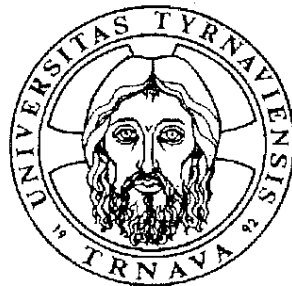


UNIVERSITY OF TRNAVA
in Trnava

Faculty of Health Sciences and Social Work



**PRINCIPLES OF DOCTORAL STUDY
PROGRAM**

DOCTORAL STUDY PROGRAM OF THE THIRD LEVEL

Art.1

Doctoral Study

- (1) Doctoral study program (hereinafter referred to as "doctoral studies") at the Faculty of Health Sciences and Social Work at the Trnava University of Trnava (hereinafter referred to as "Faculty" and "University") takes place in the fields of study according to the system of study programs provided by the Ministry of Education of the Slovak Republic (hereinafter referred to as the "Ministry"). The Faculty publishes an overview of accredited study fields of doctoral studies in the yearbook "Study program" and on its website.
- (2) Doctoral study program, as the third level study program, focuses on the acquisition of knowledge based on the current state of scientific knowledge in the field of behavioural, medical and pharmaceutical sciences, and in particular the doctoral student's own contribution to it, which is the result of scientific research and independent creative activity in the relevant field of social-scientific sciences.
- (3) The Faculty is a training centre for doctoral study program.
- (4) Doctoral graduates receive higher education of the third level. Doctoral graduates are awarded the scientific degree of "Philosophiae Doctor", abbreviated "PhD.".

Art. 2

Doctoral Graduate's Profile

- (1) Doctoral graduate's profile is characterized by the general requirements, especially mastering methods and methodologies of independent scientific work and creative activity in the given field, as well as managing domestic and foreign scientific literature, which documents the development and profiles the status of this field. The results are reflected in a separate scientific inquiry as well as a systematic publication of professional and scientific works, especially in professional and scientific journals, conference proceedings, monographs and teaching texts at home and abroad.
- (2) Graduate profile is partly composed by specific requirements. Graduate is profiled through the general-theoretical, methodological and research particularities of individual fields of study and scientific progress in the relevant fields.
- (3) Substantial part of the doctoral student's profile and doctoral graduate's profile is the ability to apply the methods and methodologies of a scientific work in solving any scientific and specialized problem, in the relevant study field of social work and health care, with regard to the current state of research and knowledge at home and around the world. Doctoral graduate is ready to individually analyse complex situations in the medical field of health care and in the field of social work and promote their solutions to scientific, theoretical and practical models of social environment.

Art. 3

Organization of Doctoral Study

- (1) The organization of doctoral study is based on a credit system.
- (2) Doctoral study is carried out in full-time or part-time form of study. Forms of doctoral study are equivalent. Full-time form is characterized in particular by the regular presence of a doctoral student at the Faculty and its scientific activities, educational activities, consultations with the supervisor and systematic publications of the results of scientific and professional activity. Part-time form is characterized by mostly self-study, consultations with the supervisor and systematic publications of the results of scientific and professional activity.
- (3) The standard length of doctoral studies in full-time form is three or four years and in the part-time form it lasts four or five years.
- (4) Doctoral study may be suspended. Suspension can be repeated, the total length of suspension shall not exceed 24 months. In case of parental leave or other serious reasons, the study may be suspended for a longer period.

- (5) The study program is divided into semesters and courses of study. Section of the study is one academic year.
- (6) Faculty offers a doctoral candidate at the full-time form a full scholarship for the duration of doctoral studies.
- (7) For the purposes of health insurance, sickness insurance, pension and for payment of contributions for unemployment insurance a doctoral student in full-time form of study has a status of employee.
- (8) At the level of faculty management the vice-dean is responsible for the organization and conduct of a doctoral study and he/she provides professional requirements of doctoral studies, communication with the guarantors and chairpersons of the study field committees of study programs .

