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FACULTY OF INTERNATIONAL RELATIONS

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**Principles of the Organization of Doctoral Studies
at the Faculty of International Relations
University of Economics in Bratislava**

2023

The Dean of the Faculty of International Relations of the University of Economics in Bratislava (hereinafter referred to as the “FMV EUBA”), pursuant to Section 54 of Act No. 131/2002 Coll. on Higher Education and on Amendments and Additions to Certain Acts, as amended (hereinafter referred to as the “Act”), issues the Internal Regulation No. B2/FMV/2023 “Principles of the Organisation of Doctoral Studies at the Faculty of International Relations of the University of Economics in Bratislava” (hereinafter referred to as the “Principles”) in relation to the Internal Regulation No. B/7/2022 “Principles of the Organisation of Doctoral Studies at the University of Economics in Bratislava”.

PART ONE GENERAL PROVISIONS

Article 1 Introductory provisions

1. The doctoral study programme is a study programme in the third degree of higher education studies. Doctoral studies consist of a study part and a scientific part.¹ The doctoral study programme focuses on obtaining knowledge based on the current state of scientific knowledge and particularly on the student's own contributions to such knowledge, resulting from scientific research and independent creative activities in science, or from independent theoretical activities. Graduates from a doctoral study programme receive third-degree higher education.² Basic terms and conditions applicable to such studies are governed by Section 54 of the Higher Education Act. FMV EUBA provides doctoral studies in the field of study according to the accredited study programmes.³
2. Doctoral studies are provided as full-time studies or part-time studies. The standard length of doctoral studies in full-time mode of study is three academic years, in part-time mode four academic years.⁴
3. Doctoral studies are carried out at the faculty, or an external educational institution may participate in its implementation, with which the FMV EUBA concludes a framework agreement on doctoral studies and also concludes an individual agreement for each doctoral student, in which the issues of the doctoral student's activity in the external educational institution are agreed, including the reimbursement of costs to the external educational institution.⁵

¹ Section 54(8) of the Higher Education Act

² Section 54(1) of the Higher Education Act

³ Three provisions of Act No. 269/2018 Coll. on Quality Assurance of Higher Education and on Amendment and Supplementation of Act No. 343/2015 Coll. on Public Procurement and on Amendment and Supplementation of Certain Acts, as amended.

⁴ Section 54(2) of the Higher Education Act

⁵ § Section 54(12) of the Act.

Article 2
Management and Control of Doctoral Studies at the FMV EUBA

1. Doctoral studies at the EUBA in the appropriate field of study are monitored and evaluated in regard to national and international standards by the field of study committee, or joint field study committee.⁶
2. Doctoral studies at the FMV EUBA are monitored and evaluated regarding national and international standards by the field of study subcommittee established for the study programme concerned. The list of field of study subcommittees for EUBA doctoral studies is provided in an annex to the internal regulation Establishment of the Field of Study Committee and Field of Study Subcommittees for Doctoral Studies to Monitor and Evaluate Doctoral Studies in the Field of Study Economics and Management at the University of Economics in Bratislava.
3. Teaching at doctoral studies at the faculty is continuously monitored and evaluated in the relevant study programme by the Programme Board, which does so in cooperation with the relevant field of study subcommittee.

PART TWO
DOCTORAL STUDENT'S STUDIES

Article 3
Doctoral Student's Employment and Social Status at the Workplace

1. A doctoral student admitted to a doctoral study programme is a third-degree higher education student.⁷
2. The Dean of the FMV EUBA decides on the placement of a full-time doctoral student at a faculty workplace. The doctoral student's assignment to an external teaching institution is regulated by the individual agreement concluded with the external teaching institution.
3. The full-time doctoral student must stay at the doctoral student training unit during the academic year for the hours as determined by the training unit, but, in any case, not less than for 20 hours per week in addition to the hours defined in Article 4(2)(1)(ii) hereof, during which time the doctoral student shall demonstrably be involved in individual or team research work and in individual learning.⁸ The doctoral student's attendance hours at the doctoral student training unit in relation to the specific duties defined in the doctoral student's study and scientific plan and with regard to the supervisor's recommendation are determined and monitored by the head of the training unit. Doctoral students are subject to safety-at-work

⁶ § Section 54(17) of the Act.

⁷ § Section 54(1) of the Act.

⁸ § Section 54(10) of the Act.

regulations. The training institute is understood to be the relevant department of the FMV EUBA.

