



## **ST. ELIZABETH UNIVERSITY OF HEALTH AND SOCIAL WORK Bratislava**

### **Directive No 10/2011 on doctoral studies at the St. Elizabeth University of Health and Social Work in Bratislava**

The Rector of the St. Elizabeth University of Health and Social Work, Bratislava has issued Directive No. 1/2011 on doctoral studies at the St. Elizabeth University of Health and Social Work, Bratislava in accordance with Act No. 131/2002 Coll. on Higher Education and on Amendments and Additions to Certain Acts (hereinafter referred to as the Act) and in relation to the Study Regulations.

#### **P A G E**

#### **Basic provisions Art.**

#### **1**

#### **Introductory provisions**

(1) A doctoral study programme (hereinafter referred to as "doctoral studies") is a third-degree study programme. St. Elizabeth's University of Health and Social Work, n.o. Bratislava (hereinafter referred to as "SEU"), provides doctoral studies in registered fields of study according to accredited study programmes.

Doctoral studies are carried out in full-time and part-time form. The standard length of studies in the full-time form is at least three years and no more than four years, in the part-time form at least three years and no more than five years. Students in full-time doctoral studies may be awarded an incentive scholarship.

(2) Some provisions of the Study Regulations of the SEU apply to doctoral studies.

(3) Doctoral studies are organised according to the credit system.

(4) Doctoral studies are conducted according to an individual study plan under the guidance of a supervisor. It is carried out at the SEU or it is carried out by an external educational institution with which the SEU has concluded a framework agreement on doctoral studies (hereinafter referred to as "external educational institution") and with which it concludes an individual agreement for each doctoral student, in which issues related to the doctoral student's work at the external educational institution, including the payment of the costs of the external educational institution, are addressed.

## **Art. 2**

### **Trade Union Commission**

(1) Doctoral studies in a given study programme are monitored and evaluated by a departmental committee. SEU may agree with an external educational institution to establish a joint disciplinary committee. If the doctoral programme is delivered in cooperation with an external educational institution, that institution shall be adequately represented on the doctoral committee.

(2) The Trade Union Commission is appointed by the Rector of the SEU (hereinafter referred to as the Rector) on the proposal of the Scientific Council of the SEU. The Trade Union Committee consists of a chairman and at least four other members. At least one of the members of the committee must have the scientific-pedagogical title of professor, or the scientific title of doctor of sciences, or be a researcher with the awarded qualification degree I. The other members may be associate professors or staff members with the academic degree of PhD (or the senior equivalent CSc.).

(3) The Rector appoints the chairman of the Trade Union Commission on the proposal of the Scientific Council of the SEU.

(4) The Trade Union Commission shall, as a rule, inter alia:

- a) approves dissertation topics,
- b) approves the doctoral student's study plan,
- c) comments on the doctoral student's annual evaluation,
- d) solves problems related to doctoral studies (change of supervisor, change of topic, change of study plan, etc.).

(5) The President shall, as a rule, inter alia:

- a) proposes to the Rector the composition of the entrance examination board,

- b) proposes to the Rector the composition of the dissertation examination committee,
- c) decides on the acceptance of the dissertation for defence,
- d) proposes to the Rector the composition of the dissertation defence committee.

## **Organisation of Doctoral Studies**

### **Art. 3**

#### **Admission procedure for doctoral studies**

(1) As a rule, two months before the last day for the submission of applications for doctoral studies, the SEU announces the topics of the dissertations that can be applied for in the admission procedure (if it is a topic announced by an external educational institution, the name of this institution is also mentioned).

(2) For each listed subject, the name of the field of study, the name of the supervisor, the form of study, the conditions of admission, the form and framework content of the entrance examination, the deadline for the submission of applications, the date of the admission procedure and the amount of tuition fees for the extramural form of study are indicated. The topics of the dissertation, together with the above-mentioned particulars, shall be published on the official notice board or on the website of the university.

