



**ST. ELIZABETH UNIVERSITY OF
HEALTH AND SOCIAL WORK
BRATISLAVA**

Directive No 2/2015

**St. Elizabeth's University of Health and Social Work
on the rigorosum procedure**

Bratislava

2015

The Rector of the St. Elizabeth University of Health and Social Work in Bratislava (hereinafter referred to as "SEU") issues the following directive on the rigorous examination procedure on the basis of § 53 (9) and (10), § 62a, § 63 and § 83 of Act No. 131/2002 Coll. on Higher Education and on Amendments and Supplements to Certain Acts, as amended by later regulations.

Article 1

General provisions

1. A candidate for the rigorosum procedure, who is a graduate of a second degree study programme and has obtained a Master's degree, may take the rigorosum examination in the relevant or related field of study - colloquially
2. A candidate for the rigorosum procedure may also be a graduate of a similar study programme abroad after the nostrification of the diploma of the second degree of higher education.
3. By the rigorous examination and defence of the rigorous thesis, the candidate has to demonstrate, on the basis of independent study, that he/she has deeper knowledge in his/her field of study in its broader basis and is capable of independently acquiring new knowledge of science and practice and is able to apply the acquired knowledge in a creative way in practice (§ 53 (10) of the Act on Higher Education).
4. The rigorous examination and defence of the rigorous thesis at the St. Elizabeth University of Applied Sciences are provided by the relevant departments of the university, which have been granted the right to carry out second degree study programmes in accordance with Act No. 131/2002 Coll. on Higher Education, as amended.
5. The application can be submitted in the fields of study, or in related fields, in the study programmes in which the SEU has been granted the right to carry out 2nd level of higher education within the meaning of Act No. 131/2002 Coll. on higher education as amended:
 - a) Social work / sociology, social pedagogy, andragogy
 - b) Missionary and charitable work
 - c) Nursing/midwifery
 - d) Public health
 - e) Laboratory testing methods in healthcare

Article 2 Rigorous procedure

1. The application for inclusion in the rigorosum procedure is submitted by the candidate in a paper form continuously throughout the year, together with the announcement of the topic and a brief outline of the rigorosum thesis.
2. The rigorosum procedure begins with the approval of the topic of the rigorosum thesis by the head of the department of the study programme.
3. The rigorous procedure ends:
 - a) the award of an academic degree by the university
 - b) by delivering a written notification of the type of unsuccessful legal action the date of passing the rigorosum examination (based on the decision of the committee).
 - c) by receipt of a written request from the candidate to terminate the rigorous procedure.
4. The rigorous procedure shall be suspended:
 - a) by submitting an application for the rigorosum procedure which does not comply with the requirements of this Directive, even after a renewed invitation (Annex - Requirements)
 - b) failure to pay the fees associated with the rigorous rigorous examination in accordance with the Fees Directive
 - c) suspension or withdrawal of the right to pursue the relevant study programme.

5. Annexes to the rigorosis procedure:

Within 60 days from the date of admission, the candidate admitted to the rigoroscopic procedure shall pay the fee for the rigoroscopic procedure according to the internal guideline on study-related fees valid in the given academic year and shall provide the following attachments:

- a) Confirmation of payment of the rigor examination fee by depositing it in the account number 2626748634 / 1100, variable symbol: 8888, with the note "rigor examination" and "student's name".
- b) A certified copy of your university diploma
- c) Certificate of State Examination
- d) List of published works, or confirmation that the applicant has not yet published
- e) Officially certified birth certificate, certified marriage certificate for married women
- f) Signed CV
- g) Graduates of a foreign university must provide a nostrified diploma of completion of the 2nd cycle of higher education

If the applicant fails to submit all the required annexes within the deadline, the rigorosum procedure will be terminated.

Article 3

Application for the rigorosum examination

1. A candidate who has an approved application and rigorosum thesis topic shall submit a written application for the rigorosum examination and rigorosum thesis defence to the relevant department within 12 months of the approval of the topic on the deadlines of 10 January, 10 May, 10 October.

In the application form, in addition to personal data, the applicant shall indicate the study programme/field of study in which he/she has obtained a second-level higher education degree and the field of study in which he/she wishes to take the rigorosum examination. The application for the rigorosum examination must be in writing and must contain all the elements listed in the Annex to this Directive.

