



**FACULTY OF COMMERCE
UNIVERSITY OF ECONOMICS IN BRATISLAVA**

**INTERNAL REGULATIONS OF THE FACULTY OF COMMERCE
OF THE UNIVERSITY OF ECONOMICS IN BRATISLAVA**

No. 5/2023

**PRINCIPLES OF THE
ORGANIZATION
OF
DOCTORAL STUDIES AT THE FACULTY OF
COMMERCE OF THE UNIVERSITY OF
ECONOMICS IN BRATISLAVA**

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Faculty of Commerce of the University of Economics in Bratislava (hereinafter also referred to as „Faculty of Commerce of the EU in Bratislava“ or „faculty“) in accordance with an internal regulation of the University of Economics in Bratislava (hereinafter also referred to as "the EU in Bratislava") „Principles of the organization of doctoral studies at the University of Economics in Bratislava“ issues following „Principles of the organization of doctoral studies at the Faculty of Commerce of the University of Economics in Bratislava“ (hereinafter also referred to as „principles“).

PART ONE

GENERAL PROVISIONS

Article1

Preliminary provisions

- 1) These principles are general principles for all students, lecturers and other professional employees who complete, provide, organize, monitor and evaluate doctoral studies at the faculty.
- 2) The doctoral study program is a study program of the 3rd level of higher education. Doctoral studies consist of a study part and a scientific part in accordance with Act No. 131/2002 Coll. on universities and on amendments to certain laws as amended (hereinafter referred to as "the law").¹ The doctoral study program focuses on acquiring knowledge based on the current state of scientific knowledge and especially on the student's own contribution to it, which is the result of scientific research and independent creative activity in the field of science or independent theoretical activity. Graduates of the doctoral study program receive a third-level university education.² Basic conditions of this study are regulated by § 54 of the law. The Faculty of Commerce of the EU in Bratislava provides doctoral study in fields of study according to accredited study programs.³
- 3) Doctoral study is organised in full-time and part-time study form. The standard length of study is 3 academic years in the full-time form and 4 academic years in the external form.⁴
- 4) Doctoral study is carried out at the faculty or an external educational institution may participate in its implementation. The faculty concludes a framework agreement on doctoral studies with such institution and at the same time concludes an individual agreement for each doctoral student, in which issues of the doctoral student's work in an external educational institution are agreed upon, including reimbursement of costs to external educational institution.⁵

Article 2

Management and control of the doctoral study

- 1) Doctoral studies at the EU in Bratislava in the relevant field of doctoral study are monitored and evaluated from the point of view of international and national standards by the trade union, or joint trade union commission.⁶
- 2) Doctoral studies at the faculty are monitored and evaluated in terms of international and national standards by a sub-disciplinary committee established for the respective study program. The list of sub-disciplinary committees of doctoral studies at the EU in Bratislava is available in the appendix of the internal regulation "Establishment of a trade union committee and sub-disciplinary committees of doctoral studies for monitoring and evaluation of doctoral studies in the study field of economics and management at the University of Economics in Bratislava".
- 3) Teaching within doctoral studies in the relevant study program at the faculty is continuously monitored and evaluated by the program board, which does this activity in cooperation with the relevant sub-disciplinary committee.

¹ § 54 par. 8 of the Act

² § 54 par. 1 of the Act

³ the provisions of Act No. 269/2018 Coll. on ensuring the quality of higher education and amending Act No. 343/2015 Coll. on public procurement and on amendment of certain laws, as amended

⁴ § 54 par. 2 of the Act

⁵ § 54 par. 12 of the Act

⁶ § 54 par. 17 of the Act

PART TWO

STUDY OF DOCTORAL STUDENT

Article 3

Labor-law and social position of doctoral students at the workplace

- 1) Doctoral students who have been accepted to study doctoral study programs are students of the 3rd level of higher education.
- 2) The dean of the faculty decides on the placement of a full-time doctoral student at the faculty's training workplace. The placement of a doctoral student at an external educational institution is governed by an individual agreement with the external educational institution.
- 3) A doctoral student in full-time study form is obliged to stay present at the training workplace during the period of an academic year to the extent determined by the training workplace, but at least in the scope of 20 hours per week beyond the scope of Art. 4 cl. 2, letter t) of these principles, during which the doctoral student is demonstrably engaged in individual or team scientific work and individual study.⁷ The duration of the doctoral student's presence at the training workplace is determined and controlled by the head of the training workplace, based on the specific duties defined in the study and scientific plan of the doctoral student and taking into account the supervisor's recommendation. The training workplace is understood as the relevant department of the faculty.
- 4) Doctoral students are subject to legislation in the field of safety at work.
- 5) A doctoral student of a study program in the full-time form of study is entitled to a scholarship during the standard length of study of the study program to which the student was accepted, under the condition that the student has not already obtained a third-level university education.⁸
- 6) A doctoral student does not receive a scholarship during the interruption of studies and after the day of expiry of the standard length of study.
- 7) Study according to the study program shall not exceed its standard length by more than two years in the full-time form of study and by more than three years in the part-time form of study.⁹

Article 4

Rights and obligations of doctoral student

- 1) Doctoral student has following rights:
 - a) study the program to which the student was accepted,
 - b) participate in research and other creative activities at the training workplace and be involved in the research team of the research project,
 - c) use information and advisory services related to the study,
 - d) apply for the opportunity to travel abroad for a study or scientific stay, or research internship at a foreign workplace and carry out part of doctoral studies there,
 - e) other rights in accordance with section 70 of the Act.
- 2) Doctoral student has following obligations:
 - a) submit study and scientific plan of studies to the relevant department of the faculty within 2 weeks since enrolment,
 - b) fulfill study obligations in accordance with study plan and schedule of the academic year,
 - c) comply with the Study Regulations of the EU in Bratislava and other internal regulations of the EU in Bratislava and the faculty,
 - d) notify the training workplace of the address intended for the delivery of documents, as well as the change of personal data,¹⁰
 - e) protect and economically use the property and resources of the EU in Bratislava,

⁷ § 54 par. 10 of the Act

⁸ § 54 par. 18 of the Act

⁹ § 65 par. 2 of the Act

¹⁰ § 73 par. 3 of the Act

- f) appear in person at the written notice to appear issued by the rector, dean or an employee authorized by them to discuss issues related to the course of study, or issues related to the rights and obligations of a doctoral student,
- g) participate in the research activities of the training workplace,¹¹
- h) register publication activity outputs in the Slovak Economic Library of the EU in Bratislava (hereinafter referred to as "SEK EU in Bratislava"),
- i) publish a contribution in a publication from an international scientific conference registered in the Web of Science or SCOPUS databases (it is recognized also in case the previous year's collection from the international scientific conference was registered in the Web of Science or SCOPUS databases and it is assumed that the collection of contributions of the relevant year of the international scientific conference in question, in which the contribution of the doctoral student is published, will be registered in one of the listed databases). In the case of co-authorship, submit such a number of contributions that the cumulative co-authorship share of a specific doctoral student in the contributions in question reaches at least 100%.
- j) submit at least one scientific article or scientific work in cooperation with the doctoral student's supervisor for publication in a foreign scientific journal included in the ABDC (Australian Business Deans Council) list or in the list of journals accepted by the EU in Bratislava (EUBA Star Journal List). The doctoral student is obliged to document the fulfillment of this condition by submitting a confirmation of the acceptance of the article by editors for the review procedure to the relevant department of the faculty no later than on the day of registration for defense of the dissertation (confirmation delivered to the author in electronic form or a printscreen from the journal's editing system is also recognized).
- k) participate on at least one research project during at least two years of doctoral studies,
- l) participate actively (presenting a paper and publishing it in the journal) at an international scientific conference for doctoral students at least 2 times during the studies, including at least one participation at the EDAMBA conference at the EU in Bratislava,
- m) participate actively (presenting a paper and publishing it in the journal) at a faculty conference MERKÚR for doctoral students at least 3 times during the studies,
- n) publish at least two contributions in English to the scientific journal „Studia commercialia Bratislavensia“ of the Faculty of Commerce of the EU in Bratislava,
- o) submit a complete dissertation for commenting to the Extended Scientific Session of the department in accordance with the schedule of the relevant academic year at the faculty,
- p) register for the defense of the dissertation at least 2 months before the planned final defense in accordance with the schedule of the relevant academic year at the faculty,
- q) complete the annual evaluation of a doctoral student in cooperation with the supervisor,
- r) other obligations in accordance with section 71 of the Act.