(3) In the application for doctoral studies, the applicant shall indicate:

- a) name and surname, titles, birth number, date and place of birth, marital status, place of permanent residence of the student, sex, place of residence in the Slovak Republic for foreigners, nationality, citizenship, ID card number (passport number for foreigners)
- b) the chosen field of study and the chosen dissertation topic,
- c) the chosen form of doctoral studies.

(4) The application must be accompanied by:

- a) Biography,
- b) a copy of the proof of payment of the admission fee (in case of failure of the admission procedure, this fee will not be refunded)
- c) certified photocopies of evidence of graduation (university diploma, state examination certificate, diploma supplement)
- d) a proposal for the focus of the dissertation topic of no more than 3 pages.

(5) SEU will return the application form and the attached documents to the applicant if the applicant does not meet the conditions specified in the admission notice. The reason for returning the application form may also be the submission of the application after the deadline or incomplete completion of the application form or failure to submit all the required attachments to the application form.

(6) The relevant department of the SEU will invite the applicant in writing to the entrance examination at least 14 days before the examination, and will also inform him/her of the content of the examination. The entrance examination is normally held before the end of June of the current year for the following academic year.

(7) The entrance examination for doctoral studies consists of an oral interview in the chosen field of study, a defence of a proposal of the focus of the dissertation topic and a written test in a foreign language.

(8) The entrance examination shall be held before an entrance examination board. The Entrance Examination Board consists of a chairman and at least two members appointed by the Rector of the SEU on the proposal of the chairman of the Branch Committee. If the admission examination is for a candidate on a subject offered by an external educational institution, a representative of the external educational institution, appointed by the director of the external educational institution, shall also be a member of the board.

(9) The Admissions Board will evaluate the result of the admissions examination in a closed session. If several candidates have applied for a single subject, it will determine their ranking according to the success rate of the entrance examination. In determining the ranking, it shall also take into account the extent and quality of the applicant's professional publications and the results of his/her other professional activities (e.g. results in student scientific and professional thesis competitions).

(10) A record of the result of the admission examination shall be made or an entry shall be made on the reverse of the application form. The Commission shall submit a proposal for the admission of successful candidates to the Rector of the SEU.

(11) Based on the results of the entrance examination, the Rector shall decide whether or not to accept the applicant within 30 days from the date of the entrance examination. The written decision on the admission of the applicant to doctoral studies shall usually specify the study programme, the form of study, the name of the supervisor and the topic of the doctoral thesis.

In addition to the above, the written decision must contain a statement of the reasons for the decision, an indication of the possibility of applying for a review of the decision and shall be delivered to the applicant by hand. An applicant who has received a decision not to be admitted to doctoral studies shall have the right, on request, to consult the documentation of his/her admission procedure and may submit a request for a review of that decision.

(12) An accepted applicant becomes a doctoral student on the date of enrolment, the date of which is determined by the Rector.

(13) The approved individual study plan of the doctoral student is also part of the enrolment documentation.

#### **Art. 4**

#### **Doctoral student's study programme**

(1) The doctoral student's study programme is carried out according to an individual study plan, which is drawn up by the supervisor in cooperation with the doctoral student and approved by the departmental committee.

(2) The study programme of a doctoral student consists of a study part, which ends with a dissertation examination, a scientific part and the defence of the dissertation.

(3) The individual study plan consists of a study and a scientific part.

(4) Part of the full-time doctoral studies is the performance of teaching activities in the scope of a maximum of four hours per week on average per academic year in which the teaching takes place.

(5) The individual study plan of a doctoral student includes in the study part in particular:

- a) list and completion dates of compulsory courses,
- b) list of subjects of the dissertation examination,
- c) an open list of required and recommended reading,
- d) study stays and internships
- e) the date of the dissertation examination,
- f) participation in the pedagogical process,
- g) other study tasks.

- (6) The individual study plan of a doctoral student includes in the scientific part in particular:
- a) the procedure and timetable for researching and solving the dissertation topic,
  - b) a list and completion dates for compulsory and optional research activities,
  - c) research fellowships and internships,
  - d) other scientific tasks related to the dissertation.