Art.4 Admission Procedure

- (1) Basic requirement for admission to doctoral study is the successful completion of the university study program of the second level.
- (2) Before starting the admission procedure for doctoral study, the Faculty announce topics of dissertation theses. Doctoral candidates enrol on these topics. For each of the topics there is intended a supervisor who is full-time employed at the Faculty. The candidate signs in to one of the topics. The Faculty in agreement with the relevant department may accept a topic proposed by the applicant.
- (3) Faculty shall publish on the official notice board of the Faculty and the Faculty website no later than two months before the date of submitting the application for doctoral studies, in particular:
 - a) fields of study which are opened at the Faculty in the relevant academic year,
 - b) admission requirements,
 - c) date and place of submitting the application form,
 - d) topics for dissertation theses,
 - e) forms of study.
- (4) Faculty returns the application and enclosed documents to the doctoral applicant if he/she does not meet the conditions set out in the notice of admission procedure, or when applying for doctoral studies in the field of study that the Faculty does not offer. The reason for returning the application is the submitting after the required date or an incompletely filled application under preprint.
- (5) The doctoral candidate shall enclose to the application the following documents:
 - a) Curriculum Vitae,
 - b) a certified copy of documents on completion of the study program of the second level in the relevant field ("Mgr.")
 - c) a certified copy of the document granting an academic degree "Doctor" in the related fields of study (MUDr. PhDr., PaedDr., ThDr.) if they have been awarded such a degree,
 - d) a list of results of previous professional activity,
 - e) a list of published and unpublished works, including the expertise of these works, if they were made,
 - f) project to the dissertation topic,
 - g) in case of part-time study a consent with financial expenses on the study and the affidavit in what language they will perform a linguistic exam,
 - h) evidence of payment of the administrative fee for admission procedure.
- (6) The Faculty invites a doctoral candidate for the admission exam at least 14 days prior to its date; simultaneously the candidates is informed about its content.
- (7) The admission procedure for doctoral study consists of examinations in the subjects of the field of study, including the presentation of a dissertation project and a professional discussion about it, part of which are also methodological issues of a planned research and an exam from a foreign language (English, German, French or Russian).

- (8) The admission examination is carried out by the admission committee, which has at least three members. It consists of the chairperson and other members. On the proposal of the Vice Dean for Doctoral Studies they are appointed and dismissed by the Dean of the Faculty.
- (9) The admission commission in private session evaluate the results of the admission examination. If there are more doctoral candidates in the same study field at the admission examination, the admission commission will determine the order of candidates on the result of the admission examination. When determining the order, the admission commission takes into account also the range of publications and other professional activities, as well as the candidate's readiness to work with foreign scientific literature. The method of assessment of admission examination, and awarding the points that can be obtained from various parts of the admission examination, is decided by the Faculty, while this procedure shall be disclosed in the admission procedure.
- (10) The result of the admission procedure and proposals for successful doctoral candidates are documented in the report. The chairperson of the admission committee submits this report to the Dean on the day of admission examinations. The Dean decides on the doctoral candidate's admission for study within 30 days from the date of the admission examination.
- (11) The Dean, in the written decision on the admission of a candidate, informs him/her about the study program, study form, name and surname of the supervisor and a dissertation topic. The written decision shall include, in addition, a statement, reasons, information on a possible request for a review of the decision and it shall be delivered into the hands of a candidate. Those candidates who have not been admitted, have the right to look into the documents on the admission procedure and can make a request for a review of that decision.
- (12) Admitted applicant for a doctoral study becomes a student (hereinafter referred to as "PhD") on the date of enrolment for the study. Starting date for doctoral studies at the Faculty is 01.09. of a current year.

Art.5 Study Field Committee

- (1) Doctoral study in the relevant field of study is monitored and reviewed annually by the study field committee. Status and activities of the committee are governed by the Principles governing the activities of the committee.
- (2) Professional conduct of doctoral studies in the relevant study field is guaranteed by the academics of the Faculty appointed to their positions of professor, associate professor or researcher with qualifying stage I or II attestation.