4. The full-time doctoral student enrolled in a study programme is entitled to a scholarship for the standard duration of the study programme to which the student has been admitted unless the student has already received third-degree higher education.⁹
5. The doctoral student does not receive a scholarship during a suspension of his/her studies and after the expiration of the standard length of study.
6. Studies in a study programme may not exceed the standard length by more than two years.¹⁰

Article 4 **Doctoral Student's Rights and Duties**

1. The doctoral student has the following rights:
 - a) to study in a study programme, to which the student has been admitted,
 - b) to participate in research and any other creative activities at the doctoral student training unit and to be part of a research team in a research project,
 - c) to use study-related information and advisory services,
 - d) to apply for opportunities to travel abroad for a study or research stay or for a research internship at foreign institutions, and to spend part of his/her doctoral studies there,
 - e) any other rights as defined by Section 70 of the Higher Education Act.
2. The doctoral student has the following duties:
 - a) to submit the study and scientific plan for his/her studies to the appropriate faculty desk within 2 weeks of enrolment,
 - b) to meet his/her study obligations in line with his/her study plan and the academic calendar,
 - c) to comply with the EUBA Academic Regulations as well as with any other EUBA internal regulations,
 - d) to engage in the doctoral student training unit's research activities,
 - e) to publish a paper in a proceedings from an international scientific conference registered in Web of Science or SCOPUS databases (this condition is considered fulfilled also in the event that the proceedings from the previous edition of such international scientific conference was registered in Web of Science or SCOPUS, and it can be expected that the proceedings from the current edition of the international scientific conference in which the doctoral student's paper is published will be registered in either database). In the case where co-authorship is involved, the doctoral student must submit such number of papers so as to have the total authorship share appertaining to him/her of at least 100 per cent.

⁹ § Section 54(18) of the Act.

¹⁰ § Section 65(2) of the Higher Education Act

f) submit at least two scientific articles for publication in cooperation with the doctoral student's supervisor:

- i) of which one scientific article sent to a national or foreign scientific journal, which is included in the Web of Science and/or Scopus database. The doctoral student is obliged to document the fulfillment of this condition by submitting a confirmation of the acceptance of the article by the editors for the review procedure to the relevant department for science and doctoral studies of the faculty no later than on the day of registration for the dissertation examination (confirmation delivered to the author in electronic form or a printscreen from the journal's editing system is also recognized);
- ii) another scientific article sent to a foreign scientific journal included in the ABDC (Australian Business Deans Council) list or in the list of journals accepted by the EUBA (EUBA Star Journal List). The doctoral student is obliged to document the fulfillment of this condition by submitting a confirmation of the acceptance of the article by the editors for the review procedure (confirmation delivered to the author in electronic form, or a printscreen from the journal's editing system is also recognized) to the relevant department for science and doctoral studies of the faculty no later than on the day of registration for the dissertation examination, if the doctoral student has not demonstrated the fulfillment of this condition according to point i).

At the latest on the day of registration for the dissertation defence, the doctoral student is obliged to document that at least one of these articles has been published or accepted for publication.

- g) to be involved in at least one research project during two years of his/her doctoral studies,
- h) to actively attend (i.e. by giving a presentation of a paper and by having it published in the proceedings) a conference designated for doctoral students during his/her studies at least twice, of which at least one time the student shall attend the EDAMBA conference held at EUBA,
- i) to protect and make economical use of EUBA assets and resources,
- j) to make a personal appearance at the written request of the Rector, Dean of the appropriate faculty or any other person authorized by the above in order to discuss issues related to the course of doctoral studies, or issues concerning the doctoral student's rights and obligations,
- k) to notify the doctoral student training unit of his/her mail delivery address,
- l) in doctoral study programmes offered in full-time mode of study:
 - i) to complete one international mobility within the research part of his/her doctoral studies at foreign higher education institutions or any other relevant foreign expert establishments, lasting at least three months, with a demonstrable link between the thematic focus of the doctoral student's dissertation and the international mobility programme, such that has been scheduled in the doctoral student's study and scientific plan,
 - ii) to engage in teaching activities or any other teaching-related professional activities amounting to no more than four hours per week on average for the academic year¹¹

¹¹ i.e. to the maximum extent of 44 weeks, which is tantamount to a maximum of 176 teaching hours or hours spent pursuing any other teaching-related specialist activities - complementary to the potential research capacity of fulltime doctoral students amounting to 1,824 hours/academic year as part of the total of 2,000 hours available. No

in which instruction is given; or to engage in any other teaching-related professional activities, such as supervising a Student Research Activity thesis, supervising a bachelor's thesis, preparing an opponent's report on a bachelor's thesis, exercising the function of a minutes clerk in state examinations committees, performing supporting activities to ensure smooth running of the examination period and enrolment period.

- m) to apply for dissertation defence at least two months prior to the scheduled defence date,
- n) any other duties as defined by Section 71 of the Act.

