



**FACULTY OF COMMERCE
BRATISLAVA UNIVERSITY OF ECONOMICS
AND BUSINESS**

INTERNAL REGULATION OF THE FACULTY OF COMMERCE
BRATISLAVA UNIVERSITY OF ECONOMICS AND BUSINESS

Number 2/2024

PRINCIPLES OF DOCTORAL STUDIES ORGANIZATION

**AT FACULTY OF COMMERCE OF
BRATISLAVA UNIVERSITY OF ECONOMICS
AND BUSINESS**

2024

CONTENTS

PART ONE: GENERAL PROVISIONS	4
Article 1 INTRODUCTORY PROVISIONS	4
Article 2 MANAGEMENT AND CONTROL OF DOCTORAL STUDIES	4
PART TWO: DOCTORAL STUDIES	5
Article 3 LABOUR-LEGAL AND SOCIAL STATUS OF THE DOCTORAL STUDENT IN THE WORKPLACE	5
Article 4 RIGHTS AND OBLIGATIONS OF A DOCTORAL STUDENT	5
Article 5 RIGHTS AND OBLIGATIONS OF THE SUPERVISOR	7
Article 6 ADMISSION PROCEDURE FOR DOCTORAL STUDIES	8
Article 7 STUDY SCHEDULE	9
Article 8 CREDIT SYSTEM OF DOCTORAL STUDIES	10
Article 9 INTERRUPTION AND TERMINATION OF STUDIES	11
Article 10 DISSERTATION EXAM	11
PART THREE: DISSERTATION	13
Article 11 APPLICATION FOR PERMISSION TO DEFEND THE DISSERTATION	13
Article 12 REQUIREMENTS OF THE DISSERTATION	14
Article 13 SELF-REPORT OF THE DISSERTATION	15
Article 14 PREPARATION OF THE DISSERTATION DEFENSE	15
Article 15 OPPONENTS OF THE DISSERTATION AND THEIR REVIEWS	15
Article 16 DEFENSE OF THE DISSERTATION THESIS	16
PART FOUR: COMMON, TRANSITIONAL AND FINAL PROVISIONS	17
Article 17 TUITION AND FEES	17
Article 18 TRANSITIONAL AND FINAL PROVISIONS	18
ANNEXES	19

- Annex 1 Study plans of doctoral studies*
- Annex 2 Creative activity in the field of science - credit allocation system*
- Annex 3 Sample application for the dissertation exam*
- Annex 4 Framework structure of the dissertation project (for the needs of the dissertation examination)*
- Annex 5 Sample of the title page of the dissertation project (for the needs of the dissertation exam)*
- Annex 6 Sample of the opponent's opinion on the dissertation project for the dissertation exam*
- Annex 7 Sample application for permission to defend the dissertation*
- Annex 8 Model of declaration on the incorporation of the observations of the enlarged scientific session of departments*
- Annex 9 Sample report of the supervisor and the opponent for the dissertation thesis (for the final defense)*
- Annex 10 Framework structure of the dissertation*
- Annex 11 Dissertation cover pattern*
- Annex 12 Dissertation Title Sheet Sample*
- Annex 13 Sample cover and identical title page of the self-report*
- Annex 14 Sample of the imprint page of the self-report*
- Annex 15 Content focus of the dissertation self-report*

The Faculty of Commerce of the Bratislava University of Economics and Business (hereinafter referred to as the "OF EU in Bratislava" or the "Faculty") in connection with the internal regulation of the Bratislava University of Economics and Business (hereinafter also referred to as the "EU in Bratislava") "Principles of the Organization of Doctoral Studies at the Bratislava University of Economics and Business" issues these "Principles of the Organization of Doctoral Studies at the Faculty of Commerce of the Bratislava University of Economics and Business " (hereinafter also referred to as the "Principles").

PART ONE GENERAL PROVISIONS

Article 1

Introductory Provisions

- 1) These principles are general principles for all students, teachers and other professional staff who complete, arrange, organize, monitor and evaluate doctoral studies at the faculty.
- 2) The doctoral study programme is a study programme of the 3rd degree of higher education. Doctoral studies consist of a study part and a scientific part in accordance with Act No. 131/2002 Coll. on Higher Education Institutions and on Amendments to Certain Acts, as amended (hereinafter referred to as the "Act").¹ The doctoral study programme focuses on the acquisition of knowledge based on the current state of scientific knowledge and, in particular, 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 programme receive a 3rd degree university education.² The primary conditions for this study are regulated by Section 54 of the Act. The Faculty of Commerce of the Bratislava University of Economics and Business provides doctoral studies in fields of study according to accredited study programmes.²
- 3) Doctoral studies are carried out in the full-time form of study and in the part-time form of study. The standard length of study is 3 academic years in the full-time form, 4 academic years in the part-time form.⁴
- 4) Doctoral studies are carried out at the faculty or an external educational institution may participate in its implementation, with which the faculty concludes a framework agreement on doctoral studies and at the same time concludes an individual agreement for each doctoral student, in which the issues of the doctoral student's work in an external educational institution are agreed, including the reimbursement of the costs of external education institutions.³

Article 2

Management and Control of Doctoral Studies

- 1) Doctoral studies at the EU in Bratislava in the relevant field of study of doctoral studies are monitored and evaluated in terms of international and national standards by a departmental or joint departmental committee.⁴
- 2) Doctoral studies at the faculty are monitored and evaluated in terms of international and national standards by a sub-departmental committee established for the relevant study programme. The list of sub-departmental committees of doctoral studies at the EU in Bratislava is provided in the annex to the internal regulation "Establishment of the Committee for Monitoring and Evaluation of Doctoral Study in Philology at the Bratislava University of Economics and Business".

¹ Section 54 (8) of the Act ² Section 54 (1) of the Act

² provisions of Act No. 269/2018 Coll. on Quality Assurance of Higher Education and on Amendments to Act No. 343/2015 Coll. on Public Procurement and on Amendments to Certain Acts, as amended ⁴ Section 54 (2) of the Act

³ Section 54 (12) of the Act

⁴ Section 54 (17) of the Act

- 3) The programme board of the study programme (hereinafter referred to as the "Programme board") is responsible for the creation and development of the relevant study programme of the 3rd level of study at the OF EU in Bratislava. The programme board evaluates the professional level of the study programme and its compliance with the level of current knowledge in the field in cooperation with the relevant sub-disciplinary committee.⁵.

SECOND PART OF THE DOCTORAL STUDENT'S STUDIES

Article 3

Labour-legal and social status of doctoral students in the workplace

- 1) PhD students who have been admitted to study doctoral study programmes 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 training workplace. The placement of a doctoral student at an external educational institution is regulated by an individual agreement with the external educational institution.
- 3) A doctoral student in the full-time form of study is obliged to stay at a training workplace during the academic year to the extent determined by the training workplace, but at least to the extent of 20 hours per week beyond the scope of Article 4(2)(u) of these Principles, during which he/she demonstrably devotes himself or herself to individual or team scientific work and individual study.⁶ The time of presence of a doctoral student at a training workplace in connection with specific obligations defined in the doctoral student's study and scientific plan and taking into account the supervisor's recommendation is determined and controlled by the head of the training department. A training workplace is understood as the relevant department of the faculty.
- 4) Doctoral students are subject to occupational safety legislation.
- 5) A doctoral student of a full-time study programme is entitled to a scholarship for the duration of the standard length of study of the study programme to which he or she has been admitted, if he or she has not already obtained a 3rd degree university education.⁷
- 6) A doctoral student does not receive a scholarship during the interruption of study and after the day of the expiry of the standard length of study.
- 7) Studies according to the study programme must 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.⁸

Article 4

Rights and obligations of the doctoral student

- 1) A doctoral student has the following rights:
 - a) study the study programme to which he/she has been admitted,
 - 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 study-related information and counselling services;
 - d) apply for the opportunity to travel abroad for a study or scientific stay, or a research internship at a foreign workplace and carry out part of their doctoral studies there,
 - e) other rights within the meaning of Section 70 of the Act.
- 2) A doctoral student has the following obligations:

⁵ Rules for the Internal Quality Assurance System of Higher Education at the Bratislava University of Economics and Business