(7) At the end of each academic year, the supervisor sends to the Doctoral Studies Office an annual evaluation of the doctoral student's fulfilment of the study plan (including the number of credits allocated) with a statement as to whether or not he/she recommends the doctoral student's continuation of his/her studies. In doing so, the supervisor assesses the status and level of fulfilment of the doctoral student's study plan, compliance with deadlines, and, if necessary, makes a proposal for modifying the doctoral student's individual study plan.

## **Art. 5**

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

- (1) The credit system is applied in full-time and part-time doctoral studies.
- (2) Credit is the unit of a student's workload.
- (3) For the proper completion of studies in the doctoral study programme in the full-time and part-time form of study it is necessary to obtain 180 credits, including the credit evaluation of his/her dissertation, if it has been accepted for defence. The standard workload of a doctoral student during an academic year is considered to be the completion of activities equivalent to 60 credits.
- (4) In both full-time and part-time doctoral study, a doctoral student must obtain at least 40 credits for his/her progression from the first to the second year of study and at least 40 credits per academic year for his/her progression from the second to the third year of study, taking into account the recommended credit structure.
- (5) Failure to comply with the conditions referred to in paragraph 4 may be grounds for the supervisor to submit a proposal to the Vice-Rector for Research and Doctoral Studies for the exclusion of the doctoral student in the annual evaluation.

(6) The doctoral student earns credits for the following activities during his/her studies:

a) completion of the study part :

the doctoral student must take the compulsory courses specified in his/her individual study plan. For successful completion of the dissertation examination, the doctoral candidate receives 20 credits.

b) independent creative activity in the field of science:

publications (at least 3), completion of a defined stage in own research work, presentation at a domestic professional or scientific event, presentation at a foreign or international professional or scientific event, professional or scientific internship at home or abroad, translation of foreign professional or scientific articles and their publication, active participation in the organisation of domestic and international professional or scientific seminars and conferences and other scientific activities.

c) preparation of the dissertation: if the dissertation has been accepted for defence, the doctoral student receives 30 credits.

(7) The credit ratings for each activity are given in Annex 1. of this Directive.

(8) If the doctoral student has completed part of his/her studies at a place other than his/her own (e.g. abroad), credits earned at that workplace shall be counted in full if the student was seconded to that workplace as part of his/her study plan.

(9) If there is a change in the form of doctoral studies, the doctoral student may be credited with the credits previously earned if this is in accordance with his/her new study plan.

## **Art. 6**

### **Trainer**

(1) The supervisor for a given study programme of doctoral studies may be only an internal employee of the SEU or another expert from practice with the academic title of prof., doc., PhD. or the scientific title of DrSc.. The supervisor must be approved by the scientific council of the SEU.

(2) The trainer in particular:

a) professionally supervise the doctoral student during the doctoral studies,

b) in cooperation with the doctoral student, draws up the doctoral student's individual study plan and submits it for approval to the departmental

- committee,
- c) manages and professionally guarantees the fulfilment of the doctoral student's study plan and controls the fulfilment of his/her pedagogical activities,
  - d) determines the focus of the dissertation project and refines the topic together with the doctoral student,
  - e) awards the doctoral student a specified number of credits for the completed stages of individual study, scientific literature, for the completed stages of the scientific part of his/her study plan and for the dissertation, if accepted for defence,
  - f) proposes to the Rector a study stay of a doctoral student in other domestic or foreign institutions according to the respective field of study,
  - g) Assists the doctoral student in securing consultation with other professionals,
  - h) submits the doctoral student's annual evaluation to the chair of the departmental committee,
  - i) submits to the Rector a proposal for the exclusion of a doctoral student from studies, expresses its opinion on the doctoral student's application for interruption of studies and on the doctoral student's application for change of the form of study,
  - j) prepares a written opinion (assessment), which is attached to the doctoral candidate's application for the doctoral examination. It proposes an opponent for the written part of the dissertation examination,
  - k) is a member of the examination committee for the doctoral dissertation examination of a doctoral student,
  - l) prepares a written opinion - an opinion on the doctoral thesis of the doctoral candidate, which is attached to the doctoral candidate's application for the defence of the doctoral thesis. It proposes opponents,
  - m) participates in the defence of a doctoral student's dissertation.