2. If the candidate has not submitted all the annexes according to Article 2, point 4 c by the time of the application for the rigorosum examination, the rigorosum procedure shall be terminated.

Article 4

Rigorous thesis

1. The topic of the rigorous thesis is chosen by the applicant.
2. The thesis documents the ability to process and interpret scientific knowledge in a given field of study. It cannot be identical to a thesis or other qualifying work. The thesis must contain a research part and cannot be purely compilatory.
3. Each rigorous thesis must be original, created according to IMRAD. It must not be in the nature of plagiarism and must not infringe the copyright of other authors. The Head of Department may allow the candidate to submit the thesis in a language other than the national language. The abstract must be written in the national language.
4. The length of the rigorosum thesis is set at 80-100 pages.
5. It is not possible to request a consultant for the elaboration of the rigor thesis.
6. Before submitting the thesis, the candidate enters the thesis in electronic form in PDF format for archiving, bibliographic registration and access to the Central Register of Theses and Dissertations. The method and conditions are regulated by the internal regulations of the SEU.
7. The electronic form must be identical in content to the printed form of the work, the applicant completes and signs the Licence Agreement (Annex 4) or the Declaration of Non-Disclosure of Work (Annex 5) and, the completed form "Method of Use of the School Work and Scope of Licence" (Annex 6).

8. The candidate submits the thesis to the Rigor Thesis Department in duplicate, twice on CD and the Originality Check Report with the Licence Agreement.
9. The head of the department will determine which submitted rigorous theses require work experience and to what extent.
10. The candidate may request an interruption of the time limit for the submission of the rigorous thesis for serious reasons, in particular for maternity leave, medical reasons for a period of 6 months. The request for an extension of the rigoroscopic procedure must be sent in writing before the end of the rigoroscopic procedure.

Article 5 Rigorous Committee

1. The right to sit on the rigorosum committee is granted to university teachers serving as professors and associate professors and other experts approved by the Scientific Council.
2. The Rector of the University appoints and dismisses the chairman and members of the rigor examination committee.
3. The Commission shall be composed of a chairman and three other members (as defined in Article 5(1)). A quorum shall be present if the Chairperson and two members of the Commission are present.
4. The opponent for the assessment of the rigorous thesis may be a professor, associate professor or a researcher with the title, DrSc., CSc., PhD.
5. The referee is obliged to submit the referee's opinion within 30 days after receiving the rigorous thesis (by uploading it to the EAW). The opponent's opinion is not delivered to the candidate as he/she can view the opponent's opinion in the EZP system. The referee assesses in writing the level, quality and fulfilment of the objectives of the thesis.
6. The opinion of the opponent must include comments on the content of the thesis and his/her opinion on whether or not the thesis meets the requirements for rigorous theses.

Article 6 Defence of the rigorous thesis and rigorous examination

1. The Rigorous Examination consists of a colloquial examination. In the colloquial examination, the student defends the submitted thesis and answers the questions of the members of the committee.

The result of the rigor examination shall be voted on publicly in the closed part of its meeting; in the event of a tie vote of the committee, the vote of the chairperson shall be decisive. The conduct of the rigorosum examination and the announcement of the results of the rigorosum examination shall be

public.

2. A report on the course of the rigorosum examination shall be drawn up on the defence of the rigorosum thesis and the rigorosum examination in accordance with the regulations of the university, which shall be archived together with other documentation.

Article 7

Repeating the rigorosum examination

1. The head of the department will send a written notification to the candidate who has failed the colloquial rigorosum examination. A repeat of the Collegiate Rigorous Examination may be taken within a period of 6 months.
2. A failed candidate may retake the colloquial rigoroscopic examination by written request, which must be received within 30 days of the date of the colloquial rigoroscopic examination and must be accompanied by confirmation of payment of the retake fee in accordance with the current Fee Guideline
3. If the candidate fails to appear for the colloquial rigorosum examination on the set date, but **justifies** his/her attendance within 14 days, the head of the department shall, on the basis of a written request, set an alternative date for the rigorosum examination.
4. If the candidate does not appear at the set date for the colloquial rigorous examination and **does not justify** his/her participation within 14 days, he/she is sent a notification and his/her absence is evaluated as a lack of interest in taking the rigorous examination, he/she is excluded from the register of candidates for taking the rigorous examination.
5. The colloquial rigorous examination can be repeated only once.