⁶ Section 54 (10) of the Act

⁷ Section 54 (18) of the Act

⁸ Section 65 (2) of the Act

- a) submit a study and scientific plan of his/her studies to the relevant faculty department within 2 weeks of enrolment,
- b) fulfil his/her study obligations in accordance with his/her study plan and the schedule of the academic year,
- c) comply with the Study Regulations of the Bratislava University of Economics and Business and other internal regulations of the EU in Bratislava and the faculty,
- d) notify the training centre of the address intended for the service of documents as well as the change of personal data;⁹
- e) protect and economically use the property and resources of the EU in Bratislava,
- f) appear in person at the written summons of the Rector, the 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,¹⁰
- h) present their research and its results once a year at an event, the form and manner of which is decided by the dean or persons authorized by him. The date of the event will be announced to the doctoral student and supervisor without undue delay.
- i) register their outputs of publishing activities in the Slovak Economic Library of the EU in Bratislava (hereinafter referred to as the "SEK EU in Bratislava"),
- j) publish a paper in a domestic or foreign scientific journal, in the case of co-authorship, he/she is obliged to submit such a number of papers that the total authorial share of each doctoral student reaches at least 100 percent. Publication outputs falling under the obligation in Article 4(2)(o) shall not be included in this obligation.
- k) submit for publication in a foreign scientific journal included in the ABDC (Australian Business Deans Council) list or the list of journals accepted by the EU in Bratislava (EUBA Star Journal List) at least one scientific article/scientific article in cooperation with the doctoral student's supervisor. The doctoral student is obliged to document the fulfilment of this condition by submitting a confirmation of the receipt of the article by the editorial board for the review procedure to the relevant department of the faculty no later than on the day of applying for the defence of the dissertation (a confirmation delivered to the author in electronic form, or a printscreen from the journal's editorial system, is also accepted).
- l) solve at least one research project during at least two years of doctoral studies,
- m) participate at least 2 times in an active form at a scientific conference during their studies (i.e. by presenting a paper supported by a relevant confirmation of participation in a scientific conference). Publication outputs falling under the obligation in Article 4(2)(n) shall not be included in this obligation.
- n) participate at least 3 times during the study in an active form (i.e. by presenting the paper and publishing it in the proceedings) at the faculty conference for doctoral students MERKUR,
- o) publish at least two contributions in English to the scientific journal OF EU in Bratislava "Studia commercialia Bratislavensia",
- p) submit the complete dissertation for comments to the Extended Scientific Meeting of the Department in accordance with the schedule of the relevant academic year at the faculty,
- q) apply for the defence of the dissertation at least 2 months before the planned final defence in accordance with the schedule of the relevant academic year at the faculty,
- r) complete an annual evaluation of the doctoral student in cooperation with the supervisor,

⁹ Section 73 (3) of the Act

¹⁰ Based on the request of the faculty, the doctoral student declares the period and scope of involvement in the research activities of the training workplace also by submitting a form documenting the submission of the project (e.g. Project of Young Teachers, Researchers and PhD Students in the Full-time Form of Study, VEGA, KEGA, etc.).

- s) other obligations within the meaning of Section 71 of the Act.

In addition to the obligations specified in point 2 (a) to (s), a full-time doctoral student also has the following obligations:

- t) complete one mobility abroad within the scientific part of doctoral studies at foreign universities or other relevant professional workplaces lasting at least three months with a demonstrable link between the focus of the doctoral student's dissertation and the foreign mobility program, which is planned in the doctoral student's study and scientific plan,
- 8) to carry out pedagogical activities or other professional activities related to pedagogical activities in the extent of a maximum of four hours per week on average for the academic year¹¹ in which teaching takes place, or to perform other professional activities related to pedagogical activities, such as supervising the bachelor theses of the bachelor's degree, preparing an assessment for the final Bachelor's thesis, performing the function of a recorder in boards for state examinations, carry out support activities in ensuring the examination period and the period of enrolment for study.

Article 5

Rights and obligations of the supervisor

1) A supervisor for a relevant field of study may be a teacher at the higher education institution at which the doctoral study is carried out, or another expert after approval by the scientific board of the higher education institution, or if the doctoral study is carried out at the faculty, by a collective body of the faculty determined by the statute of the higher education institution, if established. The supervisor for a topic announced by an external educational institution may be a person approved by the relevant external educational institution. The external educational institution shall provide the scientific board of the higher education institution or the collective body of the faculty designated by the statute of the higher education institution, if established, with the scientific and pedagogical characteristics of these supervisors.¹² The supervisor of the dissertation is a person holding the position of a professor or an associate professor at the Bratislava University of Economics and Business or in another similar position in a research institution contractually cooperating in the provision of a third-cycle study program with the EU in Bratislava. The supervisor, together with the assignment of the dissertation to doctoral students studying in doctoral study programmes at the faculties of the EU in Bratislava, is appointed by the dean of the relevant faculty.

2) The supervisor has the following rights:

- a) list the topic of the dissertation, which must be in accordance with the scientific research focus of the supervisor in the subject area,
- b) attend a session in accordance with these principles at which his/her doctoral student presents his/her dissertation research and its results pursuant to Article 4(2)(h),
- c) participate in a meeting of the committee for the dissertation examination of a doctoral student supervised by him/her, but is not a member of the committee with the right to vote,
- d) participate in a meeting of the committee for the defence of the dissertation thesis of a doctoral student supervised by him, but is not a member of the defence committee with the right to vote.

3) The supervisor has the following obligations:

- a) lead and closely cooperate with the doctoral student during his/her doctoral studies, which are carried out according to the study and scientific plan,

¹¹ i.e. 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 form of study in the number of 1,824 hours/academic year within the total available volume of 2,000 hours. No credits are awarded for the pedagogical activities of doctoral students in the full-time form of study, while the acquisition of credits within the doctoral study is specified in Article 8 of these principles.

¹² Section 54 (4) of the Act

- b) prepare together with the doctoral student 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 subdisciplinary committee of doctoral studies and approved by the departmental committee,¹³
 - c) professionally guarantee the scientific part of doctoral studies,
 - d) to comprehensively evaluate the activities of the doctoral student on a regular basis each year and formulate conclusions based on them, which they will submit to the relevant faculty department for approval by the relevant subdisciplinary committee of doctoral studies by the end of the relevant academic year at the latest,
 - e) prepare an opinion in connection with a change of a study programme in the same field of study, which is authorised by the Dean on the basis of a doctoral student's request, containing a detailed justification for the change of study programme, a favourable or disapproving opinion of the head of the training workplace and a favourable or dissenting opinion of the chairperson of the relevant sub-disciplinary committee of doctoral studies,
 - f) express their opinion on all submitted applications of the doctoral student,
 - g) propose an opponent of the dissertation project for the dissertation examination in scientific personalities of the given field of study so that the holder of the scientific-pedagogical title of professor or associate professor and in the position of professor or associate professor, or an important scientist – doctor of science,
 - h) prepare an opinion of the supervisor for the dissertation project for the dissertation examination, in which he states whether or not he recommends the dissertation project for the dissertation examination,
 - i) propose three opponents of the dissertation for the final defence (only one of the opponents may be from the faculty at which the doctoral student is studying) from the scientific personalities of the given field of study so that at least one of them is a holder of the scientific-pedagogical title of professor and in the position of professor; at least one opponent was with the scientific-pedagogical title of at least associate professor and in the position of associate professor or professor, and it is recommended that one of the opponents be from abroad with at least the academic title of PhD. or CSc. (or the equivalent of completed university education of the 3rd level of study). The relevant sub-departmental committee of the doctoral study may make changes to the proposal and the Dean of the Faculty will appoint three opponents of the dissertation within 15 days after the statement of the relevant sub-departmental committee at the latest.
 - j) prepare a supervisor's opinion for the dissertation, in which he states whether or not he recommends the dissertation for defense.
- 4) If the supervisor is unable to perform his/her duties (long-term absence, departure from employment, etc.) or in the event of his/her death, the Dean of the Faculty will appoint another supervisor for the doctoral student.

Article 6

Admission procedure for doctoral studies

- 1) The basic condition for admission to study in an accredited study programme of the 3rd degree of study at the faculty is a university degree of the 2nd level of study and successful completion of the entrance examination. The faculty also determines other conditions for admission to study for doctoral studies in individual study programmes, in order to ensure that applicants with the necessary skills and prerequisites are admitted to study.
- 2) The OF EU in Bratislava regulates the admission procedure for 3rd degree study programmes for the relevant academic year by an internal regulation "Other conditions of admission to third-level study

¹³ Section 54 (8) of the Act

programmes at the Faculty of Commerce of the Bratislava University of Economics and Business" approved by the Academic Senate of the OF EU in Bratislava.