## **Art. 7**

### **Dissertation Examination**

(1) A doctoral student in the full-time form of doctoral studies shall register for the dissertation examination no later than 18 months after the beginning of his/her studies, a doctoral student in the part-time form no later than three years after the beginning of his/her studies. Doctoral students are obliged to submit a written thesis prepared for the dissertation examination together with the application for the dissertation examination. A condition for granting consent to take the dissertation examination is the acquisition of at least 60 credits



and the completion of all compulsory courses in the study part of the individual plan.

(2) The doctoral candidate shall apply for the dissertation examination in writing. The doctoral candidate shall enclose with the application form:

- a) statement of studies,
- b) a summary of credits earned,
- c) the written part of the dissertation in two editions in comb binding,
- d) professional CV
- e) the supervisor's consent to the examination and his/her written opinion - the thesis report,
- f) proof of payment of the relevant part of the doctoral tuition fee.

(3) The written thesis for the dissertation examination consists of a thesis (project) containing 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 problem. Its length should not exceed 35 standard pages. The written thesis for the dissertation examination will be reviewed by a referee.

(4) The opponent of the written thesis for the dissertation examination may only be a professional with an academic title of prof., doc., PhD., ArtD., (or older equivalent) or the scientific title DrSc., who is not working at the workplace (department or institute) of the doctoral student.

(5) The dissertation examination consists of a part consisting of a debate on the written work for the dissertation examination and a part in which the doctoral student has to demonstrate knowledge in the specified subjects of the dissertation examination. The list of subjects for each study programme is given in Annex 2.

(6) The dissertation examination is held before a committee of at least five members. It shall consist of a chairperson and at least three other members, at least one of whom shall not be from the doctoral candidate's department or institute. Another member of the committee shall be the doctoral candidate's supervisor. At least two of the members of the examination board shall be university teachers in the capacity of professors or associate professors.

(7) The presence of a supermajority of the members of the committee is required for a valid decision on the result of the dissertation examination. The result of the examination shall be decided by the committee in closed session by a majority vote of the members present. In the event of an equality of votes, the chairperson shall have the casting vote.

(8) The course of both parts of the dissertation examination is evaluated comprehensively by

the committee with the expression "pass" or "fail".

(9) A record of the dissertation examination shall be made. The minutes shall be signed by the chairperson and the members of the committee present.

(10) The SEU will issue a written certificate to the doctoral student about the completion and result of the dissertation examination.

(11) If a doctoral student is unable to attend the dissertation examination on the appointed date for serious reasons and apologises in advance to the chair of the examination committee, the chair may appoint an alternative date. Withdrawal from the examination or unexcused absence of the doctoral student from the examination shall be evaluated by the statement "failed".

(12) A doctoral student who fails the examination may retake the examination only once, at the earliest after a period of three months. Repeated failure in the dissertation examination shall be grounds for expulsion from doctoral studies.

## **Art. 8**

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

(1) The interruption of studies is regulated by § 64 of the Higher Education Act and the termination of studies is regulated by § 65 and § 66 of the Higher Education Act and the Study Regulations of the Higher Education Academy.

(2) Doctoral studies end with the defence of the dissertation. The defence must take place at the latest on the day of completion of the standard length of doctoral studies determined by the study programme, or within the extra length of studies, which may not exceed its standard length by more than two years.

## **Art. 9**

### **Changes during studies**

(1) Changes during doctoral studies may be made in justified cases, especially if this creates more favourable conditions for the fulfilment of the doctoral student's study programme.