Art.6 Supervisor

- (1) Doctoral study is carried out according to an individual study plan under the guidance of a supervisor appointed by the Dean of the Faculty.
- (2) The function of the supervisor for the relevant field of study may be carried out by the teachers and other experts, after being approved by the Scientific Board of the Faculty.
- (3) Supervisor
 - a) leads and supervises professional and scientific training of the doctoral student, including publications,
 - b) in collaboration with the PhD student prepares an individual study plan and a scientific plan and submits it for approval to the study field committee,
 - c) participates in the annual PhD student's evaluation which is submitted in writing, by 31 August of the current year,
 - d) suggests to the head of a training centre a doctoral student's study stay in other domestic or foreign establishments under the relevant field of study,
 - e) assists the PhD student in ensuring consultation with other professionals,
 - f) submits to the Dean a proposal the PhD student shall continue in the study or be excluded from the study,
 - g) comments on the application of the PhD student for a suspension period,
 - h) proposes the content and scope of the written dissertation examination to the chairperson of the study field committee,

- i) prepares a written statement and an opponent's report of a written dissertation examination, which connects to an application to carry out doctoral student's dissertation examination,
 - j) is a member of the examination committee for this doctoral student's examination,
 - k) prepares a written opinion on doctoral student's dissertation thesis, which connects to an application to carry out doctoral student's dissertation defence,
 - l) proposes opponents of the dissertation thesis,
 - m) participates in the defence of doctoral dissertations without voting,
 - n) supervisor can guide up to 5 doctoral students,
 - o) supervisor shall be approved by the Scientific Board of the Faculty,
 - p) current list of supervisors is announced on the Faculty's website
- (4) The Faculty can determine a supervisor - specialist to a doctoral student; he/she is a specialist who helps to guide the PhD student. The supervisor - specialist is appointed by the Dean from among the teachers of the Faculty or other experts in the relevant field of specialization on the proposal of the supervisor after the approval of the Faculty's Scientific Board.
- (5) Supervisor - specialist
- a) may participate in the establishment of an individual study and research plan for the PhD student,
 - b) in collaboration with the supervisor guides professional and scientific training of the PhD student,
 - c) consults the doctoral student's written works prior to their edition,
 - d) participates in the continuous evaluation of the PhD student,
 - e) proposes the PhD student's study stays at home and abroad to the supervisor,
 - f) normally participates in the PhD student's continuous and annual evaluation,
 - g) under the authority of the supervisor determines the content and scope of the written form of dissertation examination and proposes the opponent of a written part of dissertation examination,
 - h) on the proposal of the supervisor may be a member of the examination committee for the candidate's dissertation examination,
 - i) on the proposal of the supervisor participates in the defence of the doctoral dissertation without voting.

Art.7

Study and Scientific Part of Doctoral Study

- (1) Doctoral study consists of the study and the scientific part. The basic element of the study and research program consists of the units of the study program and the units of the research program.
- (2) The units of the study program are lectures, seminars, exercises and consultation.
- (3) Study part takes place mainly in the form of the study of literature according to the list as well as in the form of lectures, seminars and consultations on compulsory courses and consultation to the literature studied and passing all the required examinations. The full-time form of doctoral studies involves also the teaching activity or other professional activities related to teaching.
- (4) Study section consists of compulsory, compulsory elective and selective courses. Study section is terminated by the dissertation examination.
- (5) The full-time form of study may also involve a foreign study stay.
- (6) The basic unit of the scientific program within the mandatory scientific activities includes mainly the preparation and publication of specialized and scientific works and the preparation and execution of a dissertation thesis. The scientific part of the doctoral study is professionally guaranteed by the supervisor.
- (7) Units of the scientific program within the selective scientific activities, under professional profiling of the doctoral student, are mainly performances in the domestic professional or scientific events, appearances at foreign or international professional or scientific events, professional or scientific internship at home or abroad, participation in a team dealing with grant projects with participation of the supervisor, translations of foreign professional and scientific papers from doctoral student's study field and their publication in the domestic periodical, active participation in the organization of national and international professional or scientific seminars and conferences and other scientific activities.

- (8) The doctoral student continuously keeps archives and registers the results of his/her publication and other professional and scientific activity in the form of copies of published articles, citations, evidence of participation in solving research projects and grants, invitations to professional and scientific events or evidence of other scholarly and professional activities. The doctoral student must submit copies of source documents from research activities to the Department of Scientific and Research Activities at the Faculty in the deadline.

