

UNIVERZITA PAVLA JOZEFA ŠAFÁRIKA  
V KOŠICIACH



Sponsor : Rector's department

Košice 17.5.2019  
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**PhD Study Regulations  
at the Pavol Jozef Šafárik University in Košice**

**May 2019**

At its meeting on 16 May 2019, the Academic Senate of UPJŠ in Košice approved the Study Order of PhD Studies at the Pavol Jozef Šafárik University in Košice (hereinafter referred to as the "Rules of Study" or "Rules"), which is, in accordance with the provisions of the Act. § 15 par. 1 (a) b) of Act no. 131/2002 Coll. on Higher Education Institutions and on Amendments to Certain Acts, as amended (hereinafter referred to as the "Higher Education Institutions") and Act No. 269/2018 Coll. on Quality Assurance in Higher Education and on Amendments to Act no. 343/2015 Coll. on Public Procurement and on Amendments and Supplements to Certain Acts, as amended, § 3 para. j) internal regulations of the Pavol Jozef Šafárik University in Košice.

## **P A R T O N E GENERAL PROVISIONS**

### **Art. 1 Introductory Provisions**

- (1) PhD studies is the third level of higher education. The Pavol Jozef Šafárik University in Košice (hereafter referred to as the "University" or "UPJŠ") or its faculty provides PhD studies in registered study fields under accredited study programs<sup>1</sup>.
- (2) PhD studies are conducted according to an individual study plan under the guidance of a tutor. It takes place at the University, faculty (hereafter "training center") or at an external training institution with which the University or Faculty has a framework agreement on PhD studies ("external training institution") and with which it concludes an individual agreement for each PhD student. The training center is a workplace of UPJŠ or its parts (department, institute, section...), or a workplace of an external educational institution, which creates the PhD student's professional, material and technical conditions for the successful elaboration and defense of the dissertation thesis.
- (3) The Trade Union Committee shall be appointed by the Rector upon approval by the Scientific Council of the University or by the Dean after approval by the Scientific Council of the Faculty, if the study program is conducted at the Faculty or in an external educational institution with which the University has an agreement under Art. 1 para. 3. The Trade Union Committee shall consist of a chairman and at least four other members. At least one of the members of the Commission must have a scientific and pedagogical degree as a Professor or a Doctor of Science degree or be a researcher with a recognized scientific qualification degree I. Other members may be Associate Professors and Researchers with a PhD degree. (or equivalent - CSc., Dr.), who has been awarded a degree IIa or a qualified professional.

## **P A R T T W O THE STUDY PART OF THE PhD STUDY**

### **Art. 2 Admission to PhD studies**

- (1) The Rector or Dean, if the study program is held at the faculty, shall, at the suggestion of the study program sponsor, list at least two months before the date of submission of applications for PhD studies the topics of dissertations in Slovak and English, which may be applied for in the admission procedure; if it is a topic written by an external educational institution, it will also indicate the name of that institution. Each topic is listed with the name of the study program, usually a brief abstract in Slovak and English, the name of the tutor, the form of study (daily or external), the deadline for submitting applications and

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<sup>1</sup> § 54 para. 18 of Act No. 131/2002 Coll.

the expected date of the admission procedure. The topics of dissertations are approved by the Trade Union Committee. Dissertation topics, together with the required elements, are published in the academic information system (AiS2) and on the University or faculty website if the degree program takes place at the faculty.

- (2) The applicant shall attach to the application:
  - a) CV,
  - b) certified copies of evidence of formal qualifications and nationality;
  - c) an inventory of their published works or a summary of the results of other professional activities related to the study program to which the candidate applies; reviews of these works and activities
  - d) the candidate's framework project for the dissertation, if required.
- (3) The Rector or Dean, if the study program is held at the faculty, invites the applicant to the admission exam within the deadline set in the admission procedure, and also informs the applicant of its content.
- (4) The acceptance commission evaluates the result of the entrance examination in a non-public session. If multiple candidates have been enrolled on one topic, they will be ranked according to the success of the enrollment exam. When determining the ranking, it also takes into account the scope and quality of the applicant's professional publishing activities and the results of his / her other professional activities (eg results in student scientific and professional competitions, etc.).
- (5) The Rector or Dean, if the study program takes place at the Faculty, shall decide on the admission of the applicant within 30 days from the date of verification of the fulfillment of the admission conditions according to the provisions of the Act on the basis of the results of the admission examination. § 58 par. 7 ZVŠ. If he / she decides to accept the candidate, he / she will also indicate the name of the tutor and the topic of the dissertation in his / her decision. In addition to the above, the written decision must contain a statement of reasons, a statement of reasons, an indication of the possibility of submitting a request for review of the decision and it is delivered to the applicant's own hands. A candidate who has been granted a non-admission decision may apply for a review of this decision within eight days of receipt<sup>2</sup>.
- (6) The admitted candidate becomes a PhD student on the day of enrollment, the date of which is determined by the Rector or the Dean, if the study program takes place at the Faculty.

### **Art. 3 Study Schedule**

- (1) PhD studies are carried out according to an individual study plan, which is a part of the PhD study documentation in AiS2.
- (2) The individual study plan consists of a study and scientific part, it is compiled by a tutor and approved by a Trade Union Committee<sup>3</sup>. Details on the requirements of the curriculum are regulated by Art. 6 of this order.
- (3) The PhD study in full-time form includes the pedagogical activity of a doctoral student or other related professional activity<sup>4</sup> in the range of up to four hours per week on average per academic year.