In addition to the duties listed in cl. 2 letter a) to r), doctoral student in full-time study form has also following obligations:

- s) complete one mobility abroad at foreign university or other relevant professional workplace as part of the scientific part of the doctoral studies, lasting at least three months with a demonstrable connection between the focus of the doctoral student's dissertation and the foreign mobility program that is planned in the study and scientific plan of the doctoral student,
- t) to carry out teaching activities or other professional activities related to pedagogical activities in the scope of no more than four hours per week on average for the academic year,¹² in which teaching takes place, or to carry out other professional activities related to pedagogical activities, such as supervision of Students' Scientific Activity (ŠVOČ) works, supervision of final bachelor's thesis, preparation of an assessment for the final bachelor's thesis, perform the function of recorder in state examination commissions, perform supporting activities in securing the examination period and the enrollment for studies.

¹¹ Based on the request of the faculty, the doctoral student declares the period and scope of involvement in the research activity of the training institution by submitting a form documenting the submission of the project (for example Project of young teachers, scientific workers and doctoral students in full-time study form, VEGA, KEGA, etc.).

¹² It is in the maximum range of 44 weeks, which represents a maximum of 176 hours of pedagogical activity or other professional activity related to pedagogical activity - complementary to the possible research capacity of doctoral students in the full-time study form in the number of 1,824 hours/academic year within the total available volume of 2,000 hours. Credits are not allocated for the pedagogical activities of doctoral students in the daily form of study, while the acquisition of credits within the framework of doctoral studies is specified in Art. 8 of these principles.

Article 5

Rights and obligations of supervisor

- 1) The supervisor for the relevant field of study can be a teacher of the university where the doctoral studies are conducted, or another expert approved by the scientific council of the university, or if the doctoral studies are conducted at the faculty, a collective body of the faculty determined by the statute of the university, if it is established. If the topic of dissertation is listed by an external education institution, the supervisor can be a person approved by the relevant external education institution. The external education institution will provide the scientific council of the higher education institution or the collective body of the faculty determined by the statute of the higher education institution, if it is established, with the scientific and pedagogical characteristics of these supervisors¹³. The supervisor of the dissertation is a person holding the position of professor or associate professor at the EU in Bratislava or another similar position in a research institution contractually cooperating in ensuring the study program of the third degree of study with the EU in Bratislava. The supervisor is determined by the dean of the relevant faculty together with the assignment of the dissertation for doctoral students studying in doctoral study programs at faculties of the EU in Bratislava.
- 2) Supervisor has following rights:
 - a) write up the topic of the dissertation, which must be in accordance with the supervisor's research focus in the subject area,
 - b) lead and closely cooperate with the doctoral student during his/her doctoral study, which is carried out according to the study and scientific plan,
 - c) participate in the meeting of the committee for the dissertation examination of the supervised doctoral student, but supervisor is not a member of the committee with the right to vote,
 - d) participate in the meeting of the committee for the defense of dissertation examination of the supervised doctoral student, but supervisor is not a member of the committee with the right to vote.
- 3) Supervisor has following obligations:
 - a) together with the doctoral student prepare a study and scientific plan in accordance with the principles of the organization of doctoral studies at the faculty, which is discussed by the relevant doctoral study sub-committee and approved by the department committee,¹⁴
 - b) professionally guarantee the scientific part of the doctoral studies,
 - c) regularly annually comprehensively evaluate the activity of the doctoral student and, based on it, formulate conclusions that will be submitted to the corresponding department of the faculty for approval by the relevant sub-disciplinary committee of the doctoral study by the end of the relevant academic year at the latest,
 - d) prepare an opinion in regard to the change of the study program in the same field of study, which is authorized by the dean based on the request of the doctoral student, containing a detailed justification for the change of the study program, agreeable, or disagreeing opinion of the head of the training workplace and agreeing, or disagreeing opinion of the head of the relevant doctoral study sub-disciplinary committee,
 - e) express a written opinion on all applications submitted by the doctoral student,
 - f) suggest an opponent of the dissertation project to the dissertation from scientific personalities of the given field of study so that the opponent is a holder of a scientific-pedagogical title of a professor or associate professor and in a functional position a professor or associate professor, or important research assistant - Doctor of Sciences,
 - g) suggest three opponents of the dissertation for the final defense (only one of the opponents can be from the faculty where the doctoral student is studying) from scientific personalities of the given field of study, so that at least one of them holds the scientific-pedagogical title of professor and holds a professorship; at least one opponent should hold the scientific-pedagogical title of at least an associate professor and functional position of professor or associate professor, and one opponent should be a representative of economic or social practice with at least an academic title PhD, or the equivalent of a completed university education of the 3rd level of study. At least one of the proposed opponents must be a member of the relevant sub-departmental committee, and it is recommended that one of the opponents be from abroad. The relevant sub-disciplinary

¹³ § 54 par. 4 of the Act

¹⁴ § 54 par. 8 of the Act

committee of doctoral studies can make changes in the proposal.

- h) prepare a supervisor's opinion for the dissertation.
- 4) If the supervisor is unable to fulfill his/her duties (long-term absence, resignation, etc.) or in the event of death, the dean of the faculty will appoint another supervisor to the doctoral student.

Article 6

Admission to doctoral study

- 1) The basic condition for admission to study of an accredited study program of the 3rd degree of study at the faculty is university education of the 2nd degree of study and successful completion of the entrance examination. The faculty also determines other admission conditions for doctoral studies in individual study programs, with the aim of ensuring that applicants with the necessary skills and prerequisites are admitted to the study.
- 2) The Faculty of Commerce of the EU in Bratislava determines the admission process to the 3rd degree study programmes for the particular academic year with the internal regulation called „Additional conditions for admission to third-level study programs at the Faculty of Commerce of the University of Economics in Bratislava“ approved by an Academic senate of the Faculty of Commerce of the University of Economics in Bratislava.
- 3) The faculty will publish the topics of dissertations that can be applied for in the admissions process no later than two months before the last day for submitting applications for doctoral studies; if it is a topic listed by an external educational institution, the name of this institution is also indicated. A supervisor is designated for each of the listed topics. Dissertation topics together with the required details are published in the usual way, such as on the website of the faculty, in the Academic Information System (hereinafter referred to as "AiS2") and in accordance with the internal regulations of the EU in Bratislava.¹⁵
- 4) Applicant for doctoral studies applies to one of the listed dissertation topics.
- 5) Applicants for study of an accredited study program of the 3rd level of study at the faculties of the EU in Bratislava submit „Application for doctoral studies - third degree“ electronically and solely via AiS2.
- 6) Submission of applications to the 3rd degree of study, application requirements, content of the entrance examination, evaluation of the entrance examination, the process of accepting applicants for the study of the 3rd degree of study is determined by the internal regulation "Additional conditions for admission to the third-level study programs at the Faculty of Commerce of the University of Economics in Bratislava" issued for the relevant academic year. No later than 10 days before the entrance examination for the 3rd degree of study, the faculty will send registered applicants an invitation to the entrance examination.

Article 7

Study schedule

- 1) Doctoral studies abide by the dates approved in the schedule of the academic year for the 3rd degree of study for the relevant academic year at the faculty.
- 2) The academic year begins on September 1 of the current year and ends on August 31 of the following year and is divided into winter and summer semester. Doctoral studies begin at the beginning of the winter semester. In justified cases, doctoral studies can also begin at the beginning of the summer semester of the academic year.¹⁶
- 3) Doctoral studies are carried out according to the study and scientific plan, which is drawn up by the doctoral student together with the supervisor, discussed by the relevant doctoral study sub-committee and approved by the departmental committee.¹⁷
- 4) The study part of the doctoral studies mainly consists of lectures, seminars and individual study of professional literature related to the focus of the dissertation. The scientific part of the doctoral study consists of individual or team scientific work of the doctoral student, which is related to the topic of

¹⁵ § 57 par. 5 of the Act and an Act No. 211/2000 Coll. on free access to information and on the amendment of certain laws as amended

¹⁶ § 61 par. 3 of the Act

¹⁷ § 54 par. 8 of the Act

the dissertation.