Article 8

Fees for the rigorosum procedure and diploma issuance

1. The university may require a fee for the rigorosum procedure, the amount of the fee is determined in accordance with the provisions of the Higher Education Act and the Rector's Directive on Fees.

the fee for the rigorosum procedure according to the current guidelines

the fee for the issue of the diploma according to the current guidelines upon completion rigorosum examination.

fee for repeating the rigorosum examination .. according to the current

guidelines Fees paid are not refundable.

**Article 9 Award
of the title**

1. The University will award an academic degree (PhDr) to graduates who have successfully passed the colloquial rigorous examination, indicating SEUr field of study.
2. The awarding of diplomas to graduates of the rigorosum procedure takes place in an academic ceremony, on dates determined by the SEU.
3. If a graduate of the rigor procedure will not attend the academic ceremony, he/she will be notified in advance and can collect the diploma at the rigor procedure office after the day of the academic ceremony.

**Article 10
Presentation of the diploma of academic degree**

1. Diploma of the academic degree "PhDr." is awarded in a solemn manner at the graduation ceremony, which takes place according to academic traditions and established protocol.
2. In exceptional and justified cases (e.g. long-term adverse health condition, etc.), the Rector of the SEU may decide that the diploma of the academic degree "PhDr." will be handed over to the successful graduate on the basis of his/her written request to receive the diploma individually outside the date of the graduation ceremony on specified alternative dates.
3. The fee associated with the production of the diploma must be paid upon receipt of the invitation to the graduation ceremony.

**Article 11
Fees associated with the rigorosum procedure and the issuance of the diploma.**

1. The SEU will require candidates for the colloquial rigorosum examination to pay fees for acts related to the rigorosum procedure and the issuance of the diploma in accordance with the Directive on Fees Associated with Studies for the relevant academic year, issued by the Rector of the SEU.
2. If the candidate decides not to proceed to the rigorosum procedure and terminates the rigorosum procedure before passing the rigorosum examination of his/her own volition, the aliquot part of the fee paid by him/her will be refunded. The costs associated with the meeting of the rigor committee will be deducted.

Article 12
Final provisions

1. The common requirements for the conduct of colloquial rigorosum examinations at SEU are laid down in this rigorosum examination guideline.
2. The Rigorosum Procedure Directive shall enter into force on the date of its approval by the Rector of the St. Elizabeth University of Health and Social Work in Bratislava.
3. The SEU reserves the right to work with the personal data of the candidate, from the submission of the application for the rigorous procedure, until the completion of the rigorous procedure, i.e. the issuance of the diploma.

Bratislava 1. 9. 2015

prof. MUDr. Marián Karvaj, PhD. v.r.
Rector

The Annexes form part of this Directive:

- a) Annex No. 1 "Application for inclusion in the rigorosum procedure"
- b) Annex No. 2 "Notification of the topic of the rigorous thesis"
- c) Annex 3 "Application for the rigorosum examination"
- d) Annex 4 "Licence agreement for the use of school work"
- e) Annex 5 'Declaration of non-disclosure of work'
- f) Annex 6 "Method of use of the school work and scope of the licence"
- g) Annex No. 7 "Protocol on the defence of the rigorosum thesis and the rigorosum examination"



ST. ELIZABETH UNIVERSITY OF HEALTH AND SOCIAL WORK, BRATISLAVA

Application for admission to the rigorosum procedure

Name, surname, title

by

ZIP CODE..... tf. contact..... e-mail

I completed my higher education at (name of SEU)

..... in the study program

..... in the year **I hereby request your inclusion**

in the rigorosum procedure in the study program:

- 3.1.14. social work
- 7.4.2. public health
- 7.4.1. nursing
- 7.4.3. laboratory methods of investigation in healthcare

Detached office:

| | |
|--------------|--|
| Bratislava | Social work |
| Košice | Social work |
| Michalovce | Social work |
| New Chateaux | Social work |
| Partizánske | Social work |
| Piešťany | Social work |
| Příbram | Social work |
| Prešov | Social work |
| Rožňava | Social work |
| Trstena | Social work |
| Žilina | Social work |
| Bratislava | Nursing |
| Prešov | Nursing |
| Bratislava | Public health |
| Bratislava | Laboratory testing methods in healthcare |

The candidate shall indicate the relevant workplace where he/she wishes to defend the thesis and take the rigorosum examination.