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<sup>2</sup> § 58 para. 8 of Act No 131/2002 Coll.

<sup>3</sup> § 54 para. 8 of Act No. 131/2002 Coll.

<sup>4</sup> § 54 para. 8 to 11 of Act No. 131/2002 Coll.

- (4) The academic year of the doctoral study is divided into semesters. The semester may consist of a study and scientific section.
- (5) The standard length of doctoral study is determined by an accredited degree program that lasts at least three (usually in humanities and social science study programs) and not more than four academic years (generally in science and medicine programs in fields without specialization). The standard length of doctoral studies in external form lasts no more than five academic years<sup>5</sup>.

#### **Art. 4**

##### **Credit system of PhD study and evaluation of study results**

- (1) The credit system is applied in both forms of PhD studies.
- (2) Credit is a unit of a PhD workload and is defined in a PhD study analogously to a bachelor, master and PhD study.
- (3) The performance of activities corresponding to 60 credits and 45 credits in external form is considered to be the standard workload of a PhD student in full-time study during the academic year, if the study in a daily form is three years. If the study in the daily form is four years, the standard burden of the PhD student in the external form of study corresponds to 48 credits.
- (4) During his / her studies, PhD students receive credits for the following activities:
  - a) completion of the study part, which consists mainly of specialized PhD subjects according to the PhD study plan. The study plan in the form of an enrollment sheet in AiS2 is compiled by a PhD student with the consent of the supervisor from the offer of subjects of the study program approved by the union commission in the prescribed structure. The subjects are rated "passed" or "failed". In addition, the PhD student has the possibility to enroll other subjects with the consent of the tutor, who offer in their study programs especially the Master's (medical) study of the faculty, if they have not already completed them in the previous degree of university studies. The study of other subjects and the individual study of scientific and professional literature cannot replace the completion of compulsory subjects determined by the curriculum, nor the performance of teaching activities at the university or faculty;
  - b) independent creative activity in the field of science (publications, completion of a defined stage in own research work, etc.)
  - c) performing pedagogical activities at the University or faculty (eg conducting practical exercises, bachelor's theses, works within the ŠVOČ, etc.) and medical-preventive activities at the Faculty of Medicine
  - d) passing a PhD examination; the PhD student will receive 20 credits for her successful preparation (submitted and positively evaluated written work), her defense and successfully completed dissertation examination
  - e) preparing and defending a dissertation; if the dissertation has been accepted for defense and successfully defended, the PhD student will receive a total of 30 credits.
- (5) Number of credits for activities according to par. 4 (a) (a), (b) and (c) shall be determined by the Scientific Council of the University or by the Scientific Council of the Faculty if the study program takes place at the Faculty.
- (6) The activities referred to in para. 4 of this article are irreplaceable. The PhD student of the daily form of the three-year study program and the external form of the four-year study program is obliged to obtain at least 40 credits according to par. 4 (a) a) and 90 credits according to par. 4 (a) b). In the daily form of the four-year study program and in the

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<sup>5</sup> § 54 para. 2 of Act No. 131/2002 Coll.

external form of the five-year study program, at least 60 credits according to par. 4 (a) a) and 120 credits according to par. 4 (a) b).

- (7) If a PhD student has completed part of his / her study at a place other than his / her workplace (eg abroad), the credits earned at that workplace shall be counted in full if he / she has been posted to that workplace under a study contract and on the basis of a study results report made by the student receiving the university.
- (8) If the training workplace is changed, the form of the PhD study, or the change in the form of the PhD study, is changed. A change of study program, the PhD student can be recognized credits previously obtained if this is in accordance with his / her new curriculum.
- (9) The Rector or the Dean decides on the transfer or granting of credits (according to paragraphs 7 to 8) if the study program takes place at the faculty, after the statement of the sponsor of the study program.
- (10) In both full-time and part-time PhD studies, a PhD student must earn a minimum of 40 credits and a minimum of 90 credits for four consecutive semesters, taking into account the recommended credit structure.
- (11) Failure to comply with the conditions set out in para. 10 is the reason for excluding a PhD student from study.
- (12) In both full-time and part-time PhD studies, a PhD student may apply for a dissertation examination if he / she has accumulated at least 70 credits, if the full-time study is three-year and 90-year or 90 credits, if the four-year study is in external five years.
- (13) PhD study graduates in both full-time and part-time form must earn at least 180 credits, including credit assessment of their dissertation, if full-time and three-year full-time or 240 credits if full-time and five-year external study. After obtaining 150 or resp. 210 credits, and after the tutor's recommendation to accept the dissertation thesis, the PhD student can apply for permission to defend it.