- 5) The doctoral student's study plan is based on the recommended study plan of the given study program.
- 6) If a doctoral student has applied for a dissertation topic listed by an external education institution, he/she performs the scientific part of the doctoral studies and the obligations of the study part of the doctoral studies agreed with the university in this external education institution. The university concludes an individual agreement with an external education institution on the doctoral studies of a doctoral student. It deals with issues related to the work of a doctoral student in an external education institution, including the payment of costs to an external education institution. Activity according to §54 par.11 of the Act is tied to the educational activity of the university.
- 7) The faculty invites creative workers from abroad with research and teaching experience to teach selected subjects of doctoral study programs and allows doctoral students to complete part of the study part in a foreign language.
- 8) The faculty organizes conferences, seminars and workshops where doctoral students can present the results of their scientific research activities.

Article 8

Credit system of doctoral study

- 1) Doctoral studies are evaluated according to the principles of the credit system in accordance with the decree of the Ministry of Education, Science, Research and Sport of the Slovak Republic on the study credit system.¹⁸
- 2) During his/her studies, the doctoral student receives credits for the following units of the study program:
 - a) completion of the study section consisting mainly of specialized lectures and seminars, consultations and individual study of literature according to the doctoral student's study and scientific plan, necessary from the point of view of the focus of the dissertation. Part of the study section is passing of the dissertation examination, which is a state examination, while participation in the dissertation examination is conditional upon the submission of the dissertation project to the relevant department of the faculty.
 - b) fulfillment of the scientific part according to the study and scientific plan of the doctoral studies,
 - c) preparation of the dissertation.
- 3) During his/her studies, the doctoral student is required to gain at least 180 ECTS, of which:
 - a) at least 60 credits for completing the study section (Appendix 1),
 - b) for the fulfillment of the scientific section as a creative activity in the field of science, a minimum of 60 credits, which, when converted by a coefficient of 0.5 credit = 1 point, corresponds to a minimum number of 120 points in accordance with the current internal regulation regulating the concretization of work duties in the field of publication and scientific research activities of employees of the EU in Bratislava in the functional positions of professor, associate professor and assistant professor, except for publications in the ABDC (Australian Business Deans Council) list of journals or the list of journals accepted by the EU in Bratislava (EUBA Star Journal List), for which the coefficient 1 credit = 1 point is used (Appendix 2),
 - c) 20 credits for the dissertation project and the dissertation examination and 40 credits for the dissertation and its defense.
- 4) If the doctoral student completed part of his/her studies on other than training workplace (for example abroad), the credits obtained at this workplace are counted in fully, if the doctoral students was sent to this workplace as part of the study program and if the credit systems of the sending and receiving workplace are compatible.
- 5) In the event of a change of training workplace, or study program, it is possible to recognize the credits doctoral student's obtained before this change.
- 6) To a doctoral student who came from a workplace where the study credit system is not in place, the faculty can assign the number of credits corresponding to the activities performed at this workplace according to the system valid at the EU in Bratislava, or requires him/her to obtain additional credits for the activities required at the new training workplace, for example for completing differential subjects.

¹⁸ Decree of the Ministry of Education, Science, Research and Sport of the Slovak Republic No. 123/2019 Coll., dated April 12, 2019, amending Decree of the Ministry of Education, Science, Research and Sport of the Slovak Republic No. 614/2002 Coll. on the study credit system as amended by decree no. 155/2013 Coll.

- 7) The record of completion of individual subjects is made by the relevant examining teacher through AiS2. The record of the completion of the scientific part of the study is carried out by the relevant department of the faculty in cooperation with the doctoral student and his/her supervisor on the basis of the submission of a document confirming the completion of a specific activity, in particular a list of publication outputs from the SEK EU in Bratislava, confirmation of the conference organizers about the presentation of the paper by the doctoral student, confirmation of the head of the research team on the period and the scope of the doctoral student's involvement in the solution of the research project, etc.
- 8) The doctoral student is obliged to enroll in the next year of study on given date and under the conditions specified by the faculty. Before enrolling in the 2nd year of study, the doctoral student is required to obtain at least 30 credits for the study section of the doctoral studies. Before enrolling in the 3rd year of full-time doctoral studies, or before enrolling in the 4th year of doctoral studies in the external form, the doctoral student is required to have successfully passed the dissertation examination. The continuous awarding of credits for creative activity in the field of science is carried out on the basis of the annual evaluation of the doctoral student by his/her supervisor, and the cumulative awarding of credits for creative activity in the field of science is provided by the relevant department of the faculty when submitting the doctoral student's application for the dissertation examination and also when submitting student's application for permission to defend the dissertation.
- 9) All other conditions related to the study are governed by the provisions of the Study Regulations of the EU in Bratislava.

Article 9 **Interruption and termination of study**

- 1) The relevant provisions of the law¹⁹ and Study Regulations of the EU in Bratislava apply to the interruption and termination of doctoral studies.
- 2) Doctoral study is completed by dissertation defense, which is a state examination.

Article 10 **Dissertation examination**

- 1) The doctoral student registers for the dissertation examination no later than 1 month before the actual date, which is published by the faculty through the AiS2 system. The faculty lists the dates of dissertation examinations at least twice in the relevant academic year and publishes them in the AiS2 system at least 2 months in advance.
- 2) The condition for registering for the dissertation examination is to complete the duties of the study section of the study and scientific plan of the doctoral student and to obtain 60 credits for the study section, obtaining at least 20 credits for creative activity in the field of science according to Art. 8 of these principles and submission of the dissertation project in the specified number of copies.
- 3) The faculty has established additional conditions for the registration of a doctoral student for the dissertation examination, which is regulated by the Methodological Guidelines of the Dean of the Faculty of Commerce of the University of Economics in Bratislava on the organization of the state - dissertation - examination (<https://of.euba.sk/studium/doktorandske-studium/dizertacna-skuska>).
- 4) Dissertation is a state examination²⁰. The relevant provisions of the Study Regulations of the EU in Bratislava apply to the dissertation examination.
- 5) The dissertation examination consists of a written and an oral part. The written part consists of the elaboration of a dissertation project, which includes the definition of the theoretical foundations of the future solution of the dissertation topic, the analysis of the current state of knowledge in the given area, the presentation of goals and methodological approaches to the solution of the given issue. "Assignment of the final thesis", printed from the AiS2 system, is also part of the project. The content of the oral part of the dissertation examination is a discussion on the dissertation project and answering questions according to the thematic focus of the dissertation.
- 6) Only university teachers working in the position of professor or associate professor and other experts approved by the scientific council of the faculty have the right to examine at the dissertation

¹⁹ § 64, § 65, § 66 of the Act

²⁰ § 54 par. 3 of the Act and § 63 of the Act

examination. At least three members of the examination board for the dissertation examination are university teachers working in the functional position of professor or in the functional position of associate professor.

- 7) The committee for the dissertation examination has at least four members.²¹ If some of the members of the committee for dissertation examination cannot take part on the examination due to relevant reasons, the decision about his/her replacement is made by the Dean, based on the proposal of the chairman of the relevant sub-departmental committee. The supervisor of the doctoral student also participates in the dissertation examination, but is not a member of the committee for the dissertation examination.
- 8) If the doctoral student has signed up for a dissertation topic listed by an external educational institution, the dissertation examination and the defense of the dissertation are held in front of a committee in which members appointed by the external educational institution are equally represented.²²
- 9) The chairman and members of the committee for the dissertation examination are appointed by the dean of the faculty based on the proposal of the chairman of the relevant sub-disciplinary committee from teachers and other experts according to Article 10 point 6.
- 10) The relevant department of the faculty will deliver the doctoral student's dissertation project with the prepared opinion of the opponent to all members of the committee for the dissertation examination.
- 11) At a closed session, organised immediately after the dissertation examination, the dissertation examination committee comprehensively evaluates the course of both parts of the dissertation examination, and the dissertation examination committee decides on the outcome of the dissertation examination, indicating the evaluation according to the classification scale established by the Study Regulations of the EU in Bratislava.
- 12) A doctoral student who failed the examination may repeat the examination only once, at the earliest after three months from the day of the unsuccessful dissertation examination. The repeated dissertation examination takes place in front of the committee for dissertation examinations, in the same composition as for the first term. Repeated failure in the dissertation examination is the reason for termination of studies according to § 66 cl. 1 letter c) of the Act.
- 13) A record of the state examination created in AiS2 is prepared for the dissertation examination, and is signed by all members of the dissertation examination committee, the supervisor and the recorder of the dissertation examination committee. The statement of study results generated by the AiS2 system is attached to the record of the state examination. The faculty will issue the doctoral student a written certificate on the completion and result of the dissertation examination on the date determined by the faculty.
- 14) If doctoral student cannot take part in the dissertation examination on specified date for justified serious reasons and apologizes in advance to the chairman of the committee for dissertation examinations, the chairman will assign the doctoral student an alternative date. Unexcused non-participation of a doctoral student in the dissertation examination is evaluated according to the classification scale by the evaluation of FX - insufficient.