- 3) The faculty publishes the topics of dissertations for which applications can be applied for as part of the admission procedure no later than two months before the last day for the submission of applications for doctoral studies; If the topic is listed by an external educational institution, the name of that institution shall also be indicated. A supervisor is designated for each of the listed topics. The topics of dissertations together with the required requisites are published in the usual way, e.g. on the faculty website, in the Academic Information System (hereinafter referred to as "AiS2") and in accordance with the internal regulations of the EU in Bratislava.¹⁴
- 4) An applicant for doctoral studies applies for one of the listed topics.
- 5) Applicants for the study of an accredited study programme of the 3rd degree of study at the faculties of the EU in Bratislava submit the "Application for Doctoral University Studies – Third Cycle" electronically exclusively via AiS2.
- 6) The submission of applications for the 3rd level of study, the requisites of the application, the content of the entrance examination, the evaluation of the entrance examination, the process of admission of applicants for the study of the 3rd level of study are determined by the internal regulation "Other conditions of admission to the study of the study programmes of the third level of study at the Faculty of Commerce of the Bratislava University of Economics and Business" issued for the relevant academic year. No later than 10 days before the entrance examination for the 3rd level of study, the faculty will send an invitation to the entrance examination to the registered applicants.

Article 7

Study schedule

- 1) Doctoral studies are governed by the dates approved in the academic year schedule for the 3rd level 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 the winter and summer semesters. Doctoral studies begin at the beginning of the winter semester. In justified cases, doctoral studies may also begin at the beginning of the summer semester of the academic year.¹⁵
- 3) Doctoral studies are carried out according to a study and scientific plan, which is compiled by the doctoral student together with the supervisor, discussed by the relevant subdisciplinary committee of doctoral studies and approved by the departmental committee.¹⁶
- 4) The study part of the doctoral study consists mainly of lectures, seminars and individual study of professional literature related to the focus of the dissertation. Scientific part of doctoral studies It consists of individual or team scientific work of a doctoral student, which is related to the topic of the dissertation.
- 5) The study plan of a doctoral student is based on the recommended study plan of the given study program.
- 6) If a doctoral student has applied for a dissertation topic announced by an external educational institution, he/she performs the scientific part of the doctoral study and the obligations of the study part of the doctoral study in this external educational institution agreed with the university. A higher education institution enters into an individual agreement with an external educational institution on doctoral studies of a doctoral student. It addresses issues related to the work of a doctoral student in an

¹⁴ Section 57 (5) of the Act and Act No. 211/2000 Coll. on Free Access to Information and on Amendments to Certain Acts as amended

¹⁵ Section 61 (3) of the Act

¹⁶ Section 54 (8) of the Act

external educational institution, including the reimbursement of costs to an external educational institution. The activity under Section 54 (11) of the Act is tied to the educational activity of the higher education institution.

- 7) The faculty invites creative workers from abroad with research and teaching experience to teach selected subjects of doctoral study programmes 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 for doctoral studies

- 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 Credit System of Studies.¹⁷
- 2) During his/her studies, the doctoral student receives credits for the following units of the study programme:
 - a) completion of the study part consisting mainly of specialized lectures and seminars, consultations and individual study of literature according to the doctoral student's study and scientific plan necessary in terms of the focus of the dissertation. Part of the study part is the completion of a dissertation examination, which is a state examination, while participation in the dissertation examination is conditional on the submission of the dissertation project to the relevant faculty department.
 - b) fulfilment of the scientific part according to the study and scientific plan of doctoral studies,
 - c) preparation of a dissertation.
- 3) During the study, the doctoral student is obliged to obtain at least 180 credits, of which:
 - a) for the completion of the study part at least 60 credits (Annex 1),
 - b) for the fulfilment of the scientific part as a creative activity in the field of science, at least 60 credits, which, after conversion with a coefficient of 0.5 credits = 1 point, corresponds to the minimum number of 120 points in accordance with the current internal regulation governing the specification of work duties in the field of publication and scientific research activities of employees of the UE in Bratislava in the functional positions of professor, associate professor and assistant professor", except for publications in journals of the ABDC (Australian Business Deans Council) list or the list journals accepted by the UE in Bratislava (EUBA Star Journal List), for which the conversion with a coefficient of 1 credit = 1 point is applied (Annex 2),
 - c) for the dissertation project and for the dissertation exam 20 credits and for the dissertation thesis and its defense 40 credits.
- 4) If the doctoral student completed part of his/her studies at a non-training workplace (e.g. abroad), the credits obtained at this workplace are counted in full if he/she was sent to this workplace as part of his/her study programme and if the credit systems of the sending and receiving workplaces are compatible.
- 5) In the event of a change in the training workplace or study programme, it is possible to recognise the credits obtained before this change to the doctoral student.
- 6) A doctoral student who has come from a workplace where a credit system of study is not in place may be assigned by the faculty a number of credits corresponding to the activities performed at this

¹⁷ Decree of the Ministry of Education, Science, Research and Sport of the Slovak Republic No. 123/2019 Coll., of 12 April 2019, amending the Decree of the Ministry of Education of the Slovak Republic No. 614/2002 Coll. on the Credit System of Studies as amended by Decree No. 155/2013 Coll.

workplace according to the system valid at the EU in Bratislava, or the faculty may prescribe him or her to obtain additional credits for the activities required at the new training workplace, e.g. for completing differential courses.

- 7) A record of the completion of individual subjects is made by the respective examining teacher via AiS2. A record of the fulfilment of the scientific part of the study is made 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 fulfilment of a specific activity, in particular a list of publication outputs from the SEK EU in Bratislava¹⁸, confirmation of conference organizers on the presentation of the contribution to doctoral students, confirmation of the head of the research team on the period and extent of the doctoral student's involvement in the research project, etc.
- 8) The doctoral student is obliged to enrol in the next year of study on the date and under the conditions prescribed by the faculty. For the study part of the doctoral study, the doctoral student is required to obtain at least 30 credits before enrolling in the 2nd year of study. Before enrolment in the 3rd year of study of a doctoral student in the full-time form, or before enrolment in the 4th year of study of a doctoral student in an external form, the doctoral student is obliged to have successfully completed the dissertation examination. The interim award of credits for creative activities in the field of science is carried out on the basis of the doctoral student's annual evaluation by his/her supervisor, and the cumulative award of credits for creative activities in the field of science is provided by the relevant faculty department when submitting the doctoral student's application for the dissertation examination and also when submitting his/her application for permission to defend the dissertation.
- 9) All other conditions related to study are governed by the provisions of the Study Regulations of the EU in Bratislava.

Article 9

Interruption and Termination of Studies

- 1) The interruption and termination of doctoral studies are subject to the relevant provisions of the Act²¹ and the Study Regulations of the EU in Bratislava.
- 2) Doctoral studies are duly completed with the defence of the dissertation, 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 date of its holding published by the faculty via the AiS2 system. The faculty announces the dates of dissertation exams 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 applying for the dissertation examination is the completion of the obligations of the study part of the doctoral student's study and scientific plan and obtaining 60 credits for the study part, obtaining at least 20 credits for creative activity in the field of science according to Article 8 of these principles and submitting the dissertation project in the specified number.
- 3) The faculty has set additional conditions for the application of a doctoral student for the dissertation examination, which are regulated by the Methodological Guideline of the Dean of the Faculty of Commerce of the Bratislava University of Economics and Business on the organization of the state – dissertation – examination (<https://of.euba.sk/studium/doktorandske-study/dissertationexamination>).