## **Art. 5 Tutor**

- (1) Tutor:
  - a) professionally leads the PhD student during the PhD study,
  - b) draws up an individual study plan of the PhD student in cooperation with the student and submits it for approval to the Trade Union Committee,
  - c) manages and professionally guarantees the PhD student's scientific program and once a year comments on the fulfillment of the individual study plan of the doctoral student,
  - d) determines the focus of the dissertation project and specifies the topic together with the PhD student,
  - e) grants the PhD student a specified number of credits for completed stages of individual study of scientific literature, for completed stages of the scientific part of his / her study plan, and for dissertation, if accepted for defense,
  - f) submits to the Rector or the Dean, if the study program takes place at the faculty, a proposal for exclusion of a PhD student from a PhD study through the chairman of the Trade Union Committee and expresses his / her opinion on the PhD student's request for study suspension
  - g) proposes to the Rector or Dean, if the study program takes place at the faculty, a PhD study stay in other domestic or foreign institutes of science, education and research;
  - h) elaborates the characteristics of the PhD student for the defense of the dissertation,

- i) proposes to the sponsor of the PhD study program the tutor-consultant or his / her change, after discussing with the relevant vice-dean of the faculty,
  - j) arranges consultations with other experts as necessary,
  - k) is a member of the commission for PhD dissertation exam and participates in the defense of his dissertation,
  - l) provides, together with the head of the training workplace, the conditions for the PhD student to properly perform pedagogical activities or other professional activities related to pedagogical activity pursuant to Art. 6 para. 2 of these Regulations within the prescribed scope.
- (2) The tutor for a given field of study or study program of a PhD study may be a professor or associate professor at a higher education institution, or a researcher with a scientific qualification degree of IIa or higher, or another practitioner with a scientific and pedagogical background a professor or associate professor, a practitioner with attained scientific qualification level of at least IIa after being approved by a scientific board of a higher education institution or faculty, if the PhD study is conducted at the faculty<sup>6</sup>.
  - (3) The tutor who has been approved by this institution with the achieved scientific qualification level IIa, or higher in accordance with the applicable provisions of Act no. 39/1977 Coll. on the upbringing of new scientific workers and on further increasing the qualifications of scientific workers, implementing Decree no. 55/1977 Coll. on further improving qualifications and assessing the creative capacity of scientists. At the same time, a researcher with a scientific qualification degree IIa must meet the criteria for obtaining a scientific and pedagogical degree of associate professor at the Pavol Jozef Šafárik University in Košice (in accordance with the valid Rector's Decision No. 16/2017, which sets the criteria for obtaining scientific and pedagogical degrees associate professor) and a professor at the Pavol Jozef Šafárik University in Košice, according to Annex 1, points 2, 3 and 4) and after approval by the Scientific Board of the University or Faculty, if the PhD study takes place at the Faculty. The external educational institution will provide the scientific council of the university or faculty with the scientific and pedagogical characteristics of its tutors.
  - (4) The tutor may simultaneously hold a maximum of 5 PhD students in full-time PhD studies. The maximum number of PhD students in an external form of PhD study, which can be led by a single trainer, will be determined by the Rector or Dean if the study program is conducted at the Faculty.
  - (5) The proposal for a change of the tutor shall be approved by the Rector or the Dean upon the proposal of the chairman of the Trade Union Committee if the study program is conducted at the Faculty.

**Art. 6**  
**Study program and PhD study plan**

- (1) The accredited study program defines the prescribed composition of subjects and the offer of subjects. On the basis of this, the tutor, in cooperation with the PhD student, will prepare an individual study plan according to which the PhD student will complete the enrollment sheet in AiS2 (Article 4 (4)).
- (2) The study plan of a PhD student consists of a study part which ends with a dissertation examination, a scientific part and a defense of a dissertation. The part of the PhD study in daily form is the performance of pedagogical activity or other related professional activity and at medical faculties in the fields with specialization and medical-preventive

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<sup>6</sup> § 54 para. 4 of Act No. 131/2002 Coll.

activities. In the external form of PhD studies, pedagogical activity may be replaced by another professional activity related to pedagogical work, such as conducting final theses, work within the ŠVOČ, preparation of teaching aids and textbooks, holiday practice, teaching practice and the like. If it is a PhD student who is enrolled on the topic of a dissertation written by an external educational institution, a part of a university or faculty agreement, if the study program takes place at the faculty, this institution is also where and how the study part of the program and the PhD student's pedagogical activity will take place.

- (3) The study part of the PhD study plan consists mainly of the completion of specialized PhD subjects and of individual study of specialized literature focused on the content of the dissertation. As a rule, passing the courses ends with an examination. Individual study of professional literature can be divided into stages that are concluded by the tutor by awarding a specified number of credits. In the individual study plan of the PhD student there is a list of thematic areas or subjects, including a foreign language, to be completed by the PhD student, a list of dissertation exams selected from a list approved by the Trade Union Committee and a list of mandatory and recommended literature to be studied by the PhD student within his / her individual preparation for the PhD dissertation exam.

The scientific part of the PhD study plan consists of an individual or collective (team) scientific activity focused on the topic of the dissertation. In the individual study plan of the PhD student there is the topic of the dissertation, which can be modified by the supervisor in the enrollment sheet after approval of the chairman of the Trade Union Committee.

- (4) At the end of each year of study, the student shall produce a concise annual report summarizing the results achieved in a given year and fulfilling the individual study plan. In the annual report, the trainer will comment on his / her performance and propose continuation of the study, exclusion from the study or changes in the individual study plan of the PhD student (the model of the Annual Report of the PhD student is attached to this Study Order).
- (5) An annual report of a PhD student shall be evaluated by a committee with at least four members. The Commission consists of the chairman of the Trade Union Commission, supervisor and at least two other members of the Trade Union Committee. If necessary, the Commission shall propose to the Rector or Dean, if the study program takes place at the faculty, the exclusion of the PhD student from the study or changes in the individual PhD study plan. Otherwise, the commission suggests continuing the PhD study according to his / her individual study plan. The annual report of a PhD student of the external educational institution is evaluated by the Trade Union Committee, in which the members of the UPJŠ Trade Union Committee and members of the Trade Union Commission from the external education institution are represented in the parity representation.
- (6) If, in the course of the academic year, the PhD student in a full-time or external form of PhD study neglects the duties arising from the individual study plan, the chairman of the Trade Union Committee may propose to the Rector or Dean, if the study program takes place at the faculty, its immediate exclusion from PhD studies.