PART THREE DISSERTATION

Article 11

Application for permission to defend the dissertation

- 1) A doctoral student can submit an "Application for permission to defend a dissertation to obtain the academic title "philosophiae doctor" (PhD.)" within the deadline according to Art. 4 cl. 2 letter p) of these principles, if the doctoral student obtained all the credits for specified activities in the study and scientific plan and documented the fulfillment of the obligations arising from Art. 4 cl. 2 of these principles. The relevant department of the faculty forwards the request for a defense permit to the chairman of the relevant sub-disciplinary committee of doctoral studies.
- 2) Along with application, doctoral student submits:

²¹ § 63 par. 6

²² § 54 par. 13 of the Act

- a) structured and signed CV,
- b) dissertation in 5 copies,
- c) self-report of the dissertation in the required number of copies,
- d) record from the extended scientific session of the department (methodology for the assessment of dissertations at the relevant workplaces of the faculty is regulated by the methodological guidelines of the dean of the faculty <https://of.euba.sk/studium/doktorandske-studium/obhajoba-dizertacnej-prace>),
- e) statement on the incorporation of comments from the extended scientific meeting of the Department into the dissertation thesis,
- f) a list of published works with full bibliographic data and their references generated from the EPCA form (SEK EU in Bratislava), signed by the doctoral student and supervisor,
- g) identification of research projects (type, number, name, responsible researcher, duration of the project, years of involvement of the doctoral student), the solution of which the doctoral student participated on during doctoral studies.

After the application has been approved by the relevant sub-discipline committee, the doctoral student submits the dissertation into the system on the portal <https://ais2.euba.sk>. Part of the submission of the final work by the author is:

- h) supervisor's opinion on the dissertation of a doctoral student in accordance with Art. 5 cl. 3 letter h) of these principles,
- i) analysis sheet of the qualification work (from AiS2),
- j) written statement for the requested extension of the suspensive period for publishing and accessing the final thesis (if the author requests it) with the approval statement of the dean of the faculty, documented before the conclusion of the license agreement; written statement is created by the author according to the possibilities in AiS2,
- k) the license agreement for the use of the final thesis concluded between the author and the Slovak Republic, represented by the EU in Bratislava, created in the register of final theses in AiS2 and signed, as a sign of consent to its entire content, electronically by expressing consent through AiS2, which serves the needs of the central register of final and qualification theses,
- l) a written affidavit of the author, by which the author proves the publication of the work or its part as part of a periodical publication or as a non-periodical publication (if the final work was published in this way). The author creates an affidavit in AiS2 and delivers it to the registry operator through the information system of the EU in Bratislava. If the author is not in a legal relationship with the EU in Bratislava, especially as a student or employee, the author will deliver the sworn statement to the registry operator in paper form,
- m) a request to stop making the final thesis publicly accessible, or its part, if it was published as part of a periodical publication or as a non-periodical publication (if the author requests to stop making it publicly accessible). The request to stop the public access of the final thesis, or its part, is created by the author in AiS2. The author submits an application together with an affidavit to the registry operator through the information system of the EU in Bratislava. If the author is not in a legal relationship with the EU in Bratislava, especially as a student or employee, the author will deliver the sworn statement to the registry operator in paper form; the request to stop public disclosure contains, in addition to data on the name of the university, the name of the relevant faculty, the thesis registration number, the title of the final thesis, the type of final thesis, name, last name and academic titles of the author, the year of submission of the thesis, also the correspondence address of the applicant, the scope and reasons for stopping the public accessibility.
- n) a special license agreement for the use of the work between the author and the EU in Bratislava, created in the register of final theses in AiS2, signed, as a sign of consent to its entire content, electronically by expressing consent through AiS2, which enables the final theses to be made accessible,
- o) a statement of the author about the non-accessibility of the work (hereinafter also referred to as the "author's statement") on the website of the EU in Bratislava (if the author requests it) stating the reasons for which the author does not agree to making the work accessible on the website of the EU in Bratislava. The author may refuse to grant a license to make the work accessible through the website of the EU in Bratislava without giving a reason. This statement does not affect the accessibility of the work through the central register of final and qualifying theses according to a special regulation. The author creates a statement in AiS2.
- p) the result of the originality check of the dissertation assessed in the central register of final theses.

- 3) The obligations of doctoral students and employees of the EU in Bratislava related to the collection, storage and processing of the theses and the conclusion of the license agreement are determined by the internal directive of the EU in Bratislava on final thesis, rigorous and habilitation thesis.

Article 12

Dissertation requirements

- 1) The dissertation has a character of a qualifying, scientific written work, the basis of which is the original research of the doctoral student. It demonstrates the ability and readiness for independent scientific and creative activity in the field of science.
- 2) The dissertation is usually written and defended in the state language. With the consent of the dean of the faculty, after the opinion of the relevant sub-disciplinary committee of doctoral studies, the dissertation can be written and defended also in a language other than the state language. The doctoral student must request the dean's approval in writing, together with the supervisor's opinion, no later than the deadline for submitting the application for the dissertation examination. Dissertation prepared within the framework of study programs implemented in a language other than the state language is processed in the language in which the given study program is implemented.
- 3) All requirements of the dissertation, its bibliographic registration, originality control, storage and access are governed by the internal directive of the EU in Bratislava on final, rigorous and habilitation thesis. In addition to the basic requirements of the dissertation, the faculty sets other requirements and criteria for the creation of the dissertation (Appendix 9).
- 4) The dissertation is submitted bound in a book hardcover so that the individual sheets cannot be removed. Dissertation thesis are submitted to the relevant department of the faculty. The electronic version must be identical to the printed version.

Article 13

Self-report of the thesis

- 1) The self-report of the dissertation is a brief summary of the results of the dissertation, its theoretical and practical contribution. The self-report should precisely respect the structure and reflect the content of the dissertation.
- 2) The self-report is submitted in the state language and includes a list of used literature, abstracts in the state language and in one of the world languages, and a processed list of all published works of the doctoral student related to the researched issue and responses to them, generated from the EPCA form (SEK EU in Bratislava). The list also includes research projects in which the doctoral student participated during doctoral studies. In case the dissertation is written and defended in a language other than the state language, a self-report of the dissertation in that foreign language is submitted. An extended abstract in the Slovak language is part of such self-report, and the other requirements must be fulfilled in the same way as in case of self-report written in the state language.
- 3) Recommended scope of the self-report is 1–2 author's sheets. The self-report is in A5 format.

Article 14

Preparation for the dissertation defense

- 1) After receiving the application for permission to defend the dissertation, the relevant department of the faculty forwards the doctoral student's application together with the dissertation to the relevant sub-disciplinary committee of doctoral studies within 14 days. The relevant department of the faculty sends the dissertation along with a request for an assessment to the appointed opponent.
- 2) After receiving all opinions from the opponents, the chairman of the defense committee will confirm the time and place of the defense of the dissertation according to the established dates of state examinations in accordance with the schedule of the Faculty of Commerce of the EU in Bratislava for the relevant academic year, no later than 2 weeks after receiving the opinions of the opponents.
- 3) Everyone who is interested in the researched issue and the defense of the dissertation can submit their statement to the chairman of the defense committee no later than a week before the defense, or they can present their comments verbally during the defense. During the defense of the dissertation, the doctoral student takes a position on the mentioned statements or comments.