Art.8

Individual Study Plan

- (1) The doctoral student's detailed schedule of study and scientific program constitutes his/her individual study and research plan.
- (2) Doctoral student's individual study plan contains mainly:
- a) list and terms of the completion of compulsory, compulsory elective and selective courses,
 - b) open list of compulsory and recommended study literature,
 - c) planned study stays and internships,
 - d) term of dissertation examination,
 - e) participation in the educational process,
 - f) other study tasks.
- (3) Individual scientific doctoral student's plan contains mainly:
- a) procedure and timetable for the analysis and processing a dissertation topic,
 - b) a list of dates of completion of compulsory and selective scientific activity,
 - c) scientific research programs and internships,
 - d) other scientific tasks related to the dissertation.
- (4) The PhD student's individual study and research plan is annually specified by his/her supervisor at his/her presence. The assessment shall be made in writing containing the current activities of the PhD student and the determination of tasks for the next period, including the terms of publishing scientific and professional work, completion of internships and placements, the date of the submission of the dissertation examination and dissertation on the opponent report.

Art.9

- (1) Changing the form of doctoral studies and study field of doctoral studies concerning admitted applicants is not possible on the basis of methodological guidelines of the Ministry of Education. Change of the training centre or interruption of doctoral studies for a maximum period of two years may be carried out in appropriate cases, at the request of the doctoral student. The application shall be decided by the Dean.
- (2) For all the changes of the study program, to the duration of doctoral study the proportion of the study undertaken up to the implemented change is counted. The validity of the dissertation examination performed before such a change is not affected.

ASSESSMENT OF DOCTORAL STUDENT

Art.10

Evaluation of Study Results within Section of Study

- (1) Standard workload of the PhD student in a full-time form of study is:
- a) 180 credits over 3 academic years,
 - b) 240 credits over 4 academic years.
- (2) Standard workload of the PhD student in a part-time form of study is:
- a) 180 credits over 4 academic years,
 - b) 240 credits over 5 academic years.
- (3) If the doctoral student has not fulfilled the prescribed conditions, but gained enough credits to advance to the next stage of study, they can continue to study and unsuccessfully completed courses can be subscribed to the system MAIS as repeated.
- (4) If the doctoral student has completed a period of study at a different professional workplace at home or abroad, the credits are counted in full, if the PhD student completed such a doctoral study or research in

accordance with their plan of study and these credits are compatible with their study and research programs at the Faculty.

Art. 11
Examination

- (1) The test result is assessed by the grade designation, which reflects the quality and level of their knowledge and expertise, value of solutions to specific tasks, in accordance with the objective of the study course specified in the information sheet.
- (2) Examiner writes the assessment to the student's document of study results as follows: "A to E - passed", "FX - failed".
- (3) The doctoral student has the right for two examination retakes . If he/she failed the second retake, or failed the exam by the deadline, does not obtain any credits. If the student does not gain credits in a given year for any course, writes it in the following year as a repeated one. With repeated courses the student has the right to one regular term and one retake.

Art. 12
Annual Doctoral Student's Evaluation

- (1) Annual doctoral student's evaluation includes:
 - a) review of the status, terms and level of performance of the study program,
 - b) review of the status, terms and level of performance of the scientific program, mainly publications,
 - c) adjustment of individual study and scientific program,
 - d) specification of tasks and deadlines for individual study program and the scientific program of the PhD student for the coming academic year.
- (2) The committee for doctoral studies organizes annual evaluation paper for doctoral studies in cooperation with supervisors and study field committees . Annual evaluation is developed by the supervisor at the end of the summer semester in the relevant academic year.
- (3) The doctoral student's results obtained in the previous academic year, and refinement of individual study and scientific plan shall be recorded in the report of the annual assessment made by the supervisor in collaboration with the PhD student in writing. The supervisor shall submit the report to the chairperson of the study field committee. The chairperson of the study field committee, after consulting of this report shall submit to the Dean of the Faculty a proposal for the doctoral student's continuation or exclusion from the doctoral studies. The Dean of the Faculty shall decide on this proposal by the end of the academic year.
- (4) If the doctoral student does not attend the annual evaluation without noticing any serious reason, or does not take part in the determined alternative date, the supervisor may submit a proposal to the Dean for a disciplinary action.

Art.13
Enrolment for Next Year of Study

- (1) When enrolling, the doctoral student determines what part of the duties prescribed by the study and research programs will be completed in the next study section. Courses of the study and research program recorded in the statement of the student's study results constitute a binding curriculum for him/her.
- (2) The doctoral student will register for the compulsory, compulsory elective and selective courses and for compulsory and selective scientific activities classified in another section of the study.