## **Art. 7**

### **Dissertation examination**

- (1) The dissertation examination is a state examination and is public<sup>7</sup>. The PhD student submits the application for the dissertation examination through AiS2 in the time up to 18, respectively within 24 months from the beginning of the study, depending on the

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<sup>7</sup> § 54 para. 3 of Act no. 131/2002 Coll.

standard length of studies, the PhD student in external form at the latest within three years from the beginning of the studies, the PhD student is obliged to submit, together with the application for the dissertation examination, a written work prepared for the dissertation examination. The condition for granting the dissertation examination is the completion of the study part in the prescribed composition of subjects and the acquisition of at least 70 credits, if the study is in the three-year form and four-year or 90 credits in the external form, if the study in the four-year form and five-year in the external form.

- (2) Failure to meet PhD conditions for enrollment for a dissertation examination or failing to submit a written paper for a dissertation examination within a specified period is a reason for his/hers exclusion from study.
- (3) The dissertation exam consists of a thesis (project) of the dissertation, containing an outline of the theoretical foundations of its future solution, the current state of knowledge on the topic and an analysis of the methodological approach to solving the given problem. An opponent will prepare an assessment for the written thesis for the dissertation examination. The opponent is appointed by the Rector or the Dean on the proposal of the tutor and with the consent of the chairman of the trade union committee, if the study program takes place at the Faculty without undue delay.
- (4) Only an expert who does not work in the PhD student's training center (ie at the department, institute, clinic or external educational institution) and does not have joint publications with him / her can be an opponent of the dissertation examination. The dissertation examination consists of a part consisting of a defense of a written work on a dissertation examination and a part in which the PhD student is to demonstrate theoretical knowledge in the specified thematic areas or subjects of the dissertation examination. The opponent will send an opposing opinion to the chairman of the trade union committee within 3 weeks after receiving the written work for the dissertation or notify the chairman of the trade union committee within 1 week that he / she cannot elaborate the report.
- (5) The dissertation examination takes place in front of a committee with at least four members. It consists of a chairman, a PhD tutor, another member of the department outside the university (or outside the faculty, if the doctoral study program takes place at the faculty) where the doctoral student is working, and an opponent of a written assignment for the dissertation examination. The chairman and other members of the board of examiners are appointed by the rector or dean, if the study program takes place at the faculty, on the proposal of the chairman of the Trade Union Committee. At least one member of the Commission must be a Professor or a Professor, or be a Doctor of Science or a Researcher with a Qualified Qualification Level I. A PhD Candidate from an External Educational Institution is held in front of a Commission parity members of the University of destination pursuant to § 63 par. 4 Primary schools and members appointed by an external educational institution. If the opponent cannot take part in the dissertation for serious reasons, his / her opinion on the written work for the dissertation examination shall be read in full by the Chairman of the Commission.
- (6) The committee decides on the result of the examination in a non-public meeting by a majority of the members present. In the event of equality of votes, the vote of the President shall prevail.
- (7) The commission evaluates the progress of both parts of the dissertation examination comprehensively by expressing the "passed" or "failed" assessment.
- (8) Memorandum shall be taken of the dissertation examination, which shall include the opinion of the opponent of the written work. The minutes shall be signed by the Chairman and the members of the Commission present.
- (9) The university or faculty will issue a dissertation examination and the result of the dissertation examination, if the study program takes place at the faculty, the student's certificate of state examination (§ 68 para. 1 ZVŠ).



- (10) If a PhD student is unable to attend a dissertation for a specified time due to serious reasons and apologizes in advance to the chairman of the examining board, the chairman may appoint a substitute term. Withdrawal from the examination or unjustified absence of the PhD student in the examination is evaluated by the expression "failed".
- (11) A non-successful PhD student can only repeat the exam once, and at the earliest three months, and no later than one year after the unsuccessful dissertation. The "failed" assessment on a repeated dissertation is a reason for exclusion from PhD studies.

## **P A R T T H R E E**

### **DISSERTATION THESIS**

#### **Art. 8**

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

- (1) The PhD student can apply for the defense of the dissertation for the relevant paper of the Rectorate or the Dean's Office, if the study program takes place at the faculty, if he has obtained at least 150 credits, if the study in the three-year form and in the external four-year or 210 credits, if the study in the daily form is four years old and an external five years old, without including the credits for the dissertation defense. The application is submitted no later than 3 months before the scheduled completion of his PhD.
- (2) The PhD student will attach to the application:
  - a) dissertation thesis in four copies,
  - b) a list of published works with complete bibliographic data and unpublished scientific papers of the PhD student, as well as their responses, as well as reports on them prepared by relevant institutions in the field of science or technology,
  - c) justification of differences between the original and the submitted dissertation, if the PhD student submits a new dissertation after the unsuccessful defense,
  - d) curriculum vitae,
  - e) dissertation summary.
- (3) The dissertation summary is a brief summary of its objectives, basic results and their contribution. A paper of maximum 20 pages in A5 format is presented in the Slovak language: Introduction, a brief overview of the topic, theses of the dissertation, selected methods of processing, achieved results, contribution to the further development of science and practice, and a resume in English or another foreign language. The list of used literature and the list of all published papers of the PhD student organized according to the valid Directive on the Registration of Outputs of Publications and Responses at the Pavol Jozef Šafárik University in Košice and its parts are also part of the paper. The first and second pages of the paper must comply with the required UPJŠ pattern <sup>8</sup>.
- (4) Before submitting the application, the PhD student is obliged to send the dissertation for originality control to the Central Registry of Final Works (CRZP) and sign the license agreement. The training center is required to submit the originality check result to the relevant doctoral study report as part of the defense documentation. The procedure for entering the work and publishing it in the CRZP, as well as the details of the license agreement are regulated by a special regulation<sup>12</sup>. The university or faculty, if the study

