

## **Dean's Regulation**

No. 4/2024

15 Oct 2024

**Regulation relating to the attendance and keeping  
attendance record of PhD students in the workplace**

Elaborated by: **Assoc. Prof. Ing. Dagmar Babčanová, PhD.**

**Dean's Regulation No. 4/2024 specifies the recording of the attendance of the STU MTF full-time doctoral students (PhD. students) in the workplace of the STU Faculty of Materials Science and Technology (hereinafter only as STU MTF) in Trnava. The legislative framework is defined by the Act No. 131/2002 Coll. as amended and on changes and amendment of some acts and by the STU Code of Studies, being in force and effect since 1 September 2013. The Regulation is complemented by Annex 1 "Records in Electronic System of Attendance Evidence (ESED) – determined for the full-time PhD. Students", where the records are located, and which can be inserted into the electronic system of attendance evidence (hereinafter only ESED) within determined conditions.**

1. A PhD student is obliged to be present at the STU MTF training workplace for 37.5 hours per week on weekdays, usually in the basic working hours, valid for the employees with job performance at the training workplace, while the training workplace keeps records on their attendance.
2. Attendance of PhD students is recorded and checked by the electronic system of attendance records (ESED). Doctoral students are obliged to register their presence or other their duties (such as business trip, study mobility, etc.) in ESED.
3. PhD. student will not perform work for another employer during their study at the time recorded in the registration system (ESED) as presence at work or carrying out other obligations of a PhD student.
4. Records of attendance are checked monthly in the Institutes of the Faculty. Monthly statement of attendance is signed by the Supervisor and Head of the Institute. The statement is sent to the MTF Registrar's Office within 7 days after the end of the month.
5. Attendance may be also checked continuously by:
  - Supervisor – checking attendance of all PhD students he/she supervises,
  - Head of the Institute can check the attendance of all PhD students enrolled at the Institute,
  - Vice-Dean for doctoral degree can check the attendance of all PhD students of the Faculty.
6. Monthly and continuous check can be focused on selected types of records in ESED, (e. g. dissertation thesis preparation, etc.). In these cases, the student is requested to justify the adequacy of the record in ESED in writing. The adequacy of record is confirmed by the signature of Supervisor and/or Head of the Institute.
7. If studying in an external educational institution, the check of the PhD. student's attendance during the stay/mobility follows the rules of the external institution. ESED registers such a PhD student as being on long-term stay/mobility.
8. A missing record of a PhD student's attendance, without a document proving an excusable reason, such as sick-leave, or a prior written consent of the Supervisor and Head of Institute, it is considered as unjustified absence at the workplace. Similarly, the situation when the student's given record in ESED is inadequately reasoned is considered as unjustified absence as stated in point 6 of the Regulation.
9. The absence of a PhD. student from the workplace without the prior **written consent** of the Supervisor and Head of the Institute, or an unproved excusable reason (illness, etc.) shall be considered culpable violation of the STU Code of Studies and shall be treated as a disciplinary offense which may be a reason for exclusion of student from PhD. study on the basis of disciplinary measure in compliance with Art.28, point 6 of STU Code of Studies.

**The approval of this Regulation by the Faculty Management repeals the Regulation No. 4/2013.**

Prof. Ing. Miloš Čambál, CSc.  
STU MTF Dean

**“Records in Electronic System of Attendance Evidence (ESED) - determined for the full-time PhD. Students“**

<b>Type of record in ESED</b>	<b>Description of the record and specifications of its insertion into ESED</b>
<b>STUDY LEAVE</b>	<p>The number of study leave days is determined in the Harmonogram (Plan) of study for the given academic year. The student is obliged to take the study leave in the time defined as vacation and during the days when the Faculty buildings are closed.</p> <p>The number of days is determined in ESED on 1 September of the given year. In case the student is enrolled later, s/he is entitled for the study leave days in dependence on the number of remaining months to the given academic year.</p>
<b>INDIVIDUAL STUDY BEYOND WORPLACE</b>	<p>The record can be inserted into ESED by the PhD. student only three times in a month and the Supervisor provides and approval or disapproval to the record in ESED.</p>
<b>PROJECT’S DUTIES</b>	<p>The record can be inserted into ESED by the PhD. student only in case s/he is a member of a research project team which is registered in ESED and the principal project investigator approves the record.</p>
<b>BUSINESS TRIP</b>	<p>PhD. student is obliged to insert the record into ESED if s/he goes on a business trip beyond the workplace within his/her study obligations or another reason.</p> <p>Before the departure, the student submits the forms signed by the Faculty Dean:</p> <ol style="list-style-type: none"> <li>1. Agreement on study trip (trip within individual study plan) shall be submitted to the Registrar’s Office in two copies – filled in and signed by the Supervisor, by Head of the Institute and funder. The registrar’s Office submits the Agreement for approval to the Faculty Dean and returns one signed copy it to the student, who submits this copy to the Section of Economics.</li> <li>2. Agreement on sending to execute the tasks beyond STU shall be submitted by the PhD. student to the Registrar’s Office in two copies, filled in and signed by the Supervisor if s/he travels beyond STU for another reason not related to the his/her individual study plan. The Registrar’s Office submits the Agreement for approval to the Faculty Dean and returns one signed copy it to the student, who submits this copy to the Section of Economics if s/he is entitled for the reimbursement.</li> </ol>
<b>LONG-TERM STUDY STAY</b>	<p>The PhD. student is obliged to insert the record into ESED if s/he leaves the workplace on the following:</p> <ol style="list-style-type: none"> <li>1. Agreement of student stay in a particular company. Prior to the planned departure, the student is obliged to submit the Agreement filled in and signed by him/her and the employer to the Registrar’s Office in three copies. The Registrar’s Office submits the Agreement to the Faculty Dean and returns two signed copies to the student (one copy to be submitted to the employer, one copy for the student). The stay in a company is decided by the Vice-Dean for education after the</li> </ol>

	<p>discussion with the Supervisor in question. The time period for study stay in a company is three months at maximum. If the student stays in the same company longer than three months, s/he is obliged to submit a new Agreement and elaborate a written report for the previous three months (in the scope of one A4 page) to summarize the results and benefits of the stay for his/her study, dissertation thesis. The report will be consulted by the Vice-Dean with the Guarantor of the study programme and the Chair of the Study Branch Committee.</p> <p>2. Stay within mobility programme. The student submits the form of „Mobility stay notice“ to the Registrar’s Office in one copy.</p>
<b>PREPARATION OF DISSERTATION THESIS</b>	The record can be used only when the PhD. student is in their last year of study with the Supervisor’s consent; or it can be used by the student in the above standard length of study.
<b>VISIT TO THE DOCTOR’S</b>	The record shall be inserted into ESED when the PhD student visits the doctor in one day. The PhD. student is obliged to submit the confirmation of the visit to the doctor’s at the Registrar’s Office within the same month.
<b>SICKNESS ABSENCE</b>	The record shall be inserted into ESED by the PhD student if they are sick for a longer time period. The PhD. student is obliged to submit the confirmation of their sickness absence to the Registrar’s Office. In case the sickness absence exceeds the given month, they can submit it after the sick leave accomplishment.
<b>INFAVOURABLE WEATHER CONDITIONS</b>	The record can be used only on the basis of Dean’s order. The record shall be complemented by the justification.
<b>OTHER</b>	The record can be used only exclusively (with the consent of the Vice-Dean for education and Supervisor. The record shall be complemented by the justification).