DISSERTATION EXAMINATION

Art.14
Conditions of Dissertation Examination Procedure

- (1) The dissertation examination is a form of state examination. In the credit system of doctoral studies a dissertation examination is a study course with a specified number of credits.
- (2) The term of the dissertation examination is determined by the doctoral student's study program. Full-time doctoral students shall take the doctoral dissertation examination no later than 18 months, the part-time students no later than 36 months after the start of the doctoral studies.

- (3) The condition of the dissertation examination procedure is to achieve a minimum of 90 credits and fulfil the obligations prescribed by study duties, or, duties established by the scientific program and publishing at least two scientific or specialized articles.
- (4) The doctoral student shall sign in for the dissertation examination in writing. The application shall be accompanied by:
 - a) printout of study results,
 - b) a written theoretical part of the dissertation in two editions,
 - c) Curriculum Vitae,
 - d) a list of published works and any written responses to published papers; in published papers must be specified the affiliate to the Faculty and works must be registered in BIREP,
 - e) a written statement to the supervisor of the PhD student's application and a review of the written part of dissertation
 - f) specification of compulsory elective courses constituting the content of dissertation examination appointed by the relevant study field committee.
- (5) The application form for this exam is published on the Faculty's website.

Art.15

Dissertation Examination

- (1) The dissertation examination consists of written and oral part, and it is the study course with a specified number of credits.
- (2) The written part of the dissertation examination means the submission of a dissertation, which documents the theoretical doctoral student's readiness to address the scientific part of the study or submission of at least two published works. The written part of the thesis contains the proposal of the research of the dissertation describing the methodology and methodological procedures. The opponents' position on the written part of the student's thesis is developed by the opponent proposed by the supervisor. There is a debate held over the PhD student's written work.
- (3) The dissertation examination contains the presentation of written part of the thesis, which is followed by the thesis defence and discussion. After completion of the discussion, the oral examination in individual courses is held.

Art. 16

- (1) The oral part of the dissertation examination consists of professional examinations in compulsory and compulsory elective courses. Exams from individual courses are held on the same day.
- (2) If the PhD student cannot participate in the stipulated deadline for dissertation examination, he/she is required at least 3 days in advance, to apologize to the chairperson of the study field committee who determines an alternative term of its procedure. If the PhD student does not attend the dissertation examination without any serious reason, it has the same effect as if the dissertation examination failed.

Art. 17

Examination Committee

- (1) One of the conditions of the proper completion of the doctoral study is to perform the dissertation examination, which is one of state examinations.
- (2) The right to examine at the dissertation examination have university teachers working at the Faculty as professors and associate professors and other experts approved by the Scientific Board of the Faculty. The committee shall have a minimum of three members. The chairperson of the study field committee proposes the chairperson of the examination committee. At least two members of the examination committee are University teachers working as professors and associate professors. At least one member of the committee does not work at the doctoral student's training workplace.
- (3) Members of the examination committee are appointed by the Dean on the proposal of the chairperson of the study field committee.

Art. 18

Deciding on Dissertation Examination Result

- (1) The dissertation examination is held at the presence of the examination committee which requires the participation of at least 4 members of the examination committee.
- (2) Deciding on the overall outcome of the dissertation examination requires the presence of an absolute majority of the members of the examination committee.
- (3) The examination committee in private session will assess the outcome of the dissertation examination and decides on the overall outcome of the dissertation examination by the majority of the present members. The overall outcome of the dissertation examination shall be evaluated as passed or failed. There is a record on the dissertation examination and its outcome made and it is signed by the chairperson and all the present members of the examination committee.
- (4) The chairperson of the committee shall write the outcome of the dissertation to the MAIS system.
- (5) The student who failed the examination shall be entitled to two retakes, while the study under the study program shall not exceed the standard length of time for more than two years.