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<sup>8</sup> Directive no. 1/2011 on the essentials of final theses, rigorous theses and habilitation theses, their publication and making them available for the duration of their preservation and originality control valid for the Pavol Jozef Šafárik University in Košice and its parts, no. j. No. 4405/2011 of 3 November 2011 as amended by Appendices no. j. 1944/2012 dated 15 May 2012; no. j. 4687/2012 dated 17 December 2012; no. j. 1095/2014 of 18 March 2014; no. j. 756/2016 of 1 March 2016.

program takes place at the faculty, will ensure the submission of opposition reports to the CRZP<sup>12</sup>.

### **Art. 9 Dissertation thesis requirements**

- (1) The PhD student submits a dissertation for defense in the Slovak language. With the consent of the rector or dean, if the study program is held at the faculty, he may submit and / or defend the dissertation in a language other than Slovak.
- (2) The PhD student can also submit his / her own published work as a dissertation or a set of his / her own published works which elaborate on the topic of the dissertation thesis. If the PhD student submits a set of his / her own publications, he / she will be supplemented by a detailed introduction in which he / she explains the current state of the issue, the objectives of the dissertation and the conclusions that arose from the solution of the dissertation topic. If the enclosed publications are the work of several authors, the PhD student will also enclose a statement of co-authors about his / her authorial share.
- (3) As a rule, the dissertation contains an introduction that analyzes the current state of knowledge in the given topic, the characteristics of the objectives, a detailed description of the procedures used (methods of work, material), the results achieved, their evaluation, discussion, conclusion (with emphasis on practical experience) and the literature used.
- (4) If the dissertation is part of a collective work (for example, a monograph or a set of published works with an introduction, discussion and conclusions), the PhD student will present his / her own share and put it in context with the results of other team members.
- (5) The scope of the dissertation thesis is determined by a special regulation<sup>12</sup>.

### **Art. 10 Preparation of dissertation defense**

- (1) Upon receipt of the application for permission to defend the dissertation, the relevant rectorate or dean's office, if the study program takes place at the faculty, will immediately ask the chairman of the study committee union committee to study at least two and a maximum of three opponents.
- (2) The opponents proposed by the chairman of the Trade Union Committee are appointed by the Rector or the Dean if the study program takes place at the faculty, which will send them a dissertation and a PhD dissertation with a request for an opinion.
- (3) At the latest 4 weeks after receiving the dissertation, the opponent will send an opposing opinion to the chairman of the Trade Union Committee or notify the chairman of the trade union committee within 1 week that he cannot elaborate the report. If the opponent fails to deliver an opponent's opinion on the dissertation within the set deadline and does not do so within 10 days of receiving the reminder, the Rector or Dean, if the study program is held at the faculty, appoints a new opponent on the proposal of the chairman of the Union Committee.
- (4) After receiving all the opponents' opinions and after approval by the Union Committee, the chairman of the Trade Union Committee will immediately propose to the Rector or the Dean, if the study program takes place at the faculty, the chairman and at least three other members of the commission for the defense of the dissertation, the date and place of the dissertation thesis defense. The chairman and members of the committee are usually nominated from among the members of the Trade Union Committee. The

dissertation thesis defense from an external educational institution takes place in front of a commission in which members from the University of destination are represented in accordance with § 63 par. 4 ZVŠ, primary schools and members appointed by an external educational institution. The chairman of the Trade Union Committee will propose to the Dean the date of the defense so that the defense will take place before the date of completion of the PhD study.

- (5) The Dissertation Commission must have at least four members in addition to the opponents. It consists of a chairman, at least three other members, at least two and at most three opponents.
- (6) The Rector or Dean, if the study program takes place at the faculty, will promptly invite in writing the members of the Commission, the tutor and the PhD student. Publish a notice of its proceedings on the website of the University, respectively. faculty, if the study program takes place at the faculty, as well as where and how the candidates can get acquainted with the dissertation and the self-report.
- (7) Anyone who has an interest in the subject matter and the defense of the dissertation may submit a statement to the chairman of the defense at the latest one week before the defense, or may present his comments orally at the defense if the defense has not been declared in camera. When defending the dissertation, the PhD student will take an opinion on such opinions or comments.