Article 5

Supervisor's Rights and Duties

1. The function of a supervisor for a given field of study may be performed by teachers of the university at which the doctoral study is carried out and other experts after approval by the Scientific Board of the FMV EUBA. The post of a supervisor in respect of topics published by an external teaching institution may be held by a person approved by the external teaching institution. The external educational institution shall provide the scientific and pedagogical characteristics of the supervisor to the Faculty's Scientific Board. The supervisor shall be appointed by the Dean together with the assignment of the dissertation to doctoral students studying in the doctoral study programme at the FMV EUBA.
2. The supervisor has the following rights:
 - a) to announce the dissertation topic, which must be in keeping with the supervisor's scholarly and research activities in the respective field,
 - b) to supervise, and closely cooperate with, the doctoral student during his/her doctoral studies which are conducted according to the study and scientific plan,
 - c) to attend the meeting of the committee in charge of the dissertation examination of the supervisor's doctoral student; in such case, the supervisor may also be a committee member,
 - d) to attend the meeting of the committee in charge of defence of the supervisor's doctoral student's thesis; in such case the supervisor may not be a committee member.
3. The supervisor has the following duties:
 - a) to draw up a study and research plan together with the doctoral student in accordance with the principles of doctoral studies at the FMV EUBA, which is discussed by the field of study subcommittee of doctoral studies and approved by the field of study committee,¹²
 - b) to professionally guarantee the scientific part of the doctoral studies,
 - c) to make a comprehensive evaluation of the doctoral student's activities regularly every year, and based on such evaluation to draw conclusions and submit them to the appropriate faculty desk for approval by the competent field of study subcommittee for doctoral studies not later than the end of the relevant academic year,

credits are assigned for full-time doctoral students' teaching activities; collecting credits as part of doctoral studies is specified in detail in Article 8 hereof

¹² 12 § 54 (8) of the Act.

- d) to draw up an opinion in relation to a change in the study programme in the same field of study, which change is authorised by the Dean of the FMV EUBA on the basis of a doctoral student's application; the opinion must contain a detailed justification for the study programme change, a consenting or dissenting opinion of the training unit's head and a consenting or dissenting opinion of the chair of the appropriate field of study subcommittee for doctoral studies,
- e) to propose one opponent for the dissertation thesis project and three opponents for the dissertation thesis itself (only one of the opponents may come from the faculty where the doctoral student is conducting his/her studies) from among scientific personalities in the appropriate field of study so that at least one of them is a full professor or a prominent researcher - Doctor of Sciences. At least one of the opponents must be a member of the appropriate field of study subcommittee for doctoral studies, holding the associate professor's degree or better. It is also recommended that one opponent be from abroad, holding at least the PhD. or CSc. degree. The appropriate field of study subcommittee for doctoral studies may make alterations in the proposal, and the Dean of the FMV EUBA will appoint three dissertation thesis opponents not later than 30 days after the opinion of the field of study subcommittee is issued.
- f) to write a supervisor's report on the dissertation thesis project for the dissertation examination,
- g) to write a supervisor's report on the dissertation thesis.

Article 6

Doctoral Studies Admissions Procedure

1. The basic prerequisite for admission to an accredited third-degree study programme at FMV EUBA is a university education of the 2nd degree and successful completion of the entrance examination at the relevant faculty. EUBA regulates the admissions procedure for third-degree EUBA study programmes by the internal regulation 'Framework terms and conditions for admission to study programmes in third-degree studies at the University of Economics in Bratislava', approved by the EUBA Academic Senate. The FMV EUBA determines further conditions of admission to study a third-degree study programme by the internal regulation 'Further conditions of admission to study a third-degree study programme at the Faculty of International Relations of the University of Economics in Bratislava' in order to ensure that only those applicants are admitted to studies who possess the required skills and who meet the required prerequisites as defined in the faculty's internal regulation approved by the faculty's academic senate.
2. The framework terms and conditions for admission to third-degree study programmes as well as any further terms and conditions for admission to third-degree studies are published not later than two months before the last day stipulated for filing applications for doctoral studies.¹³
3. Not later than two months before the last day stipulated for filing applications for accredited EUBA third-degree study programmes, the FMV of the EUBA will announce dissertation topics that students may apply for as part of the admissions procedure; if the topic has been announced

¹³ § Section 57(5) of the Act.

by an external teaching institution, the name of such institution must also be specified. Each topic announced has a supervisor assigned to it. Dissertation topics, along with the requisites as specified above, are published in the usual manner, e.g. on the faculty's notice board, e.g. on the official notice board of the FVM EUBA, on the faculty's website, in the Academic Information System (hereinafter referred to as 'AIS2') and in accordance with the internal regulations of the EUBA.¹⁴

4. The applicant for doctoral studies shall apply for one of the topics offered.
5. The applicant for a third-degree study programme at the FMV EUBA submit their application electronically exclusively via AiS2.
6. Filing of applications for third-degree studies, application requisites, admissions examination content, admissions examination evaluation, admissions procedure for applicants for third-degree studies is determined by the EUBA internal regulation 'Framework terms and conditions for admission to study programmes in third-degree studies' and by the internal regulation of the FMV EUBA 'Further conditions of admission to the third-degree study programme at the Faculty of International Relations of the University of Economics in Bratislava' issued for the relevant academic year.