Article 15

Dissertation opponents and their reports

- 1) The dean of the faculty appoints opponents on the basis of the proposal of the relevant sub-specialty committee of doctoral studies, which may be based on the supervisor's proposal in accordance with Art. 5 cl. 3 letter g) of these principles.
- 2) If the opponent for dissertation evaluation has been assigned to a specific doctoral student in AiS2, the opponent will create an assessment in AiS2. For this purpose, the training workplace will request the allocation of identification data for access to AiS2 from the Centre of Information Technologies of the EU in Bratislava for the external opponent. The statement of the opponent, which was not created in AiS2, must be subsequently processed in AiS2. For dissertations, the relevant department of the faculty is responsible for processing such an opponent's assessment in AiS2. The opponent submits a written assessment together with the dissertation no later than 3 weeks from the day of appointment as an opponent. If the opponent cannot prepare the opinion, he/she will notify the dean of the faculty within 5 days from the date of delivery of the decree on appointment as opponent.
- 3) If the opponent does not submit the opinion within the deadline according to cl. 2 and does not do so even within 5 days after the repeated notice, the chairman of the relevant doctoral study sub-committee will submit a proposal for the appointment of a new opponent to the dean.
- 4) The opinion of the opponent includes an objective and critical analysis of the strengths and weaknesses of the submitted dissertation. In the assessment, the opponent expresses the opinion mainly on the set goal and the degree of its fulfillment, on the appropriateness of the used methods, methodology, on the evaluation of the knowledge base, on the scientific contribution and originality of the work, on the application benefits of the thesis for practice. At the same time, the opinion will include questions for the author when defending the thesis. (Appendix 8).
- 5) At the end of the opponent's assessment, each opponent will clearly state whether they recommend or not the submitted thesis for the final defense and rate it with a classification level according to the classification scale.
- 6) If the opponent's assessment does not meet the requirements stated in cl. 4 and 5, the dean of the faculty will return it to the opponent for addition or revision with a deadline for its resubmission within 1 week of the notice.

Article 16

Dissertation defense

- 1) By defending the final - dissertation - thesis, the doctoral student demonstrates the ability and readiness for independent scientific and creative activity in the field of research or development. The defense of the final thesis is part of the state exams.²³
- 2) The dissertation defense committee has at least four members, and opponents of the dissertation are invited as well, however without the right to vote. The chairman and members of the committee for the defense of the dissertation are appointed by the dean of the faculty within 15 days on the proposal of the chairman of the sub-departmental committee from the members of the relevant sub-departmental committee.
- 3) If one of the three opponents cannot participate in the defense for serious reasons and his/her opinion is positive, the defense can also be held in his/her absence, while the text of the opponents's opinion is interpreted in full by the chairman of the defense committee. According to the progress of the defense, its chairman decides on the propriety of answering the questions asked in the opinion of the absent opponent.
- 4) If one of the opponents provided a negative opinion on the dissertation, the defense cannot take place in his/her absence.
- 5) The defense of the dissertation is led by the chairman of the defense committee.
- 6) Immediately after the end of the dissertation defense, a closed session of the defense committee is held, at which its members, opponents and the supervisor of the doctoral student will participate. At a closed session, the defense committee in a discussion with the opponents and the supervisor of the doctoral student comprehensively evaluate the course of the defense of the dissertation, and subsequently the defense committee in a secret vote, which is carried out by ballots, decides by a

²³ § 51 par. 3

majority of the votes of the present members whether or not to award the doctoral student an academic title „philosophiae doctor" (abbreviated as "PhD."). In case of equality of votes, the vote of the chairman of the committee for the defense of the dissertation is decisive.

- 7) Following a secret vote on whether or not to award the doctoral student the academic title "philosophiae doctor" (abbreviated as "PhD."), the dissertation defense committee, based on the result of the said secret vote, determines the result of the dissertation defense in a public debate by classification level according to Study Regulations of the EU in Bratislava. The result of the dissertation defense by classification grade is determined by each member of the dissertation defense committee proposing a classification grade for the dissertation defense and then calculating the arithmetic average of the evaluations of all present members of the committee and the evaluations of all opponents. The overall result of the state examination and the overall result of the study are determined in accordance with the relevant provisions of the applicable Study Regulations of the EU in Bratislava.
- 8) After the end of each dissertation defense, a record of the state examination created in AiS2 is prepared, which is signed by all members of the dissertation defense committee, opponents, supervisor and recorder of the dissertation defense committee.
- 9) The result of the vote will be announced by the chairman of the committee for the defense of the dissertation at its public session immediately after the end of the closed session of the committee for the defense of the dissertation.
- 10) A doctoral student who, based on the result of the dissertation defense, was not approved by the dissertation defense committee for the award of the academic title "philosophiae doctor" (abbreviated as "PhD"), has the right to submit a revised dissertation and re-apply for permission to defend the dissertation in the same study program so that the day of re-defense of the dissertation does not exceed the standard length of study by more than two years in the full-time form of study and by more than three years in the part-time form of study.

PART FOUR

COMMON, TRANSITIONAL AND FINAL PROVISIONS

Article 17

Tuition and fees

- 1) Tuition fees and fees associated with doctoral studies are subject to the relevant provisions of the law²⁴ and Internal regulation of the EU in Bratislava on tuition fees and fees for the relevant academic year.

Article 18

Transitional and final provisions

- 1) These Principles of organization of doctoral studies at the Faculty of Commerce of the University of Economics in Bratislava were discussed and approved by the Scientific Council of the Faculty of Commerce of the EU in Bratislava on March 30, 2023..
- 2) These principles enter into force and take effect on the day of their approval by the Scientific Council of the Faculty of Commerce of the EU in Bratislava.
- 3) Upon the entry into force and effect of these principles, the Principles of the Organization of Doctoral Studies at the Faculty of Commerce of the EU in Bratislava from November 29, 2016 as amended by Addendum No. 1 from February 18, 2019, Principles of organization of doctoral studies at the Faculty of Commerce of the EU in Bratislava from March 12, 2020 and Principles of organization of doctoral studies at the Faculty of Commerce of the EU in Bratislava from August 24, 2022 shall cease to be valid and effective.
- 4) Article 4, cl. 2 and Article 8, cl. 3 letter b) of these principles entered into force on September 1, 2022 for students enrolled for doctoral studies from academic year 2022/2023.

.....
doc. Ing. Peter Drábik, PhD., MSc.
Dean

²⁴ § 92 of the Act

Appendix 1 – Study plans of doctoral study

DOCTORAL STUDY PLAN FOR FULL-TIME STUDY Study program – MANAGEMENT OF INTERNATIONAL BUSINESS Field of study – Economics and Management							
	S e m e s t e r						Credit
Title of the course	1.	2.	3.	4.	5.	6.	
study section							
International Business and Integration Processes	16 s						10
Methodology of Final Thesis	16 s						10
Applied Research Methods		16 s					10
International Trade - Actual Issues		16 s					10
International Business Strategy and Management			16 s				10
Elective Course			16 s				10
research section							
Creative Activity in Science I				20			
Creative Activity in Science II						40	
state examination							
Dissertation Thesis Project and Dissertation Examination				20			
Dissertation Thesis and its Defense						40	
Hours in a semester	32	32	32				96
Exams total	2	2	2				6
Credits total	20	20	20	40		80	180
ELECTIVE COURSES OF THE STUDY PROGRAM							
Financial Operations in International Business							
Quantitative Methods in Empirical Research							
Macroeconomics of Open Economics							
Trade Operations in International Business							

DOCTORAL STUDY PLAN FOR PART-TIME STUDY									
Study program – MANAGEMENT OF INTERNATIONAL BUSINESS									
Field of study – Economics and Management									
	S e m e s t e r								Credit
Title of the course	1.	2.	3.	4.	5.	6.	7.	8.	
study section									
International Business and Integration Processes	16 s								10
Methodology of Final Thesis	16 s								10
Applied Research Methods		16 s							10
International Trade - Actual Issues		16 s							10
International Business Strategy and Management			16 s						10
Elective Course			16 s						10
research section									
Creative Activity in Science I				20					
Creative Activity in Science II								40	
state examination									
Dissertation Thesis Project and Dissertation Examination				20					
Dissertation Thesis and its Defense								40	
Hours in a semester	32	32	32						96
Exams total	2	2	2						6
Credits total	20	20	20	40				80	180
ELECTIVE COURSES OF THE STUDY PROGRAM									
Financial Operations in International Business									
Quantitative Methods in Empirical Research									
Macroeconomics of Open Economics									
Trade Operations in International Business									