¹⁸ in the case of the faculty's request, also with a photocopy of the publication outputs and citations ²¹ § 64, § 65, § 66 of the Act

- 4) The dissertation exam is a state exam¹⁹. The dissertation examination is subject to the relevant provisions of the Study Regulations of the UE in Bratislava.
- 5) The dissertation exam consists of a written and an oral part. The written part consists of the development of a project, which includes the definition of the theoretical foundations of the future solution of the dissertation topic, an analysis of the current state of knowledge in the field, the presentation of goals and methodological approaches to solving the issue. The project also includes the "Assignment of the Final Thesis" printed from the AiS2 system. The content of the oral part of the dissertation exam 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 Board of the faculty have the right to examine the dissertation examination. At least three members of the examination board for the dissertation examination are university teachers working in the position of professor or associate professor.
- 7) The examination board for the dissertation examination shall have at least four members.²⁰ The presence of the chairman and three members of the state examination committee is required for a valid decision on the result of the dissertation examination. If any of the members of the dissertation committee is unable to participate in the dissertation examination for serious reasons, the dean shall decide on his or her representation at the proposal of the chairman of the relevant sub-departmental committee. The doctoral student's supervisor also participates in the dissertation examination, but is not a member of the dissertation examination committee.
- 8) If a doctoral student has applied for a dissertation topic announced by an external educational institution, the dissertation examination and the defence of the dissertation are held before a committee in which the members designated by the external educational institution are also equally represented.²¹
- 9) The Chair and members of the Dissertation Examination Committee shall be appointed by the Dean of the Faculty on the proposal of the Chairman of the relevant sub-disciplinary committee from among university teachers and other experts pursuant to Article 10, Item 6.
- 10) The relevant department of the faculty will deliver to all members of the dissertation committee the project of the doctoral student's dissertation thesis with the opponent's opinion.
- 11) At a closed session 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 result of the dissertation examination, stating the evaluation according to the classification scale set out in the Study Regulations of the EU in Bratislava.
- 12) A doctoral student who fails the exam may repeat the exam only once, at the earliest after three months have elapsed from the date of the unsuccessful dissertation exam. The repeated dissertation examination takes place before the dissertation examination board in the same composition as for the first term. Repeated failure in the dissertation examination is a reason for termination of study according to Section 66 (1) (c) of the Act.
- 13) A record of the state examination created in AiS2 is made for the dissertation examination, which is signed by all members of the dissertation examination committee, the supervisor and the recorder of the dissertation examination committee. An annex to the state exam record is a transcript of study results generated by the AiS2 system. The faculty will issue a written certificate on the performance and result of the dissertation examination to the doctoral student on the date specified by the faculty.
- 14) If a doctoral student is unable to participate in the dissertation examination on the specified date for justified serious reasons and apologizes in advance to the chairman of the dissertation examination

¹⁹ Section 54 (3) of the Act and Section 63 of the Act

²⁰ Section 63 (6) of the Act and Section 54 (13) of the Act

²¹ Section 54 (13) of the Act

committee, the chair will set an alternative date. An unexcused absence of a doctoral student from the dissertation examination is evaluated according to the classification scale with an FX – insufficient rating.

THIRD PART DISSERTATION THESIS

Article 11

Application for leave to defend the dissertation

- 1) A doctoral student may submit an "Application for permission to defend a dissertation for the academic title of "philosophiae doctor" (PhD.)" within the deadline pursuant to Article 4(2)(q) of these Principles, if he/she has obtained all credits for the prescribed activities in the study and scientific plan and has documented the fulfilment of the obligations arising from Article 4(2) of these Principles. The relevant department of the faculty forwards the application for permission to defend to the chair of the relevant subdepartmental committee of doctoral studies.
- 2) The doctoral student will attach to the application:
 - a) a structured signed CV,
 - b) dissertation in five copies,
 - c) self-report of the dissertation in the required number,
 - d) a record of the extended scientific meeting of the department (the methodology for the assessment of dissertations at the relevant departments of the faculty is regulated by the methodological guideline of the Dean of the faculty <https://of.euba.sk/studium/doktorandske-study/defence-of-thesis-thesis>),
 - e) Statement on the incorporation of comments from the extended scientific meeting of the Department,
 - f) a list of published papers with complete bibliographic data and their responses generated from the EPCA form (SEK EU in Bratislava), signed by the doctoral student and supervisor,
 - g) identification of research projects (type, number, name, principal investigator, duration of the project, years of involvement of the doctoral student) in which the doctoral student participated during the doctoral study.

After the application is approved by the relevant subdisciplinary committee, the doctoral student enters his or her dissertation into the system on the <https://ais2.euba.sk> portal. The submission of the final thesis by the author includes:

- h) the supervisor's opinion on the doctoral student's dissertation within the meaning of Article 5(3)(j) of these principles,
- i) analytical sheet of the qualification thesis (from AiS2),
- j) a written justification for the requested extension of the grace period for the publication and disclosure of the final thesis (if the author requests it) with the consent of the Dean of the Faculty, submitted prior to the conclusion of the License Agreement; the written justification is created by the author in AiS2 if possible,
- k) a license agreement for the use of the final thesis concluded between the author and the Slovak Republic on behalf of 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 thesis was published in this way). The author creates an affidavit in AiS2 and delivers it to the registry operator via the information system of the EU in Bratislava. If the author is not in a legal relationship with the UE in Bratislava, especially as a student or employee, he or she shall deliver an affidavit to the registry operator in paper form,
- m) a request to stop making a final thesis or part of it available to the public, which was published as part of a periodical publication or as a non-periodical publication (if the author requests to stop

making it available to the public). A request to stop the public availability of the final thesis, or its part, is created by the author in AiS2. The author submits the application together with an affidavit to the operator of the register via 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, he or she shall deliver an affidavit to the registry operator in paper form; In addition to the name of the university, the name of the relevant faculty, the registration number of the thesis, the title of the final thesis, the type of final thesis, the name, surname and titles of the author, the year of submission of the thesis, the applicant's correspondence address, the scope and reasons for the cessation of making the work available shall also include.

- 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 allows making final theses available,
 - o) a statement by the author of the work on the non-disclosure of the work (hereinafter referred to as the "author's declaration") on the website of the EU in Bratislava (if the author requests it) stating the reasons why he does not consent to the publication of the work on the website of the EU in Bratislava. The author may refuse to grant a license to make the work available through the website of the UE in Bratislava without giving a reason. This statement is without prejudice to the making of the work available through the central register of final and qualification theses pursuant to a special regulation.²² The author creates a statement in AiS2.
 - p) the result of the check of originality of the dissertation assessed in the Central Register of Final Theses.
- 3) The obligations of doctoral students and employees of the UE in Bratislava related to the processing, control of originality, registration, storage and access to dissertations are determined by the relevant internal directive of the EU in Bratislava on final, rigorous and habilitation theses.

Article 12

Requirements of the dissertation

- 1) The dissertation has the 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 processed and defended in the state language. With the consent of the dean of the faculty after the statement of the relevant subdisciplinary committee of doctoral studies, the dissertation may be written and defended in a language other than the state language. The doctoral student must apply for the consent of the Dean in writing, together with the attached opinion of the supervisor, no later than the deadline for submitting the application for the dissertation examination. A dissertation prepared within the framework of study programmes implemented in a language other than the state language is processed in the language in which the study programme is implemented.
- 3) All the requirements of the dissertation, their bibliographic registration, originality check, preservation and access are regulated by the internal directive of the UE in Bratislava on final, rigorous and habilitation theses. In addition to the basic requirements of the dissertation, the faculty sets other requirements and criteria for the creation of the dissertation (Appendix 10).
- 4) The dissertation is submitted bound in a hardcover book so that the individual sheets cannot be removed. Dissertations are submitted to the relevant department of the faculty. The electronic version must be identical to the printed version.

²² Section 63 of the Act

Article 13

Self-report of the dissertation

- 1) The self-report of the dissertation thesis 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 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 his doctoral studies. In the event that the dissertation is written and defended in a language other than the state language, the dissertation report in the given foreign language is submitted. Such a self-report includes an extended abstract in the Slovak language and other requirements must be fulfilled in the same way as in the case of a self-report written in the state language.
- 3) The recommended scope of a self-report is 1–2 author's sheets. The self-report is in A5 format.

Article 14

Preparation of the dissertation defence

- 1) Upon receipt of 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 subdisciplinary committee of doctoral studies within 14 days. The relevant faculty department will send a dissertation to the appointed opponents together with a request for the preparation of an opinion.
- 2) After receiving all opinions from the opponents, the Chairman of the Defence Committee confirms the time and place of the defence of the dissertation according to the set dates of the state examinations in accordance with the schedule of the OF UE in Bratislava for the relevant academic year, no later than 2 weeks after the delivery of the opponents' opinions.
- 3) Anyone who is interested in the examined issue and the defence of the dissertation may submit their statement to the chairman of the defence committee no later than one week before the defence, or they may present their comments orally during the defence. The doctoral student will take a position on the above statements or comments when defending the dissertation.