DISSERTATION THESIS

Art. 19

Submission of Dissertation Thesis

- (1) The doctoral student elaborates the doctoral dissertation under the supervision of the supervisor and he/she demonstrates the capacity of independent research work.
- (2) The doctoral student may apply for the dissertation defence after a successful completion of all study and research duties, after obtaining a specified number of credits for the entire doctoral studies and the publication of scientific and specialized articles for the entire study period.
- (3) The dissertation thesis is submitted for the defence in the Slovak language. The student, after consultation with the expert committee and with the approval of the Dean of the Faculty, may submit a dissertation in a foreign language.
- (4) The doctoral student may submit as a dissertation thesis a published monothematic work or a set of published works, which is elaborated in the content of the dissertation topic. In this case the doctoral student shall attach to the published work written comments stating the current state of the problem, objective of the thesis and the conclusions arising from the solution of the dissertation topic.
- (5) If the dissertation, which is a collective work, is presented for the defence, the parts written by the doctoral students shall be marked. If it is a work of a joint authorship, the student shall attach a declaration of co-authors, attesting the authorship of the doctoral student in the declared range.
- (6) The dissertation shall indicate the sources and bibliographies, which were used as a base or he/she responded to, as well as the date of its elaboration. Formal structure of the dissertation is governed by the relevant Rector's Regulation.
- (7) The change of the dissertation topic is approved by the Dean of the Faculty upon the written request of the doctoral student and with the approval of the chairperson of the study field committee.

Art. 20

Permission to Dissertation Thesis Defence

- (1) If the dissertation and the self-report meet the required particulars, the study field committee authorizes its defence. A request for a defence of the doctoral dissertation may be submitted to the training centre only at the time of the doctoral study and it shall be submitted to the Dean.
- (2) The application for the defence procedure shall be accompanied by:
 - a) Curriculum Vitae,
 - b) listing of bibliographic records from BIREP and a listing of unpublished scientific papers and their reviews, or even opinions about them from relevant institutions of science, research or education,

- c) dissertation thesis in four copies in hard cover,
 - d) self-report of the dissertation thesis in the number of 15 copies,
 - e) supervisor's report and the proposal of the opponents,
 - f) certified copy of a birth and marriage certificate,
 - g) piece of the dissertation thesis marked on the CD in the package,
 - h) license agreement, originality inspection report and analytical data sheet.
- (3) The Dean of the Faculty shall immediately forward the request to conduct the defence to the chairperson of the study field committee.
- (4) A request for the thesis defence is published on the Faculty's website.

Art. 21

Self-report on Dissertation Thesis

- (1) The doctoral student shall elaborate a self-report on the dissertation thesis (hereinafter referred to as "self-report"), which is a brief summary of the basic methods, results and benefits and the data on its response. If the dissertation thesis is a series of works, their list shall be stated in the self-report.
- (2) The self-report is A5 size and not more than 20 pages. A model of the first and second page of the self-report is published on the Faculty's website.
- (3) The self-report is submitted in the Slovak language.
- (4) The self-report contains also a list of all doctoral student's published works which are related to the research problems, as well as responses to them stating the precise bibliographic data, bibliography and resume in at least one foreign language, namely English, German, French or in the Russian language.
- (5) The self-report in the required number of copies shall be sent no later than four weeks prior to the date of the defence to legal and natural persons who may be interested in the issues under consideration. The summary is sent obligatory to:
- a) members of the study field committee for the related field of doctoral studies,
 - b) opponents,
 - c) supervisor,
 - d) involved workplaces.
- (6) Distributing self-reports shall be ensured under the instructions of the chairperson of the study field committee by the training centre, where the defence of the dissertation is held.

Art. 22

Defence Proceedings in front of Defence Committee

- (1) If the study field committee finds that the dissertation or self-report do not meet the required particulars, they invite the doctoral student to correct the deficiencies within a specified period.
- (2) Doctoral dissertation may be submitted and the application for the defence permission may be taken back up to the beginning of the private session of the defence committee.
- (3) If the study field committee finds that the dissertation thesis has fundamental weaknesses of the specialization nature, they will not allow the defence of the dissertation.

Art. 23

Opponents of Dissertation Thesis

- (1) The chairperson of the relevant study field committee after becoming aware of the dissertation thesis and the self-report shall approve of the supervisor's proposal of opponents who are experts in the field or specialization in the field of doctoral studies and no more than one is an employee at the University of Trnava.
- (2) The dissertation is assessed by three opponents. At least one of the opponents has been awarded the degree of "Professor", "Doctor of Science", or scientist, who has been awarded by the scientific qualification level I. For other opponents may be proposed university teachers in the capacity of professor, associate professor or qualified practitioners with an academic degree "PhD" or qualified practitioners, in exceptional cases, even without an academic degree "PhD".