DOCTORAL STUDY PLAN FOR FULL-TIME STUDY							
Study program – MARKETING AND TRADE MANAGEMENT							
Field of study – Economics and Management							
	S e m e s t e r						Credit
Title of the course	1.	2.	3.	4.	5.	6.	
study section							
Marketing management II	16 s						10
Principles and methods of scientific work	16 s						10
Innovation processes in business and marketing		16 s					10
Strategic management of retail		16 s					10
Management and marketing consultancy			16 s				10
Elective Course			16 s				10
research section							
Creative Activity in Science I				20			
Creative Activity in Science II						40	
state examination							
Dissertation Thesis Project and Dissertation Examination				20			
Dissertation Thesis and its Defense						40	
Hours in a semester	32	32	32				96
Exams total	2	2	2				6
Credits total	20	20	20	40		80	180
ELECTIVE COURSES OF THE STUDY PROGRAM							
Business market forecasting							
Empirical research in marketing							
Geomarketing							
Innovation and project management							

DOCTORAL STUDY PLAN FOR PART-TIME STUDY									
Study program – MARKETING AND TRADE MANAGEMENT									
Field of study – Economics and Management									
	S e m e s t e r								Credit
Title of the course	1.	2.	3.	4.	5.	6.	7.	8.	
study section									
Marketing management II	16 s								10
Principles and methods of scientific work	16 s								10
Innovation processes in business and marketing		16 s							10
Strategic management of retail		16 s							10
Management and marketing consultancy			16 s						10
Elective Course			16 s						10
research section									
Creative Activity in Science I				20					
Creative Activity in Science II								40	
state examination									
Dissertation Thesis Project and Dissertation Examination				20					
Dissertation Thesis and its Defense								40	
Hours in a semester	32	32	32						96
Exams total	2	2	2						6
Credits total	20	20	20	40				80	180
ELECTIVE COURSES OF THE STUDY PROGRAM									
Business market forecasting									
Empirical research in marketing									
Geomarketing									
Innovation and project management									

DOCTORAL STUDY PLAN FOR FULL-TIME STUDY							
Study program – MANAGEMENT OF INTERNATIONAL BUSINESS (in English)							
Field of study – Economics and Management							
Title of the course	S e m e s t e r						Credit
	1.	2.	3.	4.	5.	6.	
study section							
International Business and Integration Processes	16 s						10
Methodology of Final Thesis	16 s						10
Applied Research Methods		16 s					10
International Trade - Actual Issues		16 s					10
International Business Strategy and Management			16 s				10
Elective Course			16 s				10
research section							
Creative Activity in Science I				20			
Creative Activity in Science II						40	
state examination							
Dissertation Thesis Project and Dissertation Examination				20			
Dissertation Thesis and its Defense						40	
Hours in a semester	32	32	32				96
Exams total	2	2	2				6
Credits total	20	20	20	40		80	180
ELECTIVE COURSES OF THE STUDY PROGRAM							
Financial Operations in International Business							
Quantitative Methods in Empirical Research							
Macroeconomics of Open Economics							
Trade Operations in International Business							

Appendix 2 – Creative activity in the field of science - credit allocation system²⁵

CREATIVE ACTIVITY IN THE FIELD OF SCIENCE			
Category	Content of the category of publication activity based on the „Regulation of the Ministry of Education, Science, Research and Sport of the Slovak Republic No. 397/2020 Coll.“	Credits	Note
A	Book publications in the nature of a scientific monograph and other book publications registered in the Web of Science or Scopus database		
	Scientific monographs - foreign and domestic	125	publication in which the author has a share of at least 3 author's sheets is considered a scientific monograph
	Studies and chapters in scientific monographs - foreign and domestic	50	
	University textbooks - foreign and domestic	50	publication in which the author has a share of at least 3 author's sheets is considered a university textbook
	Chapters in university textbooks - foreign and domestic	25	
	Professional book publications - foreign and domestic	25	
	Chapters in professional book publications - foreign and domestic	12,5	
B	Publications published in indexed journals (Current Contents Connect), in journals registered in Web of Science database (WoS), SCOPUS; patent applications		
	Scientific and professional works included in Q1	250	if the quartile in the year of publication is not known, the last known quartile according to JCR or SJR, whichever is higher, is taken into account
	Scientific and professional works included in Q2	175	
	Scientific and professional works included in Q3	100	
	Scientific and professional works included in Q4	50	
	Scientific and professional works with an undetermined quartile	25	
C*/	Book publications in the nature of a scientific monograph and other book publications which are not registered in the Web of Science or Scopus database		
	Scientific monographs - foreign and domestic	25	
	Studies and chapters in scientific monographs - foreign and domestic	12,5	
	University textbooks - foreign and domestic	25	
	Chapters in university textbooks - foreign and domestic	12,5	
	Professional book publications - foreign and domestic	12,5	
	Chapters in professional book publications - foreign and domestic	12,5	
	Scripts, teaching texts and review papers	12,5	
	Scientific works in other journals, peer-reviewed scientific collections, peer-reviewed scientific monographs		
	Scientific works in other journals - foreign	12	
	Scientific works in peer-reviewed scientific collections, monographs - foreign	12	
	Scientific works in other journals - domestic	7	+ 7.5 credits/author - in case of publication of an article in Economic Review with a foreign co-author
	Scientific works in peer-reviewed scientific collections, monographs - domestic	7	
	Other publications		
	Published invited contributions at scientific conferences - foreign	12	+ 5 credits/author - in case of acceptance of the collection to WoS or Scopus
	Published contributions at scientific conferences - foreign	12	
	Published invited contributions at scientific conferences - domestic	7	
	Published contributions at scientific conferences - domestic	7	

*/ In case the publication from category C has more than one author, the overall point evaluation is divided among the co-authors according to their authorship share intended for the registration of the publication output in the Slovak Economic Library of the EU in Bratislava.

²⁵ On February 1, 2022, a new Regulation of the Ministry of Education, Science, Research and Sport of the Slovak Republic No. 397/2020 Coll. on Central register of publication activity records came into effect and which adopted changes in publication activity records and responses to publication activities. The new decree fundamentally changes the categorization of the outputs of publication activity and responses. In view of the significant changes in the decree, the SEK EU in Bratislava will create space for a transitional period and in this calendar year will implement registration in a dual way, which is according to the Regulation No. 456/2012 Coll. valid until 2021, as well as according to the new Regulation No. 397/2020 Coll. (https://sek.euba.sk/www_write/files/publikacna_cinnost/EPC_Porovnanie_Kategorie_2022_2021.pdf). All necessary information is provided on the website of the SEK EU in Bratislava (<https://sek.euba.sk/publikacna-cinnost-eu>).

Appendix 3 – Sample application form for the dissertation examination



FACULTY OF COMMERCE OF THE UNIVERSITY OF ECONOMICS IN BRATISLAVA
DEPARTMENT FOR SCIENCE, DOCTORAL STUDIES AND INTERNATIONAL PROJECTS
Dolnozemska cesta č. 1, 852 35 Bratislava 5
tel.: 004212/67291110, 113, 160
e-mail: veda.of@euba.sk

APPLICATION FOR DISSERTATION EXAMINATION

Name and last name of doctoral student (including academic titles):	
E-mail address and phone number:	
Beginning of doctoral studies:	1. 9. 202.
Year of study:	Select year
Form of study:	Select form
Workplace of a doctoral student:	external doctoral student shall state the name and address of his/her workplace
Field of study:	Economics and management
Study program:	Select title of study program
Name of supervisor (including academic titles):	

Name of the course of study plan	Date of completion	Grade	Credits
1. select compulsory course		select	10
2. select compulsory course		select	10
3. select compulsory course		select	10
4. select compulsory course		select	10
5. select compulsory course		select	10
6. Elective course - select course		select	10
TO BE FILLED BY DEPARTMENT FOR SCIENCE, DOCTORAL STUDIES AND INTERNATIONAL PROJECTS (POINT 7, 8)			
7. Creative Activity in Science I (minimum 20 credits)		-	
8. Dissertation thesis project – submitted in required number of copies		-	-
Correctness of data confirmed: Input name and last name of a Vice-Dean for Research and PhD. Study	Signature of responsible person		Date

Topic of dissertation thesis:

Continuity of the topic with the grant research task: state the type, number, name, responsible researcher, solution time, years of involvement of the doctoral student (see AiS2)

I recommend to accept the application: Signature of supervisor:

Date: 00. 00. 202. Signature of doctoral student:

Attachments (see <https://of.euba.sk/studium/doktorandske-studium/dizertacna-skuska>):

1. Record of the result of the commenting procedure on the dissertation project for the dissertation examination
2. Written proposal of the supervisor to the opponent of the dissertation project for the dissertation examination - completed and signed form
3. List of author's publication activity and reviews (only outputs registered in the SEK EU in Bratislava)
4. Opponent's opinion on the dissertation project for the dissertation examination
5. Dissertation project in the number of copies 6

Appendix 4 – Framework structure of the dissertation project (for the purpose of the dissertation examination)

Principle:

With the results of the written work, the doctoral student must demonstrate the skill of working with literature, the acquisition of research methods and the partial results of the dissertation work. Last but not least, the doctoral student must formulate the theoretical starting points and goals of the solution.