Article 15

Dissertation Opponents and Their Opinions

- 1) The Dean of the Faculty appoints opponents on the basis of a proposal of the relevant sub-disciplinary committee of doctoral studies, which may be based on the proposal of the supervisor within the meaning of Article 5(3)(i) of these Principles.
- 2) If the opponent has been assigned to evaluate the dissertation to a specific doctoral student in AiS2, he creates a report in AiS2. For this purpose, the training workplace will request the assignment of identification data for access to AiS2 from the Information Technology Centre of the EU in Bratislava for an external opponent. An opponent's report that was not created in AiS2 must then be processed in AiS2. The relevant department of the faculty is responsible for the processing of such an opinion of the opponent in AiS2 for dissertations. The opponent shall submit a written report together with the dissertation thesis no later than 3 weeks from the date of appointment as the opponent. If the reviews for the final thesis are to be made publicly available, the author of the relevant report shall submit together with the report a signed license agreement on the use of the final thesis report. The license agreement is created by the author of the review in AiS2. If the opponent is unable to prepare the opinion, he/she shall notify the Dean of the Faculty within 5 days from the date of delivery of the decree on appointment as the opponent.

- 3) If the opponent fails to submit his/her opinion within the deadline specified in point 2 and fails to do so within 7 days after the repeated invitation, the chairperson of the relevant sub-departmental committee of doctoral studies shall submit a proposal for the appointment of a new opponent to the Dean.
- 4) The opponent's report contains an objective and critical analysis of the strengths and weaknesses of the submitted dissertation. In his opinion, the opponent expresses himself mainly on the set goal and the degree of its fulfilment, on the suitability of the methods used, methodology, on the evaluation of the knowledge base, on the scientific contribution and originality of the work, on the application benefits of the work for practice. At the same time, the report will also include questions for the author when defending the thesis. (Annex 9)
- 5) At the end of the opponent's opinion, each opponent clearly states whether or not he recommends the submitted thesis for the final defense and evaluates it with a grading grade according to the grading scale.
- 6) If the opponent's report does not meet the requirements set out in points 4 and 5, the Dean of the Faculty will return it to the opponent for supplementation or revision, with a deadline for its resubmission within 2 weeks of the invitation.

Article 16

Defence of the dissertation

- 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.²³ The defense of the final thesis is one of the state exams.²⁴
- 2) The examination committee for the defence of the dissertation has at least four members²⁵ and opponents of the dissertation without the right to vote are invited. The chair and members of the committee for the defence of the dissertation are appointed within 15 days by the dean of the faculty on the proposal of the chairman of the sub-departmental committee from among the members of the relevant sub-departmental committee.
- 3) If, for serious reasons, one of the three opponents is unable to participate in the defence and his/her opinion is positive, the defence may also take place in his/her absence, while the text of the opponent's opinion is interpreted in full by the chairman of the defence committee. According to the course of the defence, the chairman of the defence decides on the necessity of answering the questions posed in the opinion of the absent opponent.
- 4) If any of the opponents has submitted a negative opinion on the dissertation, the defence cannot take place in his absence.
- 5) The presence of at least four members of the committee for the defence of the dissertation with the right to vote is necessary for the defence. The defence of the dissertation is led by the chairman of the defence committee.
- 6) Immediately after the end of the dissertation defence, a closed meeting of the defence committee is held, which is attended by its members, opponents and the doctoral student's supervisor. At a closed meeting, the Defence Committee will comprehensively evaluate the course of the defence of the dissertation in a discussion with the opponents and the supervisor of the doctoral student, and then the Defence Committee will decide by a secret ballot, which will be carried out by ballots, by a majority of votes of the members present whether or not to award the doctoral student the academic title of

²³ Section 54 (14) of the Act

²⁴ Section 51 (3)

²⁵ Section 63 (6) of the Act and Section 54 (13) of the Act

"philosophiae doctor" (abbreviated as "PhD."). In the event of an equal number of votes, the vote of the chairman of the committee for the defence of the dissertation is decisive.

- 7) Following a secret ballot on whether or not to award a doctoral student with an academic degree "philosophiae doctor" (abbreviated as "PhD."), the committee for the defence of the dissertation on the basis of the result of the above-mentioned secret ballot, will determine the result of the defence of the dissertation by the classification level according to the Study Regulations of the EU in Bratislava in a public debate. The result of the defence of the dissertation by the grading grade is determined in such a way that each member of the defence committee of the dissertation thesis will propose the classification level of the dissertation defence and then the arithmetic mean will be calculated from the evaluations of all present members of the committee and the evaluations of all opponents. The overall result of the state examinations and the overall result of the study will be determined in accordance with the relevant provisions of the valid Study Regulations of the EU in Bratislava.
- 8) After the end of each dissertation defence, a record of the state examination created in AiS2 is made, which is signed by all members of the dissertation defence committee, opponents, the supervisor and the recorder of the dissertation defence committee.
- 9) The result of the vote will be announced by the chairman of the committee for the defence of the dissertation at its public meeting immediately after the end of the closed meeting of the committee for the defence of the dissertation.
- 10) A doctoral student who, on the basis of the result of the dissertation defence, has not been approved by the dissertation defence committee for the award of the academic title of "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 programme so that the day of re-defence 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 study.

PART FOUR COMMON, TRANSITIONAL AND FINAL PROVISIONS

Article 17

Tuition fees and fees

- 1) Tuition fees and fees associated with doctoral studies are subject to the relevant provisions of the Act²⁶ and the internal regulation of the EU in Bratislava on tuition fees and fees for the relevant academic year.

Article 18

Transitional and final provisions

- 1) The entrance examination for doctoral studies, the dissertation examination and the defence of the dissertation are held in person. In exceptional and justified cases, the entrance examination, the dissertation examination and the defence of the dissertation may also be carried out by videoconference or by other means of information and communication technology without the physical presence of the participants in the entrance examination, dissertation examination or defence of the dissertation, including secret ballot (if the secret ballot is part of the relevant process), if the technical conditions allow it. The entrance examination, the dissertation examination and the defence of the dissertation may also be carried out in a combined form. The Dean of the Faculty of Commerce EU in Bratislava decides on the holding of the entrance examination for doctoral studies online or in a combined form on the basis of a written request of the applicant. The chairman of the relevant committee decides on the implementation of the dissertation examination or the defence of the dissertation online or in a

²⁶ Section 92 of the Act

combined form on the basis of the request of a doctoral student, or a member of the committee or an opponent.

- 2) These Principles for the Organization of Doctoral Studies at the Faculty of Commerce of the Bratislava University of Economics and Business were discussed and approved by the Scientific Council of the Bratislava University of Economics and Business on 26 September 2024.
- 3) These principles enter into force and enter into force on the day of their approval by the Scientific Council of the Bratislava University of Economics and Business
- 4) Upon the entry into force and effectiveness of these principles, the Principles of the Organization of Doctoral Studies at the Faculty of Doctoral Studies of the UE in Bratislava of 30 March 2023 cease to be valid and effective.
- 5) The fulfilment of the condition under Article 4(2)(i) and (l) of the Principles for the Organisation of Doctoral Studies at the Faculty of Commerce of the Bratislava University of Economics and Business of 30.3.2024 shall be deemed to have met the condition of Article 4(2)(j) and (m) of these Principles.

.....
Assoc. Prof. Ing. Peter Drábik, PhD., MSc.
Dean of Faculty of Commerce

Annex 1 – Doctoral Study Plans

DOCTORAL STUDY PLAN FOR FULL-TIME STUDY							
Study programme – MANAGEMENT OF INTERNATIONAL BUSINESS							
Field of study – Economics and Management							
Course name	Semester						Credit
	1.	2.	3.	4.	5.	6.	
Study part							
International Business and Integration Processes	16 s						10
Methodology of scientific work	16 s						10
Applied Research Methods		16 s					10
International trade – current problems		16 s					10
International Business Strategy and Management			16 s				10
Elective course			16 s				10
Research part							
Creative activity in the field of science I				20			
Creative activity in the field of science II						40	
State exams							
Dissertation project and dissertation exam				20			
Dissertation and its defense						40	
Teaching area	32	32	32				96
Total exams	2	2	2				6
Total credits	20	20	20	40		80	180
ELECTIVE COURSES OF THE STUDY PROGRAMME							
Financial operations in international business							
Quantitative Methods in Empirical Research							
Macroeconomics of an open economy							
Business operations in international business							