Article 7 **Academic Calendar for Doctoral Studies**

1. Doctoral studies are subject to deadlines approved in the third-degree studies academic calendar for the relevant academic year at the FMV EUBA.
2. The academic year begins on 1 September of the current year and ends on 31 August of the next year, and is divided into a winter and a summer semester. Doctoral studies commence at the start of the winter semester. In justified cases, doctoral studies may also commence at the start of the summer semester in an academic year.¹⁵
3. Doctoral studies are conducted according to the study and scientific plan compiled by the doctoral student together with his/her supervisor, discussed by the appropriate field of study subcommittee for doctoral studies and approved by the field of study committee.
4. The study part of doctoral studies consists especially of lectures, seminars and individual learning using professional literature related to the dissertation's thematic focus. The scientific part of doctoral studies consists of the doctoral student's individual or team research work related to the dissertation topic.

¹⁴ § Section 57(5) of the Act and Act No. 211/2000 Coll. on free access to information and on amendment and supplementation of certain acts, as amended.

¹⁵ Section 61(3) of the Higher Education Act

5. If the doctoral student has applied for a dissertation topic announced by an external teaching institution, the doctoral student shall conduct the scientific part of his/her doctoral studies and perform the obligations in the doctoral studies' study part, as agreed with the university, in such external teaching institution. The university concludes with the external teaching institution an individual agreement on the student's doctoral studies. Such agreement handles issues related to the doctoral student's activities in the external teaching institution, including reimbursement of cost to the external teaching institution. The activities referred to in Section 54(11) of the Higher Education Act are linked to the university's teaching activities.
6. The faculty invites creative professionals from abroad, possessing research and teaching experience, for teaching of selected subjects in the doctoral study programmes, and allows doctoral students to complete a portion of their studies (in the study part) in a foreign language.
7. FMV organises conferences, seminars and workshops where doctoral students may present results of their research activities.

Article 8

Credit System in Doctoral Studies

1. Doctoral studies are evaluated based on the principles of the credit system in accordance with the Decree of the Ministry of Education on the Credit System in Studies.¹⁶
2. During his/her studies, the doctoral student acquires credits for the following study programme elements:
 - a) completion of the study part consisting particularly of specialised lectures and seminars, consultations and individual learning using specialist literature according to the doctoral student's study and scientific plan, required with regard to the dissertation's thematic focus. The study part also involves completion of the dissertation examination, which is a state examination. Admission to the dissertation examination is conditional upon the dissertation project's submission to the Doctoral Studies Office of the FMV EUBA,
 - b) fulfilment of the scientific part according to the doctoral studies' study and scientific plan,
 - c) writing of the dissertation.
3. During his/her studies, the doctoral student must acquire at least 180 credits, of which:
 - a) at least 60 credits for fulfilling the study part,
 - b) at least 60 credits for fulfilling the scientific part as a creative research activity; this value after being converted using a coefficient of 0.5 credit for 1 point corresponds to the threshold value of 120 points as defined by the current internal regulation governing detailed specification of professional duties concerning publication and research activities of EUBA employees in full professor's, associate professor's and assistant professor's positions, except for publications

¹⁶ Decree of the Ministry of Education, Science, Research and Sports of the Slovak Republic No. 123/2019 of 12 April 2019 amending the Decree of the Ministry of Education No. 614/2002 on Credit System in Studies as amended by Decree No. 155/2013

published in journals included in the ABDC (*Australian Business Deans Council*) listing or listing of EUBA-accepted journals (*EUBA Star Journal List*), where a coefficient of 1 credit for 1 point is used,

c) 20 credits for the dissertation thesis project and the dissertation examination, and additional 40 credits for the dissertation thesis and its defence.

Should the doctoral student complete part of his/her studies at a unit other than the doctoral student training unit (e.g. abroad), credits acquired at such unit are counted in full, if the student was sent to such unit as part of accomplishing his/her study programme and if the credit systems at the outgoing and incoming units are compatible.

