication (V3, O3, V2, O2)	1-8	5
Active participation in a foreign scientific event	1-8	10
Active participation in a domestic scientific event (article in proceedings, extended abstract...)	1-8	5
Participation in a scientific project	1-8	5
Presentation at the conference of young scientists	1-8	3
Other activities (e.g. member of conference organising committee, etc.)	1-8	3
Lecture at a professional seminar within the workplace	1-8	2
Completion of a defined stage of own research work	1-8	5
For each citation	1-8	1
Research mobility at a foreign institution (min. 30 days)	1-8	10



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**Theory and History of Journalism - internal form of study**

Category Subject	Profile Subject	Name of subject	Semester	Credits	Weekly range of hours (P/C)
PP	Yes	Media research methodologies	1	4	1/1
PP	Yes	Doctoral Seminar 1	1	3	0/2
PP	Yes	Doctoral Seminar 2	2	3	0/2
PP	Yes	Doctoral Seminar 3	3	3	0/2
PP	Yes	Doctoral Seminar 4	4	3	0/2
PP	Yes	Doctoral Seminar 5	5	3	0/2
PP	Yes	Study or research mobility	1-6	10	
PP	No	English language for PhD students	1-6	4	0/2
PVP	No	Philosophical-Theological Aspects Communications	2	4	1/1
PVP	No	Media-linguistic penetrations	3	4	1/1
PVP	No	The cultural and social roles of the media	4	4	1/1
PVP	No	Subject provided by other department	1-4		
PP	No	Dissertation Examination	2-3	30	
PP	No	Defence of the dissertation	6	60	

**Teaching and other professional activities**

Activities for which credits are awarded	Semester	Credits
Individual study of scientific literature	1-6	3
Authorship or co-authorship of teaching aids and texts	1-6	10
Elaboration of a thesis report (for one B.Sc. thesis)	1-6	3
Conducting a thesis presented at a student scientific conference	1-6	2
Study mobility at a foreign institution (min. 30 days)	1-6	10
Management of the final thesis of bachelor studies	1-6	3
Own teaching activity (1 lesson per week in a semester)	1-6	3

**Creative activity in science**

Activities for which credits are awarded	Semester	Credits
Domestic or foreign publication (ADC, ADD, ADM, ADN, CDC, CDD, ABA, ABB, ABC, ABD)	1-6	15
Other domestic or foreign publication (ADE, ADF, AEC, AED, AFA, AFC)	1-6	5
Active participation in a foreign scientific event	1-6	10
Active participation in a domestic scientific event (article in proceedings, extended abstract...)	1-6	5
Participation in a scientific project	1-6	5
Presentation at the conference of young scientists	1-6	3
Other activities (e.g. member of conference organising committee, etc.)	1-6	3
Lecture at a professional seminar within the workplace	1-6	2
Completion of a defined stage of own research work	1-6	5
For each citation	1-6	1
Research mobility at a foreign institution (min. 30 days)	1-6	10



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Annex 2

**Individual study plan**

Name, surname, title: .....

Workplace: .....

Field of Study: .....

Study programme: ..... form of study: .....

Trainer: .....

Dissertation topic:<sup>2</sup> .....

.....

.....

.....

PhD students from: .....to: .....

STUDY ACTIVITY <sup>3</sup>		
<b>A.</b>	<b>Compulsory subjects</b>	<b>Deadline</b>
1.		
...		
<b>B.</b>	<b>Compulsory elective subjects</b>	<b>Deadline</b>
1.		
...		

<sup>2</sup> The title of the thesis should be given (in this order) in Slovak, in English and in the language of the thesis, if it is not Slovak or English, and should not be written in verbs.

<sup>3</sup> Dates for completion of courses and other assignments in the table to the study part are specified by indicating the semester in which the activity is to be carried out.



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<b>C. Other</b>	<b>Deadline</b>
1.	
...	
<b>D. Dissertation Examination</b>	<b>Deadline</b>
1.	

<b>SCIENTIFIC AND PUBLISHING ACTIVITIES<sup>4</sup></b>		
<b>A. Publication activity</b>	<b>Deadline</b>	
1.		
...		
<b>B. Lectures and conferences</b>	<b>Deadline</b>	
1.		
...		
<b>C. Activity in grants</b>	<b>Deadline</b>	
1.		
...		
<b>D. Other</b>	<b>Deadline</b>	
1.		
...		

**OTHER ACTIVITIES<sup>5</sup>**

<sup>4</sup> The tasks in the table on scientific and publishing activities are specified in a framework, i.e. by indicating the type of activity, and the deadlines for their implementation are specified by indicating the academic year in which the activity is to be carried out.

<sup>5</sup> The table on teaching activities is to be filled in only in the case of full-time study. The tasks are specified in outline, i.e. by indicating the type of activity, and the dates of their implementation are specified by indicating the academic year in which the activity is to be carried out.





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<b>A.</b>	<b>Own pedagogical activity</b>	<b>Deadline</b>
1.		
...		
<b>B.</b>	<b>Other</b>	<b>Deadline</b>
1.		
...		

Signature of the PhD student: ..... Signature of supervisor:

.....

Approved on: ..... Signature of the OK Chairperson: .....

Signature of the Dean of the Faculty: .....



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Annex 3

### Application for the dissertation examination

Name, surname, title: .....

Permanent address (including postcode): .....

Correspondence address (including postcode):  
.....  
.....

Phone: ..... E-mail: .....

Field of study and study programme: .....

Vintage: ..... Form of study: .....

Trainer: .....

Thesis title for the dissertation examination:<sup>6</sup> .....

Date: ..... Signature: .....

I agree with the application of the PhD student for the dissertation examination.

Date: ..... Signature of supervisor: .....

I certify that the conditions for passing the dissertation examination are met.

Date: ..... Signature of the OK Chairperson: .....

---

<sup>6</sup> The title of the thesis should be given (in this order) in Slovak, in English and in the language of the thesis, if it is not Slovak or English, and should not be written in verbs.



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**Annex 4**

**Application for permission to defend the dissertation**

Name, surname, title: .....

Permanent address (including postcode): .....

.....

Correspondence address (including postcode):

.....

.....

Phone: ..... E-mail: .....

Field of study and study programme: .....

Start date of doctoral studies: .....

Dissertation examination date: .....Form of study:

..... Supervisor(s):

.....

Thesis title:<sup>7</sup> .....

.....

.....

.....

Date: ..... Signature of PhD student: .....

<sup>7</sup> The title of the thesis should be given (in this order) in Slovak, in English and in the language of the thesis, if it is not Slovak or English, and should not be written in verbs.



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**Annex 5**

**Opponent's opinion on the dissertation**

A. Assessment of the topicality of the topic

.....

B. Commentary on the methods used

.....

C. Evaluation of achieved results and originality of the work

.....

D. Evaluation of the contribution of the work

.....

E. Comments on the formal level of the work

.....

F. Comments on the level of content of the thesis

.....

G. Final statement

On the basis of the submitted dissertation, **I propose to** award the doctoral student the scientific-academic rank of "philosophiae doctor" (PhD.) in the field of study .....

Date: ..... Signature of opponent: .....