DOCTORAL STUDY PLAN FOR PART-TIME STUDY Study programme – MANAGEMENT OF INTERNATIONAL BUSINESS Field of study – Economics and Management									
	S e m e s t e r								Credit
Course name	1.	2.	3.	4.	5.	6.	7.	8.	
Study part									
International Business and Integration Processes	16 s								10
Methodology of scientific work	16 s								10
Applied Research Methods		16 s							10
International trade – current problems		16 s							10
International Business Strategy and Management			16 s						10
Elective course			16 s						10
Research part									
Creative activity in the field of science I				20					
Creative activity in the field of science II								40	
State exams									
Dissertation project and dissertation exam				20					
Dissertation and its defense								40	
Teaching area	32	32	32						96
Total exams	2	2	2						6
Total credits	20	20	20	40				80	180
ELECTIVE COURSES OF THE STUDY PROGRAMME									
Financial operations in international business									
Quantitative Methods in Empirical Research									
Macroeconomics of an open economy									
Business operations in international business									

DOCTORAL STUDY PLAN FOR FULL-TIME STUDY Study program – MARKETING AND BUSINESS MANAGEMENT Field of study – Economics and Management							
	S e m e s t e r						Credit
Course name	1.	2.	3.	4.	5.	6.	
Study part							
Marketing Management II	16 s						10
Principles and methods of scientific work	16 s						10
Innovation processes in sales and marketing		16 s					10
Strategic Retail Management		16 s					10
Management and marketing consulting			16 s				10
Elective course			16 s				10
Research part							
Creative activity in the field of science I				20			
Creative activity in the field of science II						40	
State exams							
Dissertation project and dissertation exam				20			
Dissertation and its defense						40	
Teaching area	32	32	32				96
Total exams	2	2	2				6
Total credits	20	20	20	40		80	180
ELECTIVE COURSES OF THE STUDY PROGRAMME							
Business market forecasting							
Empirical Research in Marketing							
Geomarketing							
Innovation and project management							

DOCTORAL STUDY PLAN FOR PART-TIME STUDY Study program – MARKETING AND BUSINESS MANAGEMENT Field of study – Economics and Management									
	S e m e s t e r								Credit
Course name	1.	2.	3.	4.	5.	6.	7.	8.	
Study part									
Marketing Management II	16 s								10
Principles and methods of scientific work	16 s								10
Innovation processes in sales and marketing		16 s							10
Strategic Retail Management		16 s							10
Management and marketing consulting			16 s						10
Elective course			16 s						10
Research part									
Creative activity in the field of science I				20					
Creative activity in the field of science II								40	
State exams									
Dissertation project and dissertation exam				20					
Dissertation and its defense								40	
Teaching area	32	32	32						96
Total exams	2	2	2						6
Total credits	20	20	20	40				80	180
ELECTIVE COURSES OF THE STUDY PROGRAMME									
Business market forecasting									
Empirical Research in Marketing									
Geomarketing									
Innovation and project management									

DOCTORAL STUDY PLAN FOR FULL-TIME STUDY							
Study programme – MANAGEMENT OF INTERNATIONAL BUSINESS (in English)							
Study field - Economics and Management							
Course Title	S e m e s t e r						Credit
	1.	2.	3.	4.	5.	6.	
Study part							
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 part							
Creative Activity in Science I				20			
Creative Activity in Science II						40	
State exams							
Project of Dissertation Thesis and Dissertation Examination				20			
Dissertation Thesis and its Defence						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 PROGRAMME							
Financial Operations in International Business							
Quantitative Methods in Empirical Research							
Macroeconomics of Open Economics							
Trade Operations in International Business							

CREATIVE ACTIVITY IN THE FIELD OF SCIENCE			
Categories	Content of the category of publication activity based on the "Decree of the Ministry of Education, Science, Research and Sport of the Slovak Republic No. 397/2020 Coll."	Credits	Note
A	Book publications of 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	scientific monograph is considered to be a publication in which the author has an authorial share of at least 3 AH
	Studies and chapters in scientific monographs – foreign and domestic	50	
	University textbooks – foreign and domestic	50	university textbook is considered to be a publication in which the author has an author's share of at least 3 AH
	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 in Current Contents Connect, in journals registered in the Web of Science (WoS) database, SCOPUS; Patent applications		
	Scientific and professional papers included in Q1	250	if the quartile in the year of publication is not known, the last known quartile according to the JCR or SJR, whichever is higher, shall be monitored
	Scientific and professional papers included in Q2	175	
	Scientific and professional papers included in Q3	100	
	Scientific and professional papers included in Q4	50	
	Scientific and professional works with an indeterminate quartile	25	
C*/	Book publications of the nature of a scientific monograph and other book publications 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	
	Textbooks, textbooks and review papers	12,5	
	Scientific papers in other journals, peer-reviewed scientific proceedings, peer-reviewed scientific monographs		
	Scientific papers in other journals – foreign	12	

²⁷ On 1 February 2022, the new Decree of the Ministry of Education, Science, Research and Sport of the Slovak Republic No. 397/2020 Coll. on the Central Register of Records of Publication Activities came into force, in which there are changes in the records of publication activities and responses to publication activities. The new decree fundamentally changes the categorization of the outputs of publishing activities and responses. Due to significant changes in the decree, the Slovak Economic Library of the UE in Bratislava will create space for a transitional period and implement records in a dual way in this calendar year, i.e. according to the decree according to Decree No. 456/2012 Coll. valid until 2021 and at the same time according to the new Decree No. 397/2020 Coll. (https://sek.euba.sk/www_write/files/publikacna_cinnost/EPC_Porovnanie_Kategorie_2022_2021.pdf). All the necessary information is available on the SEC website (<https://sek.euba.sk/publikacna-action-eu>).

Scientific papers in peer-reviewed scientific proceedings, monographs – foreign	12	
Scientific papers in other journals - domestic	7	+ 7.5 credits/author - in the case of publishing a paper in Economic Outlooks with a foreign co-author
Scientific papers in peer-reviewed scientific proceedings, monographs – domestic	7	
Other publications		
Published invited papers at scientific conferences – foreign	12	+ 5 credits/author - in case of acceptance of the proceedings into WoS or Scopus
Published papers at scientific conferences – foreign	12	
Published invited papers at scientific conferences – domestic	7	
Published papers at scientific conferences – domestic	7	

*/ In the event that a publication from category C has more authors, the total score will be divided among the co-authors according to their authorial share intended for the registration of the publication output in the Slovak Economic Library of the UE in Bratislava.

Annex 3 Sample application for the dissertation exam

FACULTY OF COMMERCE, BRATISLAVA UNIVERSITY OF ECONOMICS AND BUSINESS
 DEPARTMENT FOR SCIENCE AND DOCTORAL STUDIES
 Dolnozemska cesta No. 1, 852 35
 Bratislava 5 tel.: 004212/67291110, 113,
 160 e-mail: veda.of@euba.sk

APPLICATION FOR THE DISSERTATION EXAM

Name and surname of the doctoral student (including titles):	
E-mail address and phone number:	
Start of doctoral study:	1. 9. 202.
Year of study:	
Form of study:	
PhD student's workplace:	the external doctoral student states the name and address of his/her workplace
Field of study:	Economics and Management
Study programme:	
Name of the supervisor (including titles):	

Name of the course of the study plan	Date of completion	Exam Evaluation	Number of credits
1. Choose a required subject		Select	10
2. Select a required subject		Select	10
3. Select a required subject		Select	10
4. Select a required subject		Select	10
5. Choose a required subject		Select	10
6. Elective subject - choose a subject		Select	10
TO FILL IN THE REPORT FOR THEaDŠ (POINTS 7, 8)			
7. Creative Activity in the Field of Science I (minimum 20 credits)		-	
8. Dissertation project – submission in the required number		-	-
Accuracy of data confirmed: fill in the name and surname of the Vice-Dean, Vice-Dean for Science and Doctoral Studies	Signature of the Data Protection Officer		Date

Dissertation topic:

Continuity of the topic with the grant research task: state the type, number, name, principal investigator, duration of the solution, years of involvement of the doctoral student (see AiS2)

—
I recommend accepting the application:
supervisor:

Signature of the

Date: 00/00/202.

Signature of the doctoral student:

Attachments (vid' <https://of.euba.sk/studium/doktorandske-study/dissertation-Exam>):

1. Record of the result of the department's commenting procedure on the dissertation project for the dissertation examination
2. Written proposal of the supervisor for the opponent of the dissertation project for the dissertation examination – completed and signed form
3. List of publication activities and author's responses (only outputs registered in the EUBA SEC)
4. Supervisor's report on the dissertation project for the dissertation exam
5. Opponent's opinion on the dissertation project for the dissertation exam
6. Dissertation project in the number of 6 pieces

Annex –

Annex 4 Framework structure of the dissertation project (for the needs of the dissertation examination)

Principle:

With the results of the written thesis, the doctoral student must demonstrate the skill of working with literature, the mastery of research methods and partial results of the dissertation. Last but not least, it must formulate theoretical bases and goals for the solution.