4. If the training unit or study programme is changed, it is possible to accept the doctoral student's credits acquired prior to such change.
5. The doctoral student who has come from a unit with no credit system in place may be assigned by the faculty the number of credits corresponding to the activities carried out at such unit, in accordance with the credit system in force at EUBA, or may be ordered by the faculty to acquire additional credits for activities required FMV EUBA corresponding to the activities carried out at this workplace according to the system in force at the FMV EUBA, or he/she may be prescribed to obtain additional credits for the activities required at the FMV EUBA, e.g. for passing differential courses.
6. The record of completing individual subjects is made by the appropriate examining teacher via the AIS2. The record of fulfilling the scientific part is made by the Doctoral Studies Office of the FMV EUBA collaboration with the doctoral student and his/her supervisor, based on the submission of a document demonstrating the fulfilment of a specific activity, particularly the publication output list from the Slovak Economic Library¹⁷ (hereinafter also referred to as the "EUBA SEL"), confirmation from conference organisers that the doctoral student gave a presentation of his/her paper, confirmation from the research team leader about the time and extent of the doctoral student's involvement in a research project etc.
7. The doctoral student must enrol for the next year of his/her studies within the deadline and under the terms and conditions as prescribed by the FMV EUBA. Before enrolling for the third year of the doctoral student's full-time studies, or enrolling for the fourth year of the doctoral student's part-time studies, the doctoral student is obliged to successfully pass the dissertation examination. Continuous award of credits for creative activity in the field of science is carried out on the basis of the doctoral student's annual evaluation by the supervisor, and cumulative award of credits for creative activity in the field of science is provided by the Department for Doctoral Studies of the FMV EUBA when the doctoral student applies for the dissertation examination and also when the application for the defence of the dissertation is submitted.
8. Any other study-related terms and conditions are governed by the provisions of the EUBA Academic Regulations.

¹⁷ if so demanded by the appropriate faculty, also including a copy of publication outputs and citations

Article 9

Dissertation Examination

1. The doctoral student applies for the dissertation examination not later than one month before the date of the examination as announced by the FMV EUBA via the AIS2 system. The FMV EUBA announces dissertation examination dates at least twice in an academic year and publishes them in AIS2 at least two months in advance.
2. Applying for the dissertation examination is conditional upon the performance of obligations in the study part of the doctoral student's study and scientific plan as well as to the gaining of 60 credits for the study part, 20 credits for preparing a written dissertation thesis project and at least 20 credits for creative research activities. The FMV EUBA may set additional conditions for the doctoral candidate to apply for the dissertation examination.
3. The dissertation examination consists of a written and an oral section. The written section involves writing the dissertation thesis project, which must contain a definition of the theoretical basis for future addressing of the dissertation topic, analysis of the current state of scientific knowledge in the relevant field, presentation of objectives and methodological approaches for addressing thesis issues. The oral section of the dissertation examination comprises a discussion concerning the dissertation thesis project and answering of questions within the dissertation's thematic focus.
4. The right to examine in a dissertation examination is vested only in university teachers occupying full professor's and associate professor's positions as well as any other experts approved by the Scientific Board of the FMV EUBA. At least two members of the dissertation examination committee shall be university teachers acting as professors or associate professors.
5. The dissertation examination committee shall have at least four members. A valid resolution on the dissertation examination outcome requires the presence of the committee chair and at least two committee members. If any dissertation examination committee member cannot attend the examination on serious grounds, the person to represent such member on the committee will be decided by the Dean of the FMV EUBA shall decide on his/her representation on the proposal of the chairperson of the field of study subcommittee.
6. If the doctoral student has applied for a topic announced by an external teaching institution, the dissertation examination as well as the dissertation thesis defence will take place before a committee with proportional representation of the external teaching institution through members designated by such institution.¹⁸
7. The chair and members of the dissertation examination committee are appointed by the Dean of the FMV EUBA on the proposal of the chairman of the field of study subcommittee from among teachers in the positions of professors, associate professors and other experts approved

¹⁸ Section 54(13) of the Higher Education Act

by the Scientific Board of the FMV EUBA. The Dean of the FMV EUBA also appoints the opponent of the dissertation project on the proposal of the supervisor.

8. The Department for Doctoral Studies of the FMV EUBA delivers to all members of the dissertation examination committee the doctoral dissertation project with the prepared opinion of the opponent and the assignment of the thesis from the AIS2 system.
9. In a closed meeting taking place immediately after the dissertation examination, the dissertation examination committee makes a comprehensive evaluation of both dissertation examination sections and decides on the outcome of the dissertation examination by a simple majority of the members present, assigning the respective grade using the grades of assessment as stipulated by the EUBA Academic Regulations.
10. The doctoral student who has failed the examination may retake the dissertation examination only once, not sooner than three months after the date of the failed dissertation examination. The retake is usually held before the dissertation examination committee with composition identical to that of the original examination committee. Repeated failure in the dissertation examination constitutes a reason for terminating the studies under Section 66(1)(c) of the Higher Education Act.
11. An AIS2-generated state examination report is made in respect of the dissertation examination, signed by all dissertation examination committee members, the supervisor, and the minutes clerk on the dissertation examination committee. The AIS2-generated final thesis assignment and transcript of academic records form an annex to the state examination report. The faculty will issue the doctoral student a written certificate of taking the examination and. The FMV EUBA shall issue a written certificate of the doctoral student's passing and the result of the dissertation examination within the time limit set by the FMV EUBA.
12. If the doctoral student cannot attend the dissertation examination on justified serious grounds at the specified date and time, and excuses himself/herself with the dissertation examination committee chair in advance, the committee chair will determine an alternative date for the student. The doctoral student's unexcused absence from the dissertation examination will be graded using official grades of assessment as FX - failed.