#### **Art. 11**

#### **Opponents of dissertation and their opinions**

- (1) The Rector or Dean, if the study program takes place at the faculty, appoints opponents on the basis of a proposal from the chairman of the Trade Union Committee, which may be based on a tutor's proposal. Opponents are selected from experts in the field or specialization of the PhD study field, while at least one opponent is not a UPJŠ employee. If the study program takes place at the faculty, a maximum of one opponent may be a member of the faculty, but must be from another faculty of the relevant faculty or other faculty of UPJŠ. In the case of PhD students from an external educational institution, the opponent may not be an employee of that external educational institution.
- (2) At least one opponent must be a Professor or a Professor, or be a Doctor of Science degree, or a researcher with a Qualified Level I. Other opponents may be a Professor, a Senior Professor or experts with a PhD degree or an older equivalent of CSc., or a holder of a scientific qualification degree IIa.
- (3) An opponent may not be a co-author of a doctoral publication, his / her family member, direct superior or subordinate in an employment relationship or similar employment relationship.
- (4) In particular, the reviewer's opinion shall include:
  - a) to keep the selected topic up to date,
  - b) to selected processing methods,
  - c) to the results achieved, stating what new findings the dissertation brings,
  - d) contribution to the further development of science, technology,
  - e) whether the dissertation fulfills the objective pursued.
- (5) The opponent evaluates the dissertation according to the state of knowledge in the given area at the time when the PhD student filed an application for permission to defend it. In conclusion, the opponent's review contains a clear statement by the opponent whether

or not he / she proposes to award a PhD degree on the basis of his / her dissertation thesis. Without this statement, the opposing opinion cannot be considered complete.

- (6) If the opponent's opinion does not satisfy the conditions set out in para.4 and 5, the rector or the dean, if the study program takes place at the faculty, returns it to the opponent for completion or revision. At the same time, it shall set a time limit for its re-submission which shall not exceed 30 days.

## **Art. 12 Dissertation thesis defense**

- (1) The defense of the dissertation thesis is a state examination and must be completed by 31 August at the latest in the last academic year of the standard PhD study. The defense of the dissertation thesis in the above standard length must take place no later than two years after the end of the standard length of study, and must take place no later than 31 August of the second year of its above-standard length of study. In such a case, the PhD student does not receive a scholarship in full-time doctoral study, pays tuition fees for above-standard length of study and continues to perform tasks in the training workplace.
- (2) The chairman and other members of the commission for the defense of the dissertation are appointed by the Rector or the Dean, if the study program takes place at the faculty. A PhD tutor may also be a member of the commission, but without the right to vote. No more than four defenses may be held before the same commission in one day.
- (3) The university or faculty, if the study program takes place at the faculty, will send the opponents' opinions and the paper to the committee members, including the tutor. He / she sends his / her opponents' opinions to the PhD student.
- (4) The dissertation defense is public; in exceptional cases, if the public hearing would jeopardize the secrecy protected by a special law or security, the Rector or the Dean, if the study program takes place at the faculty, may declare it private.
- (5) The dissertation thesis defense takes the form of a scientific debate between PhD students, opponents, other members of the defense committee and other participants in the defense of the acquired knowledge and the contribution of the dissertation. During the defense of the dissertation thesis, the reasonableness and credibility of its conclusions and proposals contained in the dissertation are also examined.
- (6) The defense may only take place in the presence of at least four members of the defense committee entitled to vote and at least one, respectively two opponents, if the number of opponents was set at three. The opponents present also vote on the result of the defense. If the opponent cannot, for serious reasons, participate in the defense and his / her opinion is positive, the defense may also be held without it, if a majority of the present members of the defense committee present their consent. In such a case, the assessment of the absent opponent is read in full in the defense.
- (7) If, for serious reasons, a PhD student cannot take part in the defense at a specified date, he / she will apologize in advance to the Rector or Dean, if the study program is conducted at the Faculty, and to the Chairman of the Defense Commission. The Rector or Dean, if the study program takes place at the faculty, will, in agreement with the Chairman of the Commission for Defense, in such a case determine the replacement date of the defense and notify it to its participants according to Art. 10 para. 5th.
- (8) The defense is chaired by the chairman of the defense commission, in exceptional cases he may delegate the defense to another member of the defense commission. Neither the opponent nor the supervisor leads the defense, even when they are members of the Trade Union Committee.
- (9) Procedure of the dissertation thesis defence:

- f) the defense shall be opened by the chairman; will announce the topic of the dissertation, give a brief CV of the PhD student, basic information from the characteristics of the PhD student elaborated by the tutor, and an overview of the doctoral thesis and the responses to them,
  - g) the PhD student will then briefly outline the substantial content of his / her dissertation, its results and benefits,
  - h) the opponents shall present the substantive content of their opinions; in the absence of an opponent, the chairman or another chairman-in-charge appointed by the chairman shall read his opinion in full,
  - i) the PhD student will deliver an opinion on the opponents' opinions, commenting on all objections and comments and answering their questions,
  - j) the chairperson of the meeting, who shall be present with further opinions and statements, and shall open a debate in which all present may attend; the discussion verifies the correctness, reasonableness, scientific originality and relevance of the knowledge contained in the dissertation, as well as the accuracy and accuracy of the opponents' assessments,
  - k) the PhD student will answer all questions during the discussion and take a stand on all the suggestions and objections of its participants.
- (10) At the end of the defense, a non-public meeting of the defense commission takes place, where its members, including the opponents and the trainer, will attend. The course and result of the defense and the possibility of using the results of the dissertation in practice will be evaluated in a non-public session. The Commission and the opponents in a secret ballot will decide whether to propose to grant the PhD. The supervisor, if a member of the commission, does not vote.
- (11) Voting under para. 10 shall be made by ballot papers containing the following information: name and surname of the PhD student, date and place of the defense and the text "I agree with the granting of the academic title - I do not agree with the award of the academic title". Members of the Commission vote by deleting the text they disagree with ("delete as appropriate"). Another way of voting is invalid.
- (12) To apply for an academic degree, at least four commission members entitled to vote are required to take part in the vote, and one or more members of the commission are required to vote. two opponents (para. 6), and an absolute majority of the members present to vote for the academic degree.
- (13) Memorandum shall be taken of the defense and the result of the vote, which shall be signed by all voting members of the Commission.
- (14) The result of the vote shall be announced by the chairman of the defense commission at its public session.
- (15) A PhD student who, on the basis of his / her defense of a dissertation or for his / her unjustified absence from the defense, has suggested that the defense committee propose not to grant an academic degree, may request a defense in the same study program at the earliest one year after the date on which it was or was to take place defense of his dissertation. The defense of a dissertation may be repeated only once, no later than two years after the end of the standard length of study.