Approved "Thesis assignment" printed from AiS2 is part of the project.

Structure of the project:

1. Introduction to the issue
2. Present state of the problem, home and abroad
3. Aim and methods of the work
4. Partial result of the dissertation
5. Topics and theoretical starting points
6. List of used literature (contains a complete list of bibliographic references)
7. Attachments

Scope of the project: 1 - 2 author's sheets, without bibliography and other appendices

Printing and binding: printing can be double-sided and thermal binding

Bibliography: according to STN ISO 690

Note:

1 AH = 20 standardized pages

1 standardized page = 1 800 characters on the page

UNIVERSITY OF ECONOMICS IN BRATISLAVA
Faculty of Commerce

Dissertation project

„input title of the dissertation thesis“

Field of study: economics and management

Study program: „input title of study program“

Author of the project: „input name and last name of doctoral student (including academic titles)“

Supervisor: „Name and last name of supervisor (including academic titles)“

Training workplace: "indicate the name of the department"

Bratislava „calendar year“

Appendix 6 – Sample application for permission to defend a dissertation
<https://of.euba.sk/studium/doktorandske-studium/obhajoba-dizertacnej-prace>



FACULTY OF COMMERCE OF THE UNIVERSITY OF ECONOMICS IN BRATISLAVA
 DEPARTMENT FOR SCIENCE, DOCTORAL STUDIES AND INTERNATIONAL PROJECTS
 Dolnozemska cesta č. 1, 852 35 Bratislava 5
 tel.: 004212/67291110, 113, 160
 e-mail: veda.of@euba.sk

Application for permission to defend a dissertation in order to obtain the academic title "philosophiae doctor" (PhD.)

Name and last name of doctoral student (including academic titles):	
E-mail address and phone number:	
Beginning of doctoral studies:	1. 9. 202.
Year of study:	
Form of study:	
Workplace of a doctoral student:	external doctoral student shall state the name and address of his/her workplace
Field of study:	Economics and management
Study program:	Select title of study program
Topic of dissertation thesis:	
Name of supervisor (including academic titles):	

GAINED CREDITS (MINIMUM 140 WITHOUT STATE EXAMINATION)	Number of credits
STUDY SECTION (minimum 60)	select

STATE EXAMINATION	Date of completion	Grade	Credits
Dissertation project and dissertation examination		select	20

RESEARCH SECTION OF DOCTORAL STUDY (To be filled by Dpt. for science, doctoral studies and international projects)	Number of credits		
	I. till diss. exam	II. for defense	TOTAL
Creative Activity in Science I and II (minimum 60 credits)			
Dissertation thesis and its defense – date of submission of required number of copies			
Correctness of data confirmed:	Signature		Date
Input name and last name of a Vice-Dean for Research and PhD. Study			

In Bratislava on:

.....

In Bratislava on:

.....

Signature of doctoral student:

.....

Signature of supervisor:

.....

Required attachments:

- documenting the fulfillment of the doctoral student's obligations in accordance with Art. 4 of Principles of the organization of doctoral studies at the Faculty of Commerce of the EU in Bratislava,
- a record from the Department's Extended Scientific Session along with the attendance list from this session,
- statement on the incorporation of comments from the extended scientific session of the department,
- structured and signed CV,
- list of published works with complete bibliographic data and their references, generated from the EPCA form (SEK EU in Bratislava), signed by the doctoral student and supervisor,
- identification of research projects in which the doctoral student participated during doctoral studies (type, number, name, responsible researcher, duration of the project, years of involvement of the doctoral student),
- dissertation in five copies (3x opponents, 1x SEK EU in Bratislava, 1x supervisor),
- self-report of the dissertation (1 sample copy when submitting the application, in 10 copies after its approval).

After the application has been approved by the relevant sub-disciplinary committee, it is necessary to upload dissertation to the system on the portal <https://ais2.euba.sk>. As part of the submission of the final work by the author must be included:

- supervisor's opinion on the student's dissertation (prepared in AiS2),
- analysis sheet of the qualification work (from AiS2),
- written statement for the requested extension of the suspensive period for publishing and accessing the final thesis (if the author requests it) with the approval statement of the dean of the faculty, documented before the conclusion of the license agreement,
- the license agreement for the use of the final, rigorous or habilitation thesis concluded between the author and the Slovak Republic, represented by the EU in Bratislava, created in the register of final theses in AiS2 and signed, as a sign of consent to its entire content, electronically by expressing consent through AiS2, which serves the needs of the central register of final and qualification theses,
- a written affidavit of the author, by which the author proves the publication of the work or its part as part of a periodical publication or as a non-periodical publication (if the final work was published in this way). The author creates an affidavit in AiS2 and delivers it to the registry operator through the information system of the EU in Bratislava. If the author is not in a legal relationship with the EU in Bratislava, especially as a student, an applicant in rigorous or habilitation proceedings or employee, the author will deliver the sworn statement to the registry operator in paper form,
- a request to stop making the final thesis publicly accessible, or its part if it was published as part of a periodical publication or as a non-periodical publication (if the author requests to stop making it publicly accessible). The request to stop the public access of the final thesis, or its part, is created by the author in AiS2. The author submits an application together with an affidavit to the registry operator through the information system of the EU in Bratislava. If the author is not in a legal relationship with the EU in Bratislava, especially as a student, an applicant in rigorous or habilitation proceedings, or employee, the author will deliver the sworn statement to the registry operator in paper form; the request to stop public disclosure contains, in addition to data on the name of the university, the name of the relevant faculty, the thesis registration number, the title of the final, rigorous or habilitation thesis, the type of final thesis, name, last name and academic titles of the author, the year of submission of the thesis, also the correspondence address of the applicant, the scope and reasons for stopping the public accessibility.
- a special license agreement for the use of the work between the author and the EU in Bratislava, created in the register of final theses in AiS2, signed, as a sign of consent to its entire content, electronically by expressing consent through AiS2, which enables the final theses to be made accessible,
- a statement of the author about the non-accessibility of the work (hereinafter also referred to as the "author's statement") on the website of the EU in Bratislava (if the author requests it) stating the reasons for which the author does not agree to making the work accessible on the website of the EU in Bratislava. The author may refuse to grant a license to make the work accessible through the website of the EU in Bratislava without giving a reason. This statement does not affect the accessibility of the work through the central register of final and qualifying theses according to a special regulation. The author creates a statement in AiS2.
- the result of the originality check of the dissertation assessed in the central register of final theses.

Appendix 7 – Sample declaration on the incorporation of comments from the extended scientific session of the department

(<https://of.euba.sk/studium/doktorandske-studium/obhajoba-dizertacnej-prace>)

Statement

The undersigned „*name and last name of doctoral student (including academic titles)*“, doctoral student of full-time / part-time form of doctoral study of study program „*title of study program*“ in the field of study „*economics and management*“, declare that I have incorporated comments from the extended scientific session of the Department „*name of the department*“ of the Faculty of Commerce of the EU in Bratislava to dissertation thesis with title „*title of dissertation*“, from „*date of the the extended scientific session of the Department on the dissertation thesis*“.

In Bratislava „*date*“

.....
„*signature of doctoral student*“

Statement of supervisor:

.....
.....
.....