Article 10

Interruption and Termination of Studies

1. Interruption and termination of doctoral studies are subject to the relevant provisions of the Act¹⁹ and of the EUBA Academic Regulations.
2. Doctoral studies are duly completed by the dissertation thesis defence, which is a state examination.

¹⁹ Sections 64, 65, 66 of the Higher Education Act

PART THREE
DISSERTATION THESIS

Article 11

Application to Permit Dissertation Thesis Defence

1. If the doctoral student has acquired all the credits for the prescribed activities in the study and scientific plan (except for credits assigned for acceptance of the dissertation thesis for defence) and documented the fulfilment of the obligations resulting from Article 4(2) hereof, the student will submit the application for permitting dissertation thesis defence within the deadline referred to in Article 4(2) hereof.

2. The doctoral student shall attach the following documents to the application:
 - a) structured CV, signed,
 - b) dissertation thesis in five copies,
 - c) written justification for extending the standstill period for final thesis publication and disclosure (should such extension be requested by the author), including a favourable opinion of the Dean; it must be documented that such justification was made prior to concluding the license agreement,
 - d) license agreement on using the final thesis concluded between the author and the Slovak Republic represented by EUBA, generated in the AIS2 final thesis register and signed by the user authorised by the EUBA Rector, usually being the supervisor, and by the author in two printed copies. The agreement is intended for use by the final thesis central register,
 - e) the author's declaration of honour made in writing, whereby the author demonstrates the publication of the thesis or any part thereof in a periodical publication, or the publication of the thesis as a non-periodical publication (if the final thesis was published in such manner) - only via the EUBA SEL information system,
 - f) request to discontinue making available to the public of the final thesis or any part thereof published as part of a periodical publication, or published as a non-periodical publication (should the author request such discontinuation),
 - g) separate license agreement for the use of the work concluded between the author and EUBA, generated in the AIS2 final thesis register and signed by the user authorised by the EUBA Rector, and by the author also in two printed copies,
 - h) the author's declaration on non-disclosure of the work on the EUBA's website (should the author request such non-disclosure), including a specification of the reasons wherefor the author gives no consent to disclosing the work on the EUBA's website. The author may refuse to grant the license for disclosing the work via the EUBA's website, even without giving a reason,
 - i) outcome of the final thesis' originality check,
 - j) dissertation thesis abstract (hereinafter also referred to as the "abstract"),
 - k) record of the dissertation thesis' internal review, containing the doctoral student's statement of inclusion into the thesis of the comments from the department's extended scientific meeting,

- l) list of the doctoral student's published papers, including full bibliographic data and responses to the papers, prepared as defined by the Decree of the Ministry of Education, Science, Research and Sports of the Slovak Republic No. 397/2020 on central publications registry and central artistic activities registry. The doctoral student shall submit individual research paper copies to the appropriate faculty desk so that they could be presented for perusal on the date of the defence,
 - m) identification of the research projects (project number, project name, principal investigator, project completion period) the doctoral student is participating in,
 - n) the supervisor's report on the dissertation as defined by Article 5(3)(f) hereof.
3. The appropriate faculty desk shall forward the application to permit defence to the chair of the competent field of study subcommittee for doctoral studies.
4. The doctoral student's obligations related to the collection, storage, and processing of dissertation theses and to license agreement conclusion are determined by the EUBA internal directive on final theses.

Article 12

Dissertation Thesis Elements

1. The dissertation thesis is a qualification, scientific written work based on the doctoral student's original research. Through the thesis, the student demonstrates his/her ability and readiness to conduct an independent research and creative activities in science.
2. The dissertation thesis is usually written and defended in the national language. Subject to the consent of the FMV EUBA and following the opinion of the appropriate field of study subcommittee for doctoral studies, the dissertation thesis may be written and defended in a language other than the national language. The consent of the Dean of the FMV EUBA must be requested by the doctoral student in writing, with the supervisor's opinion attached to the request, not later than the deadline for submitting the dissertation examination application. The dissertation thesis prepared as part of study programmes conducted in a language other than the national language shall be written in the language in which the study programme is conducted.
3. Content, structure, and recommended scope of the dissertation thesis is governed by the EUBA internal directive on final theses.
4. The dissertation thesis is submitted in hard-bound form preventing individual sheets from being removed. Dissertation theses are submitted to the Doctoral Studies Office of the FMV EUBA. The electronic version must be identical to the printed version.