- (3) The function of the opponent cannot be performed by the person involved in the processing of the dissertation as a co-author or the person directly subordinated to the doctoral candidate in employment or similar relationship.
- (4) Opponents of the dissertation thesis are appointed by the Dean of the Faculty on the proposal of the supervisor of the dissertation thesis and after the consent of the study field committee.

Art. 24

Opponent Reports

- (1) The opponent shall submit a written report of the dissertation thesis to the training centre, no later than 30 days after the delivery of the dissertation thesis and the request for a report, or he/she shall notify in writing the chairperson of the study field committee for failing to accept the proposal to make a report explaining reasons for such a decision, no later than 10 days after the delivery of the thesis. In this case, the chairperson of the study field committee shall submit to the Dean of the Faculty a proposal of a new opponent.
- (2) The report includes an objective and critical analysis of the strengths and weaknesses of the dissertation thesis, it is brief and it does not reviews the contents of the dissertation thesis. The opponent comments on:
 - a) timeliness of the chosen topic,
 - b) whether the dissertation has met the objective pursued,
 - c) chosen processing methods,
 - d) the results of the dissertation stating whether it brings or does not bring new knowledge,
 - e) contribution to the further development of science.
- (3) The opponent shall write his/her own report, and it clearly states whether the submitted dissertation meets the criteria asked for this kind of work, whether he/she recommends it to the defence and suggests recognition of an academic degree "PhD".
- (4) If the opponent's report does not meet specified conditions, the chairperson of the study field committee will return it to the opponent to supplement or for reprocessing and it will determine the deadline for its correction and sending, lasting no more than one month.
- (5) Opponents evaluate the dissertation thesis according to the state of development of the relevant field of science at the time the application was submitted to conduct the dissertation defence.

DISSERTATION THESIS DEFENCE

Art. 25

Timetable of Defence

- (1) The chairperson of the study field committee, after the receipt of all opponents' reports, shall appoint at least five-member committee for the dissertation defence from the committee members and designate the time and place of the dissertation defence.
- (2) Defence committee consists of a chairperson and at least three members appointed by the chairman of the committee, opponents, supervisor and possibly a supervisor-specialist. Present opponents have the right to vote. The defence cannot be held, in the absence of two opponents.
- (3) Study field committee ensures that the dissertation defence shall be held no later than six months from submitting the application for the defence.
- (4) The chairperson of the defence shall notify the time and place of the dissertation defence no later than 6 weeks prior to the procedure to:
 - a) training centre with a request to conduct the defence announced in the usual way
 - b) doctoral student
 - c) supervisor
 - d) members of the defence committee
 - e) opponents

- f) persons who may have an interest in the issues under consideration, which is the subject of the dissertation, and they will also receive the self-report.
- (5) Anyone who is interested in the issue under consideration, and the dissertation defence, may submit in writing to the chairperson of the defence committee, no later than one week prior to defending, his opinions or statements or their notes can have the form of oral argument at the defence. The doctoral student shall comment them on at the defence procedure.

Art. 26

Presence of Committee Members at Defence

- (1) The thesis defence is public. In well-founded cases, it may be declared a closed session by the chairperson of the committee. The dissertation defence is a scientific debate on the acquired knowledge contained in the dissertation, with the doctoral student, opponents, members of the defence committee and other participants of the defence. The defence is expected to address credibility and reasonableness of conclusions and proposals of the dissertation thesis.
- (2) The dissertation thesis defence shall be held at the training centre, where the doctoral student submitted the request to carry out the dissertation thesis defence, or on the proposal of the study field committee in another institution, whose activity is related to the issue of the dissertation.
- (3) The dissertation thesis defence shall be held when the chairperson of the defence committee, absolute majority of committee members (at least four in total), supervisor and at least two opponents are present. Opponents can also be members of the committee.
- (4) If one opponent does not participate in the defence for serious reasons, the defence may take place if the absent opponent submitted a positive report and all the members present agree that the defence shall be held in the absence of the opponent. In this case, the absent opponent's report shall be read at the defence. The defence cannot be held in the absence of two opponents.
- (5) If the doctoral student cannot participate in the scheduled date for the thesis defence, he/she shall apologize in advance to the chairperson of the study field committee who designates a substitute date of the dissertation defence.
- (6) The defence is conducted by the chairperson of the defence committee (usually the chairperson of the study field committee). Under the authority of the chairperson of the study field committee, the defence may be conducted by another member of the defence committee designated by the chairperson. Such a delegation shall not apply to the opponent or supervisor.