### **Art. 13**

#### **Deciding on awarding an academic degree**

- (1) The proposal of the commission for the defense of the dissertation for granting or not granting the academic title "doctor" ("philosophiæ doctor" in abbreviation "PhD.") To the

PhD student, as well as the documentation of the defense and the complete material of the PhD student are assessed by the Rector or the Dean if the study program takes place at the faculty.

- (2) If the Rector or Dean, if the study program takes place at the Faculty, finds that the procedure under Art. 12, annul the commission's proposal to grant or not to award the academic title "doctor" ("philosophiæ doctor" in short "PhD.") And order the defense to be repeated.
- (3) If the study program takes place at the faculty and the Dean finds that the procedure under Art. 12, and if the defense commission has proposed to the doctoral candidate to award the title, the dean will pass the materials to the rector with a proposal to award the PhD degree.
- (4) The academic degree "doctor" ("philosophiæ doctor" in abbreviation "PhD.") Is awarded by the University.
- (5) If it is a PhD study, which is carried out in cooperation with an external educational institution, the name of that institution is also stated in the university degree.
- (6) The Rector will send the PhD student a notice of granting or not granting an academic degree within 30 days. The notification is delivered to your own hands.
- (7) The "doctor" ("philosophiæ doctor") PhD. Certificate is issued by the University.

#### **Art. 14** **Change of a PhD study program**

- (1) The change of study program (including the form of PhD studies), the tutor or the training center can be done during PhD studies in justified cases, especially if it creates more favorable conditions for the fulfillment of the PhD study program.
- (2) The change under Art. 14. ods. 1 of these Rules may apply to a PhD student of the Rector or Dean if the study program is conducted at the faculty.
- (3) On the change of study program in accordance with Art. 14. ods. 1 is decided by the Rector or the Dean, if the study program takes place at the faculty, on the basis of the PhD student's request and after the tutor and the chairman of the Trade Union Committee.
- (4) Until the time of PhD study, the proportion of the duration of the study program completed before the PhD study program change is included.
- (5) The transfer of a student of another higher education institution to a PhD study program at a university or faculty, if the study program is conducted at the faculty, is permitted by the Rector or Dean, if the study program is conducted at the faculty, in the manner and under the conditions set forth in para. § 59 par. 4, and 6 of the ZVŠ and under the following conditions:
  - a) the student has been admitted to a PhD study program at another higher education institution in the same field of study as he / she is applying for enrollment at a university or faculty if the study program is conducted at the faculty
  - b) the topic of the student's dissertation thesis corresponds to the professional focus of the tutors within the given field of study at the university or faculty, if the study program takes place at the faculty,
  - c) tutor capacity according to Art. 5 para. 4 of these Rules allows the training to be taken over by the relevant tutor in relation to the student of another college,
  - d) if a student of another higher education institution requires enrollment in a full-time PhD study program at a university or faculty, if the study program takes place at the

faculty, the university or faculty's economic possibilities, if the study program takes place at the faculty, they enable the funding of the student's scholarship.

- (6) Student of another university together with the application for enrollment to study within a PhD study program at a university or faculty, if the study program takes place at the faculty, must submit:
  - a) the decision of another higher education institution to be admitted to the PhD study program, which must include the field of study, the form of study and the topic of the dissertation thesis,
  - b) evidence of passing the dissertation examination at another university within the framework of the PhD study program,
  - c) annual student assessment of a PhD student at another university,
  - d) list of completed subjects within the study part of the PhD study program with the number of obtained credits confirmed by another university,
  - e) a positive opinion of the head of the training workplace at the university or faculty, if the study program is conducted at the faculty, on the existence of the capacity of tutors according to Art. 14 par. 5 (a) c) of these Rules,
  - f) a positive opinion of the supervisor at the university or faculty, if the study program takes place at the faculty, that the topic of the student's dissertation corresponds to the professional focus of the supervisor according to Art. 14 par. 5 (a) b) of these Rules,
  - g) a positive statement from the university or the faculty, if the study program takes place at the faculty, that the university or faculty's economic possibilities, if the study program takes place at the faculty, allow the student's scholarship to be funded if the student requests registration in a daily form.
- (7) If a student of another higher education institution is permitted to enroll in a university or faculty, if the study program takes place at the faculty, the PhD student may be awarded credits at another university if this is in accordance with his / her new curriculum. A PhD student who has come from another university's place of work where the credit system is not in place, or where the credit system is incompatible, can receive an adequate number of credits according to the system at the university or faculty workplace if the study program takes place at the faculty. A new training facility may, if necessary, prescribe such a student the obligation to obtain additional credits for the activities he / she requires, e.g. for passing differential exams.