Article 13

Dissertation Thesis Abstract

1. The abstract is a brief summary of the dissertation thesis (current state of knowledge, objectives, methods, methodology, results, discussion, theoretical and practical benefits of the thesis) as well as the doctoral student's involvement in research projects during his/her doctoral studies.
2. The dissertation thesis abstract is submitted in the national language, including bibliography, abstract in one of the world languages, and a list of all the doctoral student's published papers and responses thereto.²⁰ If the dissertation thesis is written and defended in a language other than the national language, the dissertation thesis abstract is submitted in such foreign language. Such dissertation thesis abstract includes an abstract in Slovak; any other elements must be complied with just as in the case of the dissertation thesis abstract written in the national language.
3. The recommended scope of the dissertation thesis abstract is 1–2 author's sheets. The dissertation thesis abstract shall be A5 format.

Article 14

Preparations for Dissertation Thesis Defence

1. After receiving the application for permission to defend the dissertation, the Doctoral Studies Office of the FMV EUBA will forward the doctoral student's application together with the dissertation to the field of study subcommittee within 14 days. The Doctoral Studies Office of the FMV EUBA will send the dissertation together with the request for an opinion to the appointed opponents.
2. After all reports on the thesis have been received from the opponents, the thesis defence committee chair determines the place and time for the dissertation defence not later than 6 weeks from the reception of the opponents' reports.
3. Any person interested in the research issues concerned and in the dissertation thesis defence may submit his/her opinion to the committee chair not later than one week before the defence, or may deliver his/her comments orally during the defence. The doctoral student shall take a position on such statements or comments during the dissertation thesis defence.

Article 15

Dissertation Thesis Opponents and Their Reports

1. The Dean of the FMV EUBA appoints the opponents on the basis of a proposal of the field of study subcommittee of doctoral studies of the FMV EUBA, which may be based on the proposal of the supervisor within the meaning of Article 5 (3) (e) of these Principles.
2. If an opponents has been assigned to a specific doctoral student for dissertation thesis evaluation in the AIS2, the opponent will generate his/her report in the AIS2. For such purpose, the doctoral

²⁰ Decree of the Ministry of Education, Science, Research and Sports of the Slovak Republic No. 397/2020 on central publications registry and central artistic activities registry

student training unit will request the Centre of Information Technologies of the University of Economics in Bratislava that AIS2 access data be assigned to the external opponent. The opponent's report that has not been generated in the AIS2 must subsequently be entered into the system. Processing of such opponent's report in the AIS2, when dissertation theses are involved, is the responsibility of the appropriate faculty desk. The opponent shall submit his/her written report, along with the dissertation thesis, not later than 4 weeks from the date of being appointed as opponent. If reports on the final thesis are to be publicly disclosed, the author of the relevant report will also submit, along with the report, a signed license agreement for the use of the final thesis report. The author of the report will generate the license agreement in the AIS2. If the opponent cannot make the report, he/she will notify the Dean of the FMV EUBA within 14 days from the date of receipt of the decree on the appointment as opponent.

3. If the opponent fails to submit his/her report within the period of time as specified in subparagraph 2 above and fails to do so even within 7 days after being repeatedly requested to do so, the chair of the competent field of study subcommittee for doctoral studies will submit to the Dean of the FMV EUBA for the appointment of a new opponent.
4. The opponent's report contains an unbiased and critical analysis of strengths and weaknesses of the dissertation thesis submitted. In the report, the opponent expresses his/her opinion chiefly on the establishment of the objective and on the extent to which the objective has been achieved, appropriateness of the methods and methodology used, knowledge base assessment and assessment of scientific benefits, and on the thesis' originality and its benefits for practical application. Furthermore, the opponent also provides in his/her report questions for the author to be answered during the defence.
5. In the report's final section, each opponent shall clearly express himself/herself whether he/she recommends or does not recommend the thesis for defence and whether he/she proposes or does not propose awarding the academic degree of PhD. based on the outcome of the dissertation thesis defence.
6. Should the opponent's report fail to meet the requirements referred to in sub-paragraphs 4 and 5 above, the Dean of the FMV EUBA will return it to the opponent for completion or reworking, with a deadline for its resubmission within 2 weeks of the invitation.

Article 16 **Dissertation Thesis Defence**

1. The dissertation thesis defence is intended for the doctoral student to demonstrate his/her ability and readiness to conduct independent scholarly and creative activities in research and development.
2. The dissertation thesis defence committee comprises at least four members. The dissertation thesis opponents are invited to the committee, but without holding voting rights. The dissertation defence committee chair and members are appointed within 30 days by the Dean of the FMV EUBA on the proposal of the chairman of the field of study subcommittee from among teachers

in the positions of professors, associate professors and other experts approved by the Scientific Board of the FMV EUBA. The Dean of the FMV EUBA also appoints the opponents of the dissertation.

