

PHD DEGREE - STATE EXAMINATIONS

Instructions and information for students regarding the PhD degree State Examinations

(Dissertation Examination, Defence of Dissertation thesis)

DISSERTATION EXAMINATION

Doctoral candidate can take Dissertation Exam after collecting at least 40 credits no later than by the half of the standard study length of the related study programme (*Template of the title page of the dissertation thesis submitted for the Dissertation Examination is available for students in the Academic Information System (AIS) – Student Portal*).

STUDENT'S OBLIGATIONS BEFORE THE DISSERTATION EXAMINATION (student is obliged to submit the materials for the Dissertation Examination no later than one month before the last day of the possible date of the Dissertation Examination)

1. Upload the **written dissertation thesis for Dissertation exam** into AIS: application My College – Student Portal – Final thesis– Selected: Thesis for Dissertation Examination.
Legislation: [Guidelines for writing and formatting final theses in STU MTF](#)

The assignment will be prepared in AIS by supervisor. Student will insert the assignment into the written thesis for Dissertation Exam.

2. Fill in and sign the **application for the Dissertation Examination**, and supply it to the Registrar's Office: application form is available on the Faculty website: http://www.mtf.stuba.sk/sk/studentov/informacie-pre-studentov-phd.-studia/predpisy-dokumenty-a-tlaciva.html?page_id=9059
3. Supply to the Registrar's Office a **List of publication activities, while indicating the intra-Faculty categorization** <https://kis.cvt.stuba.sk/i3/epcareports/epcarep.csp?ictx=stu&language=1>, using Other settings - display the intra-faculty categorization.
4. **Apply for the State Examination:** having executed the items 1 – 3, student is obliged to apply for the State Examination in AIS – application Student Portal – Application for SE (Prihláška na ŠZS).

DEFENCE OF DISSERTATION THESIS

Doctoral student may submit a written application for permission to defend the dissertation thesis if he/she does not lack more than 30 credits by the end of the study. (*Template of the cover and title page of the final thesis is available in the Academic Information System - Student Portal*).

STUDENT'S OBLIGATIONS BEFORE THE DEFENCE of DISSERTATION THESIS (student is obliged to submit materials for the dissertation defence no later than three months before the end of the permitted length of study)

1. Fill in and sign the **Application for permission of the dissertation thesis defence**, and supply it to the Registrar's Office: application form is available on the Faculty web site https://www.mtf.stuba.sk/sk/studentov/informacie-pre-studentov-phd.-studia/predpisy-dokumenty-a-tlaciva.html?page_id=9059
2. Upload **dissertation thesis** into AIS: application My College – Student Portal – Final thesis – Selected: Dissertation thesis.
Thesis is elaborated according to the Dean's Regulation 1/2020 - [Dean's Methodology Regulation on the preparation and course of state examinations at STU MTF in Trnava](#)

Student will upload his/her **dissertation thesis** into AIS in accordance with the Methodology Regulation of STU Bratislava - **Instructions for submission of final thesis at STU for students**

https://www.mtf.stuba.sk/sk/studentov/informacie-pre-studentov-phd.-studia/predpisy-dokumenty-atlaciva.html?page_id=9059

Assignment of Dissertation Thesis must contain specification of the assignment (individual items of the thesis, identical with the title of chapters). Change of the thesis title and topic is possible only upon the written request of the dissertation supervisor and the consent of the Faculty Dean.

Assignment of Dissertation Thesis is prepared in AIS by the thesis supervisor. After approval of the study programme guarantor, student inserts the assignment into his/her dissertation.

3. Upload **Licence agreement** into AIS in electronic way.
4. Upload **Offprint of dissertation thesis** into AIS: insert as an attachment to the dissertation thesis. Offprint A5 format, usually 20 pages in accordance with the STU Study Regulations, Art. 40, par. 2. Template of the first and the second page of the Offprint
http://www.mtf.stuba.sk/sk/studentov/informacie-pre-studentov-phd.-studia/predpisy-dokumenty-atlaciva.html?page_id=9059
Hand over to the Registrar's office 20 copies of the printed copy of the dissertation (it does not apply to student, who has the approval of the chairman of the departmental/programme committee to submit an offprint of dissertation thesis only in electronic form).
5. Supply **Curriculum Vitae** to the Registrar's Office.
6. Supply a **List of publication activities** to the Registrar's Office:
 - a) **Applies to the students who started their studies before September 1, 2021** - only the publications with STU MTF affiliation are considered relevant for the assessment of publication activities. Legislation: 2/2015 Dean's Regulation - **Rules for publishing of doctoral students at the MTF STU**
 - b) **Applies to the students who enrolled in their studies after 1 September 2021** - Annex No. 1 – The minimum criteria in the field of outcomes required for the successful study completion. Legislation: **Internal Quality Assurance System for Doctoral Studies, as amended by Amendment No. 1**
7. Supply copies of publications.
8. Supply a copy of **Birth Certificate** to the Registrar's Office. Married female students supply also a copy of **Marriage Certificate**.
9. Supply to the Registrar's Office the student's **justification of the differences between the original and the submitted dissertation** in case of submitting a new dissertation thesis after a failure of the original thesis defence.
10. **Apply for the State Examination:** after fulfilling all obligations, the student is obliged to apply for the State examination. The application is uploaded into AIS - Student Portal application - Application for the SE.
11. **Professional characteristics of doctoral student, elaborated by supervisor** – uploaded by supervisor into AIS; the original shall be supplied to the Registrar's Office no later than 1 week before the date of the dissertation thesis defence.
Legislation and model form: STU Study Regulations, Art. 41, par. 1
https://www.mtf.stuba.sk/sk/studentov/informacie-pre-studentov-phd.-studia/predpisy-dokumenty-atlaciva.html?page_id=9059

In case of any questions, contact Registrar's Office:

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