- (2) The change of the form of doctoral studies from full-time to part-time or vice versa is decided by the Rector of the SEU on the basis of a doctoral student's application, usually after the opinion of the supervisor and the chairman of the professional committee. When determining the length of doctoral studies after the change, the length of the doctoral studies is based on the aliquot length (expressed in months) of the full-time form of study, or the external form of study, which the doctoral student has completed up to the date of authorization of the change.
- (3) The change of the supervisor and the change or modification of the dissertation topic, in justified cases, is decided by the chair of the doctoral committee on the basis of the application of the doctoral student and the statement of the supervisor or the rector.

### **Dissertation Art.**

#### **10**

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

- (1) A doctoral student may submit a request for permission to defend his/her dissertation to the chair of the departmental committee, of the relevant field of study, if he/she has earned at least 150 credits. Application together with the completed dissertation is submitted by the doctoral student at the latest four months before the expiry of the doctoral study period. A doctoral student may also apply for permission to defend his/her doctoral thesis after the expiry of the standard duration of studies, in order to fulfil all the conditions for the proper completion of studies within two years of the expiry of the standard duration of studies.
- (2) The doctoral student shall attach to the application:
- a) dissertation in four copies,
  - b) autoreferat of the dissertation in 8 copies
  - c) a list of published works with full bibliographic data and unpublished scientific works and their reviews, including, where appropriate, reviews by the relevant scientific institutions,
  - d) a documented summary of the credits obtained in the pedagogical and scientific part in one copy,
  - e) justification of the differences between the original and the submitted dissertation, if the doctoral candidate submits a new dissertation in the same field of doctoral studies after an unsuccessful defence,
  - f) originality check report' (output from the EHR).

## **Art. 11**

### **Essentials of a dissertation**

(1) The doctoral candidate submits his/her dissertation for defence in Slovak language.

At the proposal of

the chair of the dissertation committee and with the approval of the rector may also submit a

dissertation

in a language other than Slovak or Czech.

(2) Doctoral candidates may also submit as a dissertation their own published work or a set of self-published works that elaborate on the topic of the dissertation or a monograph. If the doctoral candidate submits a set of his/her own publications, he/she shall supplement it with an introduction in which he/she explains the current state of the issue and the conclusions that have been drawn from the dissertation topic.

(3) If the dissertation is part of a collective thesis, the doctoral student will present only his/her own results and put them in context with the results of the other members of the collective in the discussion.

(4) The dissertation is a minimum of 70 and a maximum of 200 standard A4 pages of text (1800 characters per page) typed on a typewriter or equivalent (PC). The number of author's sheets does not include figures, diagrams, tables, etc., which may be included in an appendix, nor the list of literature used. The thesis is submitted in book-form (hardback). One copy of the dissertation must be submitted to the library of the SEU in electronic form in PDF format, which is secured against copying and printing. The electronic version must be identical to the printed version.

## **Art. 12**

### **Preparation of dissertation defence**

(1) After receiving the dissertation, the thesis committee shall, within 30 days, state whether the submitted dissertation meets the requirements in terms of its level and form and whether it recommends it for defence. If the opinion of the thesis committee is positive, its chairperson shall propose to the Rector the composition of the defence committee and at least three opponents.

(2) If the subject-matter committee finds that the doctoral student's application for permission to defend the doctoral thesis or the doctoral thesis itself does not meet the requirements under Article 10, it shall invite the doctoral student to remedy the deficiencies within a specified period of time. If the doctoral candidate does not agree with this opinion, the departmental committee shall propose to the Vice-Rector for Research and Doctoral

Studies that the doctoral thesis be defended.

(3) The doctoral student may withdraw the submitted dissertation and the request for permission to defend it at least 24 hours before the date of the dissertation defence.

(4) The Rector, after receiving the proposal of the chair of the thesis committee, appoints the defence committee and its chair, including the opponents of the thesis.