In, on

signature



**ST. ELIZABETH UNIVERSITY OF HEALTH
AND SOCIAL WORK, BRATISLAVA**

REPORTING THE TOPIC OF THE RIGOROUS THESIS

Name and surname: first name and last name at birth:
.....

Title:, tf. contact:....., e-mail:.....

Title of the defended thesis:
.....
.....

Topic of the rigorous thesis:
.....
.....

Highest level of education attained: 2nd degree/3rd degree in akad. 2nd/3rd degree:
.....

Name of the University faculty:
.....
.....

Study programme:

Please attach the outline of the thesis as an attachment.

In, on

.....
signature



**ST. ELIZABETH UNIVERSITY OF HEALTH
AND SOCIAL WORK, BRATISLAVA**

APPLICATION FOR THE RIGOROSUM EXAMINATION

Name and surname: First name:
Title: Date and place of birth:
Birthdate: OP Number: Nationality:
Permanent address: POSTCODE:
Phone number: E-mail:
Contact address for correspondence (if different from the permanent residence):
.....

Higher education institution attended (name, address):
.....
.....

Completed study programme: Year completed:
Title of the defended master thesis:
.....

I am applying for the rigorosum examination in the study programme:
.....

In, on

signature

Licence agreement for the use of school work

concluded pursuant to § 40 et seq. of Act No. 618/2003 Coll. on copyright and rights related to copyright (Copyright Act)

between

By

| | |
|---------------------------------|--|
| Title, first and last name: | |
| Date and place of birth: | |
| Permanent residence: | |
| Title of thesis (school work): | |
| Code (job registration number): | |
| Type of thesis (Article 2) | |
| Date of submission to the CRZP: | |

a

to the transferee:

| | |
|------------------------------------|--|
| University: | St. Elizabeth University of Health and Social Work in Bratislava |
| IVSP: | Institute for further education of social workers |
| Address: | |
| ID: | |
| IVSP represented by the Director : | prof. PaedDr. Milan Schavel, PhD. |

Art. 1

Subject of the contract

The subject matter of this Agreement is to grant the author of the school work (hereinafter referred to as the Work) specified in Article 2 of this Agreement permission to the Assignee to use the school work (hereinafter referred to as the License) under the terms and conditions agreed to in this Agreement.

Art. 2

Determination of school work

| | |
|--|--|
| 1. The author grants the licensee a license to this school work) ¹ : | |
| Other work (characterized as): | |
| Title of thesis (school work): | |

2. The school work referred to in paragraph 1 has been created by its author - a student of the university which is the licensee under this agreement. The creation of the school work fulfilled the author's study obligations arising from his/her legal relationship to the licensee in accordance with Act No. 131/2002 Coll. on Higher Education and on Amendments and Additions to Certain Acts, as amended.

Art. 3

Method of use of the school work and scope of the licence

1. The author grants the purchaser the right to make a digital copy of the school work for the purpose of preservation and bibliographic registration of the work in accordance with Section 8(2)(b) of Act No. 183/2000 Coll. (Act on Libraries).
2. The author grants the licensee a licence to the extent set out in Annexes 4 and 5:
 - a) making the digital reproduction of the school work available online via the Internet without restriction, including the right to grant a sub-licence to a third party for study, scientific, educational and informational purposes,
 - b) making the digital copy of the school's work available online via the Internet for a period of years after the conclusion of this contract, including without limitation the right to grant a sub-licence to a third party for study, scientific, educational and informational purposes,
 - c) making the digital reproduction of the School's work available online via the Internet for a period of years after the conclusion of this agreement only to users within the University (access control based on computer IP addresses or by name and password), including the right to grant a sub-licence to a third party for study, scientific, educational and informational purposes,
 - d) making digital copies of school work available through the academic/university library for study, research, education and information purposes only to users within the University (access control based on computer IP addresses or by using a username and password),