Art. 27

- (1) At the dissertation thesis defence present opponents are also considered other members of the defence committee with voting rights.
- (2) At the dissertation thesis defence and when voting for being awarded an academic degree "PhD", it is required the presence of at least four members of the defence committee and at least two opponents. It is usually desirable that one member of the committee was from another university, preferably from abroad.

Art. 28

Defence Procedure

- (1) The dissertation thesis defence shall be conducted as follows:
- a) the chairperson shall begin the defence by giving the doctoral student's short biography, review of his/her scientific papers and data on their reactions; notify the dissertation topic,
 - b) the doctoral student shall briefly state the relevant arguments and conclusions of the dissertation thesis
 - c) opponents shall present substantial content of their reports; for an absent opponent the report shall be read by the chairperson or another member of the defence committee,
 - d) the doctoral student shall take a stand on the opponents' reports, to all objections, comments and questions,
 - e) the chairperson shall inform the present members with other potential reports and statements and initiate the debate which is open to all the present people; the debate verifies the accuracy,

- justification, scientific originality and value of knowledge contained in the dissertation, as well as the doctoral student's capacity to deal with objections and questions,
- f) at the discussion the doctoral student answers all questions and takes a stand on all incentives and objections of the members of discussion.
- (2) There is a discussion conduct report made to be signed by the chairperson of the defence committee and members of the defence committee.

Art. 29

Voting and Awarding Degree

- (1) After completion of the public part of the defence, a private session of the defence committee is held, with the participation of its members, supervisor and opponents. The private session is to assess the conduct and outcome of the defence and based on the outcome the candidate is proposed to be awarded an academic degree "PhD". At the same time, the possibility of using the results of the dissertation thesis in practice is discussed.
- (2) The proposal for awarding or not awarding a degree "PhD" is discussed by the committee by a secret ballot. The doctoral student's supervisor or supervisor-specialist do not vote. The vote on the proposal is carried out by ballot papers.
- (3) For the submission of the proposal to award an academic degree is required the presence of at least two thirds of the members of the defence committee who are entitled to vote and that the absolute majority of the present members voted for awarding.
- (4) The report on the outcome of the voting shall be signed by all the present members of the defence committee.
- (5) If the result of the vote was positive, it shall be stated by the chairperson of the defence committee publicly.
- (6) If the voting result was negative, the defence committee shall agree on the grounds for the failure to award an academic degree on a private session, which is part of the report on the outcome of voting. The chairperson of the committee shall announce the voting outcome with the comments publicly and shall send it in writing to the doctoral student.
- (7) The proposal adopted by voting together with the report on the defence, voting and the materials of the doctoral student shall be submitted by the chairperson of the study field committee to the Dean of the Faculty.
- (8) The doctoral graduate is awarded an academic degree "Doctor" ("Philosophiae Doctor", in short "PhD" and "PhD" is following the name). The diploma is signed by the Rector and the Dean of the Faculty.
- (9) The doctoral student for whom the defence committee proposed not to award an academic degree, may again make a request for the dissertation defence in the same field of doctoral studies, no sooner than 1 year from the date of the unsuccessful defence, while the period of study shall not exceed the standard length of study of more than two years.

FEES RELATED TO STUDY

Art. 30

Tuition and Fees

- (1) The Faculty as a training centre asks from doctoral students in a part-time form of study tuition and fees associated with the study. Amount of tuition and method of payment of fees associated with the study and diploma issue are governed by the Regulation of the Rector of the University of Trnava for the respective academic year and internal regulations of the University.

- (2) The Dean of the Faculty may, based on the application of a doctoral student writing a serious documented reasons, reduce or waive the fee.

FINAL PROVISIONS

Art.31

- (1) These Principles of Doctoral Studies shall enter into force of 11 December 2014.
- (2) For more current information (eg. instructions, courses offer and seminars, etc..) are published on the website of the Faculty www.truni.sk/fakultazdravotnictvaasocialnejprace / doktorandske studium.

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