(5) The dissertation defence committee consists of a chairperson and at least three members. The other members of the committee with the right to vote on the outcome of the defence are the opponents. The chair and at least two members shall be appointed from among the members of the thesis committee. The doctoral student's supervisor shall also participate in the defence, but the does not vote. No more than five PhD students may defend their PhDs before the same committee on the same day.

(6) At least one member of the committee must be a professor or holder of the scientific rank of DrSc., or a researcher with a recognised qualification degree I. Other members of the committee may be eminent experts with an academic degree of PhD. in the field or in a related field.

(7) The Rector appoints the opponents on the basis of a proposal from the chair of the union committee, which may be based on a proposal from the supervisor. As a rule, the referees shall be selected from among experts in the field or in a related field or in a specialisation of the doctoral field, and may not be employees of the same department or institute.

(8) At least one opponent should be from a department other than SEU.

(9) At least one opponent must be a holder of the scientific-pedagogical title of professor, or be a holder of the scientific rank of DrSc., or a researcher with a recognised qualification level I. Other referees may be eminent experts with an academic degree of PhD.

(10) SEU will send the dissertation to the appointed opponents together with the application for the preparation of an opinion. Upon receipt of all the opinions from the opponents, the PhD. study office will forward the doctoral student's application for the defence of the dissertation together with all the requisites, including the opinions of the opponents, to the chair of the defence committee.

(11) If the opponent is unable to produce an opinion, he shall without undue delay notify

to the relevant chairman of the trade union committee. In case of accepting the appointment as a referee, the referee shall submit his/her written opinion to the PhD Studies Office no later than 30 days after receiving it.

(12) If the opponent fails to submit his/her report within the deadline, the Rector shall appoint a new opponent without undue delay.

(13) The opponent's opinion contains an objective and critical analysis of the strengths and weaknesses of the submitted dissertation, it is brief and does not repeat its content. In the opinion, the opponent expresses in particular:

- a) to the topicality of the chosen topic,
- b) to the chosen processing methods,
- c) on the results achieved, indicating what new insights the dissertation brings,
- d) to contribute to the further development of science and the contribution to practice,
- e) whether the dissertation has met its objective.

(14) The opponent evaluates the dissertation according to the scientific level of development in the field of study of the doctoral study at the time when the doctoral student submitted the application for permission to defend it and prepares a separate opinion in which he/she clearly expresses whether or not, on the basis of the submitted dissertation, he/she proposes the award of the academic degree of PhD to the doctoral student.

(15) If the opinion of the opponent does not meet the conditions laid down in paragraphs 13 and 14, the chairman of the trade union committee shall return the opinion to the opponent for completion or revision. At the same time, he shall set him a time limit for resubmission, which may not exceed 14 days.

(16) The chair of the defence committee shall, no later than 60 days after receipt of the materials on the defence of the dissertation, propose to the Rector the time and place of the defence of the dissertation. On the basis of the proposal, the Rector shall determine the time and place of the dissertation defence. The relevant department of the Rector's Office of the University of Applied Sciences and Technology shall ensure the publication of the announcement of the defence of the doctoral thesis.

(17) Anyone who is interested in the subject under study and the defence of the dissertation may submit their comments to the chair of the defence committee at least one week prior to the defence, or they may make their comments orally at the defence. At the defence of the dissertation, the doctoral candidate shall take a position on such statements or remarks.

## **Art. 13**

### **Defence of the dissertation**

(1) The defence of the dissertation is public; in exceptional cases, if its public discussion would endanger the secrecy protected by a special law or security, the Rector may declare it closed.

(2) The defence may only take place in the presence of a majority of the members of the dissertation defence committee entitled to vote, including three opponents. If one of the opponents is unable to attend the defence for serious reasons, the defence may be held in his/her absence if all the members of the dissertation defence committee present agree. In this case, the opinion of the absent opponent will be read in full at the defence.

(3) If a doctoral student is unable to attend the defence on the appointed date for serious reasons, he/she must apologise in advance to the chair of the dissertation defence committee. The chairperson of the thesis committee shall set an alternative date for the defence and notify the participants.