3. The thesis defence requires attendance of at least two thirds of the dissertation defence committee members. If the defence cannot be attended by one of the three opponents on serious grounds and his/her report is a positive one, the defence may also be held in his/her absence.
4. If any of the opponents has submitted a negative report on the dissertation, the defence cannot be held in his/her absence.
5. The dissertation defence is conducted by the dissertation defence committee chair.
6. Immediately following the completion of the dissertation defence, a closed meeting is held, attended by the dissertation defence committee members, opponents and the doctoral student's supervisor. In its closed meeting, the committee makes a comprehensive evaluation of the dissertation defence in a discussion with the opponents and the doctoral student's supervisor. Subsequently the defence committee decides in a secret ballot by the majority vote of the members present about whether to award or not to award the doctoral student the academic degree of Philosophiae Doctor (abbreviated as "PhD."). In the event of a tied vote, the dissertation defence committee chair has the casting vote.
7. After the secret ballot about awarding or not awarding the doctoral student the academic title of Philosophiae Doctor (abbreviated as "PhD."), the dissertation defence committee determines in a public debate the dissertation defence outcome based on the results of such secret ballot, using a grade of assessment as per the EUBA Academic Regulations. The dissertation defence outcome expressed in terms of an assessment grade is determined in a manner such that each dissertation committee member proposes an assessment grade for the dissertation defence, and then the arithmetic means of the assessments from all committee members present and from all opponents is calculated. The overall state examination outcome and the overall outcome of the student's studies is determined as defined by the relevant provisions of the EUBA Academic Regulations in effect. Based on the assessment of the dissertation defence outcome using grades ranging from A - excellent to E - sufficient according to the EUBA Academic Regulations and on the AIS2generated student's transcript, the dissertation defence committee also assesses the overall outcome of the doctoral student's studies using a grade of assessment as per the EUBA Academic Regulations.
8. Immediately after the completion of the dissertation defence, an AIS-generated state examination report is made, signed by all dissertation defence committee members, supervisor and minutes clerk for the dissertation defence committee.
9. The voting result is announced by the dissertation defence committee chair in an open meeting immediately after the termination of the dissertation defence committee's closed meeting.

10. If the dissertation defence committee has not approved the award of the academic degree of Philosophiae Doctor (abbreviated as “PhD.”) to the doctoral student based the dissertation defence outcome, such doctoral student has the right to submit a rewritten dissertation thesis and reapply for permission to defend the dissertation thesis in the same study programme so that the repeated dissertation defence is held on the day not exceeding the standard duration of studies by more than two years.

PART FOUR JOINT, TRANSITIONAL AND FINAL PROVISIONS

Article 17 Tuition and Fees

1. The tuition and fees related to doctoral studies are subject to the relevant provisions of the Higher Education Act and to the EUBA internal regulation on tuition and fees, adopted for the appropriate academic year.

Article 18 Joint, Transitional and Final Provisions

1. The admissions examination for doctoral studies, dissertation examination and dissertation thesis defence are usually held face-to-face. In exceptional and justified cases, the admissions examination, dissertation examination and dissertation thesis defence may also be held via a videoconference or by any other means of information and communication technology, with no physical presence of the parties involved in the admissions examination, dissertation examination or dissertation thesis defence, including voting by secret ballot (should such voting be part of the appropriate procedure), if technical circumstances so permit. The admissions examination, dissertation examination and dissertation thesis defence may also be held in hybrid mode, combining a face-to-face meeting and technical means. Whether the admissions examination for doctoral studies is to be held in online or hybrid mode as opposed to face-to-face mode is decided by the Dean at the applicant's written request. Whether the dissertation examination or dissertation thesis defence is to be held in online or hybrid mode as opposed to face-to-face mode is decided by the chair of the appropriate committee at the doctoral student's written request, or at the request of a committee member or opponent.
2. The Principles form the framework for the organisation of studies in all study programmes of the 3rd degree provided at the FMV EUBA.
3. The principles of the organisation of doctoral studies at the FMV EUBA were discussed by the Dean’s Advisory Board of the FMV EUBA on 31 January 2023 and approved by the Scientific Board of the FMV EUBA on 21 April 2023.
4. The Principles come into force and effect on the date of approval by the Scientific Board of the FMV EUBA.

5. Upon entry hereof into force and effect, the Principles of Organisation for Doctoral Studies of 16 December 2021, as amended by Addendum 1 of 7 February 2022, shall expire and cease to have an effect.
6. Article 8(3)(b) hereof became effective on 1 September 2022 for students enrolled in doctoral studies from the academic year 2022/2023. The current internal guideline on the specification of job duties in the field of publishing and scientific research activities of EUBA employees working at the positions of professor, associate professor and assistant professor shall be applied.

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doc. PhDr. Rudolf Kucharčík, PhD.
Dean of FMV EUBA