The project includes an approved "Assignment of the Final Thesis" printed from AiS2.

Basis of the project:

1. Introduction to the issue
2. Current state of the issue at home and abroad
3. Aim and methods of work
4. Partial result of the dissertation
5. Themes and theoretical background
6. List of bibliography (includes a full list of bibliographic references)
7. Attachments

Project scope: 1 - 2 AH, without a list of literature and other appendices

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

Bibliographic references: in accordance with the STN ISO 690 standard

Note:

1 AH = 20 standard pages

1 standard page = 1,800 characters per page

- 5 *Sample of the title page of the dissertation project (for the needs of the dissertation exam)*
(<https://of.euba.sk/studium/doktorandske-study/dissertation-exam>)

BRATISLAVA UNIVERSITY OF ECONOMICS AND BUSINESS
Faculty of Commerce

Dissertation project

" state the topic of the dissertation"

Field of study: Economics and Management

Study programme: "give a name"

Author of the project: "state the name and surname of the doctoral student (including titles)"

Supervisor: "indicate the name and surname of the supervisor (including titles)"

Training workplace: "state the name of the department"

Bratislava "*calendar year*"

Annex –

Annex 6 Template of the Opponent's Opinion on the Dissertation Project for the Dissertation Examination

(<https://of.euba.sk/studium/doktorandske-study/dissertation-exam>)

Opponent's opinion on the dissertation project for the dissertation exam

Academic year: "indicate the current academic year"

Topic: "state the title of the dissertation"

Author: "state the name and surname of the doctoral student (including titles)"

Opponent: "state the name and surname of the opponent (including titles)"

Opponent's workplace: "state the position, name and address of the opponent's workplace"

Mandatory criteria for evaluating the dissertation project:

P. No.	Evaluation criteria Objective and critical analysis of the strengths and weaknesses of the project (the opponent enters the text and evaluates the project)	Maximum number points per criterion	Opponent's point evaluation
1.	Current state of the issue at home and abroad	20	
	"type text"		
2.	Setting the main and partial goals, formulating hypotheses of the thesis	20	
	"type text"		
3.	Methods and methodology	20	
	"type text"		
4.	Partial results of the dissertation	20	
	"type text"		
5.	Themes and theoretical background	10	
	"type text"		
6.	Working with literature and formal editing	10	
	"type text"		
7.	Questions for the author during the dissertation exam	-	-
	"type text"		
8.	Final recommendation (in the final recommendation of the opinion, the opponent clearly states whether or not he recommends the submitted dissertation project for the dissertation examination)	-	-
	"type text"		
TOTAL POINTS		100	

I evaluate the submitted dissertation project with the following classification grade:

Rating (in letter)	Rating (by number)	Evaluation (in words)

Date:

.....
Signature

Points evaluation	Grade	Classification	Points evaluation	Grade	Classification
91 – 100	A = excellent = 1	Complied	61 – 70	D = satisfactory = 2.5	Complied
81 - 90	B = very good = 1.5		51 – 60	E = sufficient = 3	
71 - 80	C = good = 2		0 - 50	FX = insufficient = 4	He did not comply

Annex –

7 Sample application for permission to defend the dissertation

(<https://of.euba.sk/studium/doktorandske-study/defence-of-thesis-thesis>)



FACULTY OF COMMERCE, BRATISLAVA UNIVERSITY OF ECONOMICS AND BUSINESS

DEPARTMENT FOR SCIENCE AND DOCTORAL STUDIES

Dolnozemska cesta No. 1, 852 35 Bratislava 5 tel.:

004212/67291110, 113, 160 e-mail:

veda.of@euba.sk

**Application for permission to defend the dissertation for the
academic title "philosophiae doctor" (PhD.)**

Name and surname of the doctoral student (including titles):	
E-mail address and phone number:	
Start of doctoral study:	1. 9. 202.
Year of study:	
Form of study:	
PhD student's workplace:	the external doctoral student states the name and address of his/her workplace
Field of study of doctoral studies:	Economics and Management
Study programme:	Select the name of the program
Dissertation topic:	
Name of the supervisor (including titles):	

CREDITS EARNED (AT LEAST 140 WITHOUT A FINAL SCHOOL DIPLOMA)	Number of credits
STUDY PART (minimum 60)	Select

STATE EXAM	Date of completion	Exam Evaluation	Number of credits
Dissertation project and dissertation exam		Select	20

SCIENTIFIC PART OF THE DOCTORAL STUDY (to be completed by the Dean Department)	Number of credits		
Creative Activity in the Field of Science I and II (minimum 60 credits)	I. to the DSS	II. To the defence	TOTAL

Dissertation and its defence – date of submission of the required number of theses		
Accuracy of data confirmed:	Signature of the Data Protection Officer	Date
fill in the name and surname of the Vice-Dean, Vice-Dean for Science and Doctoral Studies		

In Bratislava on:

.....

Signature of the doctoral student:

.....

In Bratislava on:

.....

Signature of the supervisor:

.....

Mandatory annexes to the application:

- documenting the fulfilment of the obligations of a doctoral student in accordance with Article 4 of the Principles of Organization of Doctoral Studies at the Faculty of Commerce of the UE in Bratislava,
- a record of the Extended Scientific Meeting of the Department together with the attendance list from this meeting,
- a statement on the incorporation of comments from the Extended Scientific Meeting of the Department, - a structured signed CV,
- a compiled list of published papers with complete bibliographic data and their responses, generated from the EPCA form (SEK EUBA), signed by the doctoral student and supervisor,
- identification of research projects in which the doctoral student participated during the doctoral study (type, number, name, principal investigator, duration of the project, years of involvement of the doctoral student),
- dissertation in five copies (3x opponents, 1x SEK UE in Bratislava, 1x supervisor),
- self-report of the dissertation (1 sample copy when submitting the application, the number determined by the faculty after its approval).

After the application has been approved by the relevant sub-departmental committee, upload your dissertation to the system on the <https://ais2.euba.sk> portal. The submission of the final thesis by the author includes:

- supervisor's opinion for the doctoral student's dissertation (prepared in AiS2),
- analytical sheet of the qualification thesis (from AiS2),
- a written justification for the requested extension of the grace period for the publication and disclosure of the final thesis (if the author requests it) with the consent of the Dean of the Faculty, submitted before the conclusion of the license agreement,
- a license agreement for the use of a final, rigorous or habilitation thesis concluded between the author and the Slovak Republic on behalf of the UE 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 thesis was published in this way). The author creates an affidavit in AiS2 and delivers it to the registry operator via the information system of the UE in Bratislava. If the author is not in a legal relationship with the UE in Bratislava, in particular as a student, applicant in rigorous or habilitation proceedings or an employee, he or she shall deliver an affidavit to the registry operator in paper form,
- a request to stop making a final thesis or part of it available to the public, which was published as part of a periodical publication or as a non-periodical publication (if the author requests to stop making it available to the public). A request to stop the public availability of the final thesis, or its part, is created by the author in AiS2. The author submits the application together with an affidavit to the operator of the register via the information system of the UE in Bratislava. If the author is not in a legal relationship with the UE in Bratislava, in particular as a student, applicant in rigorous or habilitation proceedings or an employee, he/she shall deliver an affidavit to the registry operator in paper form; In addition to the information on the name of the university, the name of the relevant faculty, the registration number of the thesis, the title of the final, rigorous or habilitation thesis, the type of final thesis, the name, surname and titles of the author, the year of submission of the thesis, the applicant's correspondence address, the scope and reasons for the cessation of access to the public shall also include.
- a special license agreement for the use of the work between the author and the UE 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 allows access to final theses,
- a statement by the author of the work on the non-disclosure of the work (hereinafter referred to as the "author's statement") on the website of the UE in Bratislava (if the author requests it) stating the reasons why he/she does not consent to the publication of the work on the website of the UE in Bratislava. The author may refuse to grant a license to make the work available through the website of the UE in Bratislava without giving a reason. This statement is without prejudice to the making of the work available through the central register of final and qualification theses pursuant to a special regulation. The author creates a statement in AiS2.
- the result of the check of originality of the dissertation assessed in the Central Register of Final Theses.