(4) The defence is conducted by the chair of the dissertation defence committee; in exceptional cases, the chair may delegate the defence to another member of the committee who is also a member of the dissertation committee.

(5) The dissertation defence takes place in the form of a scientific debate between the doctoral student, opponents, members of the dissertation defence committee and other participants of the defence on the knowledge gained and the contribution of the dissertation. During the dissertation defence, the reasonableness and plausibility of the conclusions and proposals contained in the dissertation are also examined.

(6) The following procedure is set out for the defence of the dissertation:

a) the chairperson will start the defence; he/she will give a brief biography of the doctoral candidate, announce the topic of the doctoral thesis, essential information from the supervisor's report and an overview of the doctoral candidate's scientific works and responses to them,

b) The doctoral candidate then briefly states the essential content of his/her

dissertation, its results and contribution,

c) the opponents shall present the substantive content of their opinions; in the absence of an opponent, the chair or a member of the committee designated by the chair shall read the opponent's opinion in its entirety,

d) the doctoral student takes a position on the opinions of the opponents, in particular, he/she comments on all objections and comments and answers their questions,

e) the chair shall inform those present of the other opinions and statements and open the debate, in which all those present may participate; the debate shall be verified for accuracy, the validity, scientific originality and relevance of the knowledge contained in the dissertation, as well as the correctness and conciseness of the opinions of the opponents,

f) during the discussion, the PhD student will answer all questions and take a position on all suggestions and objections of the participants.

(7) The dissertation defence may be held even in the case of one negative opinion. If there are several negative opinions, the defence can only take place after the deficiencies mentioned in the opinions have been eliminated and the dissertation has been reassessed by the already approved opponents.

(8) After the defence, a closed meeting of the dissertation defence committee is held, which is attended by its members, including the opponents. The members of the committee and the opponents shall decide by secret ballot whether to propose to award the doctoral candidate an academic degree.

(9) Voting under paragraph 8 shall be by ballot paper containing the following information: the name and surname of the doctoral candidate, the date and place of the defence and the text 'with the award of the academic of the title agree-disagree". The members of the committee shall vote by crossing out the non-conforming opinion.



(10) The submission of a proposal for the award of an academic degree shall require the presence of a majority of all members of the committee eligible to vote and the affirmative vote of a majority of all members of the committee in favour of the proposal for the award of an academic degree.

(11) The successful defence of the dissertation is the end of the doctoral studies. The result of the committee's vote shall be recorded in a report signed by all members of the committee, including the opponents. defence of the doctoral thesis. The proposal for the award or non-award of the academic degree to the doctoral student, together with the minutes and the doctoral student's file, shall be submitted by the chair of the defence committee to the Rector within 15 days of the date of the defence.

(12) If the result of the vote is in the affirmative, it shall be announced by the chair of the defence committee at a public meeting of the defence committee.

(13) If the result of the vote is negative, the defence committee shall agree in closed session on the reasons for the proposal not to award the degree. This justification shall form part of minutes of the result of the vote. The result of the vote, with the reasons for it, shall be announced by the chair of the defence committee at a public meeting of the defence committee.

(14) A doctoral student who, on the basis of the result of his/her dissertation defence or because of his/her unexcused absence from the defence, has been proposed by the defence committee not to be awarded an academic degree, may reapply for permission to defend his/her dissertation in the same study programme at the earliest after the expiry of 6 months from the date on which his/her dissertation defence took place or was due to take place. The dissertation defence may be repeated only once.

(15) The dissertation defence may also take place at a foreign university with which the SEU or the faculty has concluded an agreement on joint defence of dissertations, with parity of representation of members of the Slovak side and members designated by the foreign university.

#### **Art. 14**

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

(1) The proposal of the dissertation defence committee to award or not to award an academic degree to a doctoral graduate, as well as the documentation on the defence and the complete

material of the doctoral student shall be submitted to the Rector of the SEU by the chair of the doctoral committee.