¹ bachelor thesis, diploma thesis; rigorous thesis, dissertation, qualification thesis (habilitation thesis)

e)making available only annotations and abstracts of the thesis, contacts, if the author or supervisor does not agree to publish the full text. The author may provide contact details (as optional):

| | |
|--------|---------|
| Phone: | e-mail: |
|--------|---------|

3. The license granted by the author to the assignee under this agreement is non-exclusive.
4. The author grants the licensee a license for an indefinite period of time in accordance with the duration of the author's property rights pursuant to § 21 of the Copyright Act.
5. Upon the termination of the assignee as a licensed legal entity, the rights and obligations under this Agreement shall pass to the assignee's successor in title.

**Art. 4
Reward**

The author grants the licensee a royalty-free licence.

**Art. 5
Originality and immutability of the work**

1. The author declares that he has created the above-mentioned work independently by his own creative activity and that the work is original.
2. The author guarantees that all copies of the school work, regardless of the medium, have identical content.
3. The acquirer may not interfere in any way with the content of the work.

**Art. 6I
Final provisions**

1. This contract is drawn up in two copies, one copy each to be given to the author and to the department of the University of St. Elizabeth for the rigorosum procedure.
2. This contract shall come into force after the successful defence of the relevant work at the university.
3. This Agreement may be amended or supplemented only by a written amendment signed by both parties.
4. The relations not regulated by this contract are subject to the generally binding legal regulations in force and in force in the Slovak Republic, in particular the provisions of the Copyright Act and the Civil Code.
5. The Parties declare that they have entered into the Contract freely and seriously, have not acted in error or under duress, understand its contents and sign it with tSEUr own hands as a sign of tSEUr consent.

V..... , on.....

.....

by

DECLARATION OF NON-DISCLOSURE OF WORK¹

Title, first and last name:

Date and place of birth:

Permanent residence:

Student Faculty:

Title of the thesis (school

work) Code (registration

number of the thesis):

Type of thesis)²

Date of submission to the CRZP:

The undersigned author of the thesis grants the right to make a digital copy of the school work for the purpose of its preservation and bibliographic registration in accordance with Section 8(2)(b) of Act No. 183/2000 Coll., the author declares that the school work is provided without the possibility of access for the following reasons:

- the thesis was produced under contract with another commercial entity,
- the content (or part of the content) of the thesis is pending patent/invention application,
- other compelling reason (in accordance with Section 51

of the Copyright Act): Justification:

.....

.....

.....

.....

In, on

.....
Signature of the IVSP Director

Signature of the author of the thesis

¹ only if the author or supervisor does not agree to the publication of the thesis

² bachelor thesis, diploma thesis, rigorous thesis, dissertation; qualification thesis (habilitation thesis)

Method of use of the school work and scope of the licence

1. The author grants the purchaser the right to make a digital copy of the school work for the purpose of preservation and bibliographic registration of the work in accordance with Section 8(2)(b) of Act No. 183/2000 Coll. (Act on Libraries).

2. The author grants the licensee a license to the following extent:

- making the digital reproduction of the school work available online via the Internet without restriction, including the right to grant a sub-licence to a third party for study, scientific, educational and informational purposes,
- making the digital copy of the school's work available online via the Internet for a period of years after the conclusion of this contract, including without limitation the right to grant a sub-licence to a third party for study, scientific, educational and informational purposes,
- making the digital copy of the school's work available online via the Internet for a period of years after the conclusion of this agreement only to users within the university (access control based on computer IP addresses or by name and password), including the right to grant a sub-licence to a third party for study, scientific, educational and informational purposes,
- making digital copies of school work available through the academic/university library for study, research, education and information purposes only to users within the University (access control based on computer IP addresses or via username and password)
- making available only annotations and abstracts of the thesis, contacts, if the author or supervisor does not agree to publish the full text. The author may provide contact details (as optional):

Phone:

e-mail:

3. The license granted by the author to the assignee under this agreement is non-exclusive.

4. The author grants the licensee a license for an indefinite period of time in accordance with the duration of the author's property rights pursuant to § 21 of the Copyright Act.

5. Upon the termination of the assignee as a licensed legal entity, the rights and obligations under this Agreement shall pass to the assignee's successor in title.

In, on