8 Template of the Statement on the Incorporation of Comments from the Extended Scientific Session of the Department

(<https://of.euba.sk/studium/doktorandske-study/defence-of-thesis-thesis>)

Disclaimer

The undersigned "*name and surname of the doctoral student (including titles)*", a doctoral student of the full-time / part-time form of doctoral studies in the study program "*name of the study program*" of the field of study "*Economics and Management*", I solemnly declare that I have incorporated comments from the extended scientific meeting of the Department of "*name of the department*" of the Faculty of Commerce of the EU in Bratislava to the dissertation thesis on the topic "*Name of the topic*", dated "*date of the extended scientific meeting of the department for the dissertation*".

In Bratislava, "*date*"

.....

"PhD student's signature"

Supervisor's statement:

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

In Bratislava, "*date*"

.....

"Signature of the supervisor"

Annex 9 – Template of the opponent's opinion for the dissertation

(<https://of.euba.sk/studium/doktorandske-study/defence-of-thesis-thesis>)

Opponent's opinion on the dissertation thesis for the final defense

Topic: "state the title of the dissertation"

Type of final thesis: *Dissertation*

Author: "state the name and surname of the doctoral student (including titles)"

Opponent: "state the name and surname of the opponent (including titles)"

Opponent's workplace: "state the name and address of the opponent's workplace"

P. No.	Criteria for evaluating the final thesis
1.	Setting a goal and the degree of its achievement.
	"type text"
2.	Language level and use of correct professional terminology.
	"type text"
3.	Suitability of the methods used, methodology.
	"type text"
4.	Evaluation of the knowledge base.
	"type text"
5.	Scientific contribution and originality of the work.
	"type text"
6.	Application benefits of work for practice.
	"type text"
7.	Questions for the author when defending the thesis.
	"Write down questions"
8.	Final recommendation.
	"the opponent will state whether or not he recommends the submitted dissertation for the final defence"

I evaluate the final thesis: "write a grading grade"^{28/}

Date:

Caption: _____

GRADING GRADE	Word classification and its definition	Numeric value
------------------	--	---------------

^{28/} Grade the dissertation with a grading grade, while the classification is carried out according to a grading scale, which consists of six grading grades.

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 the minimum criteria	3
FX	Insufficient = additional work is desirable	4

Annex –
10 Framework structure of the dissertation

Principle:

The dissertation has the character of a qualifying, scientific written work, in which the doctoral student, on the basis of continuous research and with the use of rich documentary material as well as scientific methods, demonstrates the ability and readiness to work independently scientifically and creatively in the field of research, or readiness for independent theoretical and creative activity, for solving theoretical and practical problems of the field of study. The author demonstrates the ability to process a selected professional problem with an interdisciplinary approach and conclusions. The scientific level of the work is assumed, it should be a high-quality professional work that brings new knowledge in the field, creating, supplementing or correcting a complex of knowledge and knowledge about the laws and development of social phenomena.

The dissertation contains the following parts:

Packaging

Title Page

Assignment of the final thesis (from AiS2)

Acknowledgments (optional)

Abstract in the state language

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

Contents

List of illustrations and list of tables (optional)

List of abbreviations and tags (optional),

Dictionary (optional)

The main text part of the dissertation in all study programs at OF EUBA consists of:

Introduction

1. Current state of the issue at home and abroad
2. Aim of the work
3. Methodology of work and methods of investigation
4. Results of the work
5. Discussion
6. Theoretical and practical benefits of the dissertation

Conclusion (presentational on the basis of the achieved results as a reference for theory and practice)

List of bibliography (contains a complete list of bibliographic references) Appendices
(if included in the thesis)

Proportionality of individual parts of the dissertation:

- | | |
|---|---|
| 1. Introduction | 1st and 2nd together approx. 25-35 |
| 2. Current state of the issue at home and abroad | standardized pages |
| 3. Aim of the work | |
| 4. Methodology of work and methods of investigation | 3rd to 6th total 45-65 |
| 5. Results of the work | standardized pages |
| 6. Discussion | |
| 7. Theoretical and practical benefits of the dissertation | 7th and 8th total 10-20 |
| 8. Conclusion | |
| 9. standardized pages | |

Recommended scope of the dissertation: approx. **80 – 120 pages** (approx. 144,000 – 216,000 characters including spaces), without appendices. The recommended font is Times New Roman, size 12 and is uniform throughout the work. Recommended page settings - line spacing 1.5, margins left 3.5 cm, right 2

—
cm, top and bottom 2.5 cm, footer bottom 1.25 cm, mirror margins for double-sided printing, first line indentation in paragraph 1.25 cm, block alignment, headings 1st level numbering 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, with the page numbers displayed only from the Introduction section. The work is numbered up to the first page of the appendix.

Printing and binding: printing can also be double-sided and book binding hardcover so that individual sheets cannot be removed

Bibliographic references: in accordance with the STN ISO 690 standard

**BRATISLAVA UNIVERSITY OF ECONOMICS AND
BUSINESS
FACULTY OF COMMERCE**

Registration number: *"Article 5, point 13 of the Internal Directive No. 1/2024 on final, rigorous and habilitation theses"*

TITLE OF THE THESIS

SUBTITLE OF THE THESIS

Dissertation

Year of submission of the thesis

Title, name and surname of the author

**BRATISLAVA UNIVERSITY OF ECONOMICS
AND BUSINESS FACULTY OF COMMERCE**

TITLE OF THE THESIS

SUBTITLE OF THE THESIS

Dissertation

Study programme: "name of the study programme"

Field of study: Economics and Management

Training department: "department name"

Supervisor: "name and surname (including titles)"

Place and year of submission of the thesis

Title, name and surname of the author

**BRATISLAVA UNIVERSITY OF ECONOMICS AND BUSINESS
FACULTY OF COMMERCE**

'Name and surname of the doctoral student (including titles)'

Dissertation Self-Report

"title of the dissertation"

**to obtain the academic title of "philosophiae doctor" (PhD.)
in the study programme "*Name of the study programme*" in the field of study
*Economics and Management***

Bratislava "*calendar year*"

Annex 14 Sample of the imprint page of the self-report
(<https://of.euba.sk/studium/doktorandske-study/defence-of-thesis-thesis>)

The dissertation was elaborated in the "full-time, or part-time" form of doctoral studies at the Department of "state the name of the department" of the Faculty of Commerce of the Bratislava University of Economics and Business

Submitter: "name and surname of the doctoral student (including titles)"
"Name and address of the doctoral student's workplace"

Supervisor: "Name and SURNAME of the supervisor (including titles)"
'name and address of the trainer's workplace'

Opponents: "state the name and surname of the opponent (including titles)"
"state the name and address of the opponent's workplace"

"state the name and surname of the opponent (including titles)"

"state the name and address of the opponent's workplace"

"state the name and surname of the opponent (including titles)"

"state the name and address of the opponent's workplace"

The self-report was sent on:

The defense of the dissertation takes place on About before the dissertation
defence committee approved on by the sub-trade commission
for the study programme "state the name of the study programme" in the field of study **Economics
and management** at the Faculty of Commerce of the Bratislava University of Economics and Business,
Dolnozemska cesta 1, 852 35 Bratislava 5.

.....
„first and last name (including titles)“
Chairman of the sub-departmental committee
Faculty of Commerce, Bratislava University of Economics and Business
Dolnozemska cesta č. 1, 852 35 Bratislava

Annex 15 Content focus of the dissertation self-report

A self-report is a brief summary of the basic goals, methods, ideas, results, benefits and conclusions of the dissertation, the definition of its contribution and data on its response. The self-report conveys the essential content of the dissertation. Publishing a self-report has two goals:

- To enable a wider range of scientists and professional staff of the relevant fields of study to be systematically acquainted with the results of scientific activities contained in dissertations.
- To improve the professional assessment of dissertations by ensuring that every organization and every employee in theory (research) and practice who is interested in the examined issue can submit comments either in writing to the chairman of the defense committee or orally at the defense of the dissertation, and the applicant is obliged to take a position on them.

Recommended content of the self-report

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

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 is intended to 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, the conclusion should be information (data) related to the generalization and final evaluation of the research carried out, as well as an indication of possible directions of further research. The self-report should precisely respect the structure and reflect the content of the dissertation. The self-report includes abstracts in the state and in one of the world languages, a list of the author's publication activities and responses, including the aforementioned participation in research projects during the doctoral studies of the dissertator.

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