(2) If the Rector finds that the procedure under Article 12 has not been followed in the course of the defence, he/she shall order a retrial of the defence.

(3) If the Rector finds that the procedure under Article 12 has been followed in the course of the defence, and if the defence committee has proposed that the doctoral student be awarded the degree, the Rector shall award the degree within 180 days after the defence has taken place.

### **Art. 15**

#### **Evidence of graduation**

(1) Graduates of doctoral studies are awarded the academic degree of "doctor" ("philosophiae doctor", abbreviated "PhD.")

(2) The documents of completion of the study programme in the field of study are: university diploma, certificate of state examination and diploma supplement issued by the SEU. The university diploma is usually handed over at an academic ceremony.

**PART FOUR**  
**Study-related fees Art. 16**

As a training institute, St. Elisabeth University of Health and Social Work requires tuition and fees related to studies from doctoral students in the external form of doctoral studies. The amount of the fees is determined for each academic year by the "*Directive on study-related fees for the academic year ...*"

**PART FIVE**  
**Interruption and abandonment of doctoral student's studies**

**Art. 17**

- (1) In justified cases, the Rector of the University may interrupt the doctoral studies on the basis of a written request of the doctoral student.
- (2) Reasons for interruption of studies:
  - health reasons
  - maternity leave
  - a placement abroad if it is not part of the doctoral student's study programme
- (3) Study interruption period:
  - for a maximum of 2 years, subject to the approval of the head of the training centre - in exceptional cases
- (4) A student who has decided to drop out of his/her studies shall notify the Rector of the St. Elisabeth University of Health and Social Work and the PhD Studies Office in writing.

Bratislava, 28 November 2011

## Annex: No 1

180 credits for the entire doctoral study

- pedagogical activity min. 60 credits
- scientific activity min. 60 credits
- doctoral dissertation 30 credits

### *1. Pedagogical and study activities of a doctoral student*

|  |               |
|--|---------------|
| Completion of compulsory lectures                                  | 3 - 4 credits |
| Doctoral student's own pedagogical activity (in the scope of 24 h) | 10 credits    |
| Management bc. and dipl. theses and SVOČ (max. 24 credits/study)   | 8 credits     |
| Preparation of referee reports (max. 12 credits/study)             | 3 credits     |
| Individual study of scientific literature                          | 5 credits     |
| Co-authorship of teaching texts                                    | 10 credits    |
| Study Abroad (3 months)  | 15 credits    |
| Rigorous examination in the field taken during PhD studies         | 10 credits    |
| Dissertation Examination   | 20 credits    |
| Foreign Language   | 10 credits    |

### *2. Scientific activity of a doctoral student*

|  |               |
|--|---------------|
| Scientific or professional publications in a peer-reviewed journal     | 30 credits    |
| Scientific or scholarly publications in a non-articulated journal      | 15 credits    |
| Publication in foreign proceedings                                     | 20 credits    |
| Publication in the home proceedings                                    | 15 credits    |
| Active participation in a conference/workshop                          | 10 credits    |
| Passive participation in a conference/workshop                         | 5 credits     |
| Participation in the organisation of the conference                    | 10 credits    |
| Citations/ domestic, foreign/  | 10/15 credits |
| Other scholarly activities of the student, e.g. grants, projects, etc. | 20 credits    |

  

|                                      |            |
|--------------------------------------|------------|
| Defence of the dissertation (thesis) | 30 credits |
|--------------------------------------|------------|

## **Annex: No 2**

- The oral part of the dissertation examination consists of a professional examination of individual subjects:

### 3.1.14 Social work:

- 1.Theory and methods of social work
  - 2.Theory and methodology of science
  - 3.Research in social work.
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### 7.4.2 Public Health:

1. Healthcare Management
  2. Epidemiology of selected infectious diseases
  3. Education for health
- 

### 7.4.1 Nursing:

1. Management in nursing
2. Nursing
3. Science and research in nursing