In Bratislava „*date*“

.....
„*signature of supervisor*“

Opponent's report on dissertation project for the dissertation examination

Topic: „title of the dissertation thesis“

Final thesis type: Dissertation thesis

Author: „name and last name of doctoral student (including academic titles)“

Opponent: „name and last name of opponent (including academic titles)“

Workplace of opponent: „position, name and address of the workplace of opponent“

No	Evaluation criteria
1.	Determination of the goal and the rate of its fulfillment.
	„write text“
2.	Language level and use of correct professional terminology.
	„write text“
3.	Suitability of used methods, methodology.
	„write text“
4.	Evaluation of the knowledge base.
	„write text“
5.	Scientific contribution and originality of the work.
	„write text“
6.	Application benefits of work for practice.
	„write text“
7.	Questions for author during the dissertation defense.
	„write text“
8.	Final recommendation.
	„in final recommendation of the expert report the opponent clearly states whether the submitted dissertation project is recommended or not for the dissertation examination“

I evaluate the final work: „write classification level“^{1/}

Date:

Signature: _____

^{1/} Grade the dissertation with a classification level, while the classification is carried out according to a classification scale consisting of six classification levels.

CLASSIFICATION LEVEL	Word classification and its definition	Numeric grade
A	Excellent = excellent results	1
B	Very good = above average results	1,5
C	Good = average results	2
D	Satisfactory = acceptable results	2,5
E	Sufficient = results meet minimum criteria	3
FX	Failed = further work is desirable	4

Appendix 9 – Framework structure of the dissertation

Principle:

The dissertation thesis has the character of a qualifying, scientific written paper, in which the doctoral student demonstrates the ability and readiness to work independently scientifically and creatively in the field of research, or more precisely readiness for independent theoretical and creative activity, for solving theoretical and practical problems in the field of study, all based on continuous research and using rich documenting material. The author's dissertation thesis demonstrates the ability to process a chosen professional problem with an interdisciplinary approach and conclusions. The scientific level of the work is expected, it should be a high-quality professional work that brings new knowledge in the given field, creating, supplementing or correcting a complex of accomplishments and knowledge about the laws and development of social phenomena.

Dissertation includes following parts:

Cover

Title sheet

Thesis topic (from AiS2)

Acknowledgment (optional)

Abstract in the official language

Abstract in English, or another world language (in accordance with the assignment of the final thesis)

Contents

List of illustrations and tables (optional)

List of abbreviations and symbols (optional)

Dictionary (optional)

Main text section of dissertation thesis in all study programmes of the Faculty of Commerce of the University of Economics in Bratislava consists of:

Introduction

1. Present state of the problem, home and abroad
2. Aim of the work
3. Work methodology and research methods
4. Work results
5. Discussion
6. Theoretical and practical benefits of the dissertation

Conclusion (presentationally based on achieved results as a reference for theory and practice)

List of used literature (contains a complete list of bibliographic references)

Appendices (if they are part of the work)

Proportionality of particular parts of the dissertation thesis:

- | | |
|---|---|
| 1, Introduction to the issue | 1st and 2nd altogether approximately 25-35 standardized pages |
| 2, Present state of the problem, home and abroad | |
| 3, Aim of the work | |
| 4, Work methodology and research methods | 3rd up to 6th altogether 45-65 standardized pages |
| 5, Work results | |
| 6, Discussion | |
| 7, Theoretical and practical benefits of the dissertation | 7th and 8th altogether 10-20 standardized pages |
| 8, Conclusion | |

Recommended length of the dissertation thesis: approximately 80 – 120 pages (aprx. 144 000 – 216 000 characters including spaces), without appendices. Recommended font is Times New Roman, size 12 and is uniform throughout the work. Recommended page setting - line spacing 1.5, margins left 3.5 cm, right 2 cm, top and bottom 2.5 cm, footer 1.25 cm, for double-sided printing mirror margins, indentation of the first line in the paragraph 1.25 cm, block alignment, headings 1st numbering level 16b/Bold, 2nd numbering level 14b/Bold, 3rd numbering level 14b/Italic, portrait orientation, A4 format. The numbering of the work starts from the title page, while the page numbers are displayed only from the Introduction. Thesis is numbered up to the first page of the appendix.

Binding: hard book binding so that individual sheets cannot be removed

Bibliography: in accordance with the STN ISO 690 standard

**UNIVERSITY OF ECONOMICS IN BRATISLAVA
FACULTY OF COMMERCE**

Evidence number: „Art. 6, cl. 22 of Internal regulation No. 8/2021 on final and habilitation works“

TITLE OF THE THESIS

SUBTITLE OF THE THESIS

Dissertation thesis

Year of submission of thesis

Academic title, name and last name of author

UNIVERSITY OF ECONOMICS IN BRATISLAVA
FACULTY OF COMMERCE

TITLE OF THE THESIS

SUBTITLE OF THE THESIS

Dissertation thesis

Study program: „input title of study program“

Field of study: economics and management

Training workplace: "indicate the name of the department"

Supervisor: „Name and last name of supervisor (including academic titles)“

Place and year of submission

Academic title, name and last name of author

UNIVERSITY OF ECONOMICS IN BRATISLAVA
Faculty of Commerce

„Name and last name of doctoral student (including academic titles)“

Self-report of dissertation thesis

„title of dissertation thesis“

To acquire academic title „philosophiae doctor“ (PhD.)
in study program „title of study program“ in field of study
economics and management

Bratislava *“calendar year“*

Appendix 13 – Sample of the imprint page of the self-report
(<https://of.euba.sk/studium/doktorandske-studium/obhajoba-dizertacnej-prace>)

Dissertation thesis was completed in „full-time, / part-time“ form of doctoral study at the Department „input title of department“ of the Faculty of Commerce of the University of Economics in Bratislava.

Author: „name and LAST NAME of doctoral student (including academic titles)“
„title and address of the workplace of doctoral student“

Supervisor: „name and LAST NAME of supervisor (including academic titles)“
„title and address of the workplace of supervisor“

Opponents: „input name and LAST NAME of opponent (including academic titles)“
„title and address of the workplace of opponent“

„input name and LAST NAME of opponent (including academic titles)“
„title and address of the workplace of opponent“

„input name and LAST NAME of opponent (including academic titles)“
„title and address of the workplace of opponent“

Self-report was submitted on:

Defense of dissertation thesis will take place on at (hour) in front of the committee for defense of dissertation thesis approved on by the sub-departmental committee for the study program „input title of study program“ in the field of study **economics and management** at the Faculty of Commerce of the University of Economics in Bratislava, Dolnozemska cesta 1, 852 35 Bratislava 5.

.....
„name and LAST NAME (including academic titles)
chairman of the sub-departmental committee
Faculty of Commerce of the University of Economics in Bratislava
Dolnozemska cesta č. 1, 852 35 Bratislava

Appendix 14 – Content focus of the self-report of the dissertation

Self-report is a brief summary of the main goals, methods, ideas, results, contributions and conclusions of the dissertation, defining its contribution and data on its response. The Self-report conveys the essential content of the dissertation. Publishing the self-report has two goals:

- To enable a wider circle of scientific and professional workers of the respective fields of study to continuously familiarize themselves with the results of scientific activity contained in dissertations.
- To improve the quality of the expert assessment of dissertations by the fact that every organization and every worker in theory (research) and in practice, who are interested in the researched issue, can submit comments either in writing to the chairman of the committee for defenses, or orally at the defense of the dissertation, and the applicant is obliged to provide his/her opinion on these comments.

Recommended content of the self-report

In the introductory part of the self-report, the doctoral student provides an overview of the current state of the issue, the goals of the dissertation and the chosen processing methods.

The main part of the self-report is a brief and concise summary of the results of the dissertation and a precise definition of its scientific contribution as a result of scientific creative work. It should provide the reader with the most complete idea of the content and structure of the scientific work.

At the end of the main part of the self-report should be information (data) related to the generalization and evaluation of the results of the conducted research, as well as indications of possible directions for further research. The self-report should precisely respect the structure and reflect the content of the dissertation. Abstracts in the state language and one of the world's languages, a list of the author's publication activities and reviews, including mentioned participation in research projects during the dissertation's doctoral studies, are part of the self-report.

Self-report has format A5. The recommended scope of the self-report is 1-2 author's sheets.