#### **Art. 15**

#### **Discontinuation and completion of PhD studies**

- (1) The provisions of Act no. 131/2002 Coll. and for the interruption of study, the provisions of Art. Full-time and part-time students may interrupt their studies (even repeatedly) for a maximum of two years, related to maternity for 3 years. The PhD student's application for study interruption is expressed by the supervisor.
- (2) PhD Study at Standard Length Ends:
  - a) no later than the expiry of the standard length of doctoral studies by defending the dissertation in accordance with Art. 12 par. 1,
  - b) by exclusion.
- (3) The granting of PhD scholarships in the full-time form of study ends on the last day of the month of successful defense of the dissertation in accordance with Art. 12 par. 1.

### **PART FOUR OTHER PROVISIONS**

## **Art. 16**

### **Tuition and fees related to PhD studies, above standard length of study**

- (1) Students of full-time study of PhD study programs pay tuition in case of a standard length of study.
- (2) The full-time PhD student has the rights and duties of a student, remains at the training workplace and continues to perform the duties of a full-time PhD student, including teaching.
- (3) Above-standard length of study may last up to two academic years until 31 August of the relevant academic year.
- (4) Fees related to PhD studies and the issuance of a diploma are subject to the provisions of the ZVŠ<sup>9</sup>, Statute of the Pavol Jozef Šafárik University in Košice; Foreign nationals pay tuition fees and other fees according to the relevant provisions of the ZVŠ<sup>10</sup> and the university regulations.

## **Art. 17**

### **Working conditions of PhD students, working time, study leave, business trips**

- (1) Training workplaces at the University, faculties and external educational institutions are obliged to create working conditions for the PhD student so that he / she can fulfill all parts of his / her study plan, including his / her presence at the training workplace. Part of the PhD job description is also individual study, which can be carried out outside the workplace, but only with the consent of the supervisor and with the knowledge of the head of the university or faculty staff, if the study program takes place at the faculty.
- (2) The PhD student is also obliged to perform other tasks beyond the scope of his / her individual study plan imposed on him / her by the supervisor, the head of the training workplace, the head employee of the faculty, the university or the external educational institution, resulting from the tasks and mission of universities, in particular the tasks related to presentation and promotion. their activities both inside and outside the school, but also other activities that broaden the knowledge and competences of the PhD student obtained during the PhD study.
- (3) The presence of a PhD student in a full-time PhD study at the workplace is recorded at the training workplace where the PhD student is included. A full-time PhD student with the consent of the tutor is entitled to leave of a total of 5 weeks, mainly during the winter and main holidays, determined by the academic year schedule. The PhD student has the right to be in the workplace and during the holidays to fully comply with the approved individual study and scientific plan. The PhD student has the right to leave for 1 week to prepare for the dissertation examination after the previous tutor's approval.
- (4) The PhD student may be sent on a business trip, where he / she performs the tasks specified by the tutor or the head of the training workplace. In this case, the doctoral student will sign a contract for performance of tasks for UPJŠ in Košice, its respective faculty or an external educational institution. The contract is also concluded if the business trip is carried out within the framework of a solution of a specific project, the co-investigator of which is also a PhD student. In both cases, the doctoral student is entitled to claim compensation in accordance with Act no. 283/2002 Coll. on Travel Compensation, as amended.

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<sup>9</sup> Section 92 of Act no. 131/2002 Coll.

<sup>10</sup> § 92 par. 8 of Act no. 131/2002 Coll.



- (5) A full-time PhD student is obliged to report any personal change (marital status, permanent address, change of the health insurance company) within 7 days at the PhD study department of the University, respectively. faculty, if the study program takes place at the faculty.
- (6) A full-time PhD student must receive occupational health and safety (OSH) training. The training is provided by the University in cooperation with doctoral studies at faculties, if the study takes place at the faculty. A record will be made of the training, which will be filed in the student's personal file.

**Art. 18**  
**Transitional and final provisions**

- (1) Upon the entry into force of this PhD Study Code, the PhD Study Order at the Pavol Jozef Šafárik University in Košice is canceled and approved by the UPJŠ AS on 15.12.2011 as amended by Amendment no.1 and Appendix no.2.
- (2) This Study Program for PhD Studies at the Pavol Jozef Šafárik University in Košice was approved by the Academic Senate of UPJŠ on May 16, 2019.
- (3) The provisions of the UPJŠ Rules of Study shall apply mutatis mutandis to relationships not regulated by these Rules.
- (4) The rights and obligations of PhD students who have been admitted to study before the entry into force of these Regulations are governed by these Rules of Study from its effective date.
- (5) Individual faculties of UPJŠ may, on the basis of the Study Order of PhD Studies at the Pavol Jozef Šafárik University in Košice, issue their own internal regulations governing PhD studies adapted to their conditions. This internal regulation of the faculty may not be in conflict with the Study Rules of PhD Studies at the Pavol Jozef Šafárik University in Košice.

JUDr. Renáta Bačárová, PhD., LL.M.  
President AS UPJŠ

prof. RNDr. Pavol Sovák, CSc.  
Rector UPJŠ