

DOCTORAL DEGREE: STATE EXAMINATIONS REQUIREMENTS

Information for the students graduating with PhD degree since 1 September 2016

DISSERTATION EXAMINATION

A doctoral student can sit for the dissertation thesis after having collected 40 credits at minimum no later than by the half of the standard study programme duration. Student finds MODEL title page essay to dissertation examination by the Academic Information System in the Student Portal.

The student is obliged to submit the following documents for his/her dissertation examination, no later than one month before the last day of the eligible date of dissertation examination:

1. Two copies of the dissertation project for dissertation exam.
2. Application for dissertation examination; template is available on the Faculty web page, section - Information for doctoral students – regulations, documents and forms http://www.mtf.stuba.sk/sk/studentov/informacie-pre-studentov-phd.-studia/predpisy-dokumenty-a-tlaciva.html?page_id=9059
3. List of publication activity – in compliance with Dean’s Regulation No. 4/2012 “Rules for publication activity for doctoral students in STU MTF Trnava” (*to all doctoral students who enrolled in the doctoral study before 1 August 2015*) or Dean’s Regulation No. 2/2015 “Rules for publication activity for doctoral students in STU MTF Trnava” (*to all doctoral students who enrolled in the doctoral study after 1 August 2015*). Categorisation of output must be in compliance with the “Detail rules of research evaluation” used by the Accreditation Commission in the procedure of categorising research output into particular research areas. **Only the publications with the STU MTF affiliation can be considered as relevant in evaluating publication activity.**
4. After submitting the written part of the dissertation thesis, the student is obliged to submit his/her application for the state examination via AIS – in section - Student’s Portal – Application form for Final State Examination.

DEFENCE OF DISSERTATION THESIS

A doctoral student may apply in writing for the permit to defend his/her dissertation thesis if he/she does not miss more than 30 credits by the end of the study. Student finds MODEL cover and title page of the final dissertation thesis in the Academic Information System in Student Portal.

A doctoral student is obliged to submit the following documents for the defence of his/her dissertation thesis to the Registrar’s Office, no later than **three** months before the end of approved length of his/her doctoral study:

1. Application for the permit to defend dissertation thesis is available on www.mtf.stuba.sk – section: Information for doctoral students – information for students of PhD study - http://www.mtf.stuba.sk/sk/studentov/informacie-pre-studentov-phd.-studia/predpisy-dokumenty-a-tlaciva.html?page_id=9059

2. Dissertation thesis (in three copies) elaborated in compliance with the Methodology for elaboration, modification and originality check of final theses at STU MTF Trnava; information available on the Faculty web page http://www.mtf.stuba.sk/generate_page.php?page_id=2059

3. Offprint of dissertation thesis (in 20 copies) –A5 format, generally about 20 pages in compliance with the STUDY REGULATIONS OF THE SUT, Code of Study Article 40, paragraph 2. Format of pages 1 and 2 of the offprint shall be determined by the internal organisational and control standard issued by the Rector.

4. Europass Curriculum Vitae.

5. List of publication activity – in compliance with Dean’s Regulation No. 4/2012 “Rules for publication activity for doctoral students in STU MTF Trnava” (*to all doctoral students who enrolled in the doctoral study before 1 August 2015*) or Dean’s Regulation No. 2/2015 “Rules for publication activity for doctoral students in STU MTF Trnava” (*to all doctoral students who enrolled in the doctoral study after 1 August 2015*). Categorization of output must be in compliance with the “Detail rules of research evaluation” used by the Accreditation Commission in the procedure of categorising research output into particular research areas. **Only the publications with the STU MTF affiliation can be considered as relevant in evaluating publication activity.**

6. **Professional characteristics of supervisor** shall be delivered by the supervisor to the Dean no later than a week prior to the date of the dissertation thesis defence, in compliance with Article 41, paragraph 14 of the STU Study Code; sample of the document is available on http://www.mtf.stuba.sk/english/students/phd.-study.html?page_id=7775

7. **Copies of publications and other papers** shall be attached in one copy unless they are a part of the dissertation thesis.

8. **Signed licence contract – 2 copies.** The contract can be automatically generated in AIS when uploading the dissertation thesis.

9. Dissertation thesis on a CD (one copy).

10. Copy of **birth certificate**; married female students shall submit a copy of **marriage certificate**.

11. **Justification of difference between the original and the submitted dissertation theses**, in case of submitting a revised dissertation thesis after the failure of the original dissertation thesis defence.

PROCEDURE OF THE DISSERTATION THESIS SUBMISSION (HEREINAFTER REFERRED TO AS DT) AT SUT MTF IN TRNAVA:

1. Assignment of DT shall be in a required shape. The change of the thesis title is subject to the written application of the thesis supervisor and shall be approved by the Dean.

2. Student applies for the assignment at his supervisor’s and makes sure that his/her dissertation thesis assignment is signed by the Head of his/her workplace and guarantor of the Study Programme.

3. Student inserts and forwards his/her dissertation thesis into AIS (the text of DT in PDF format) in compliance with the Methodology Guide of STU Bratislava
http://is.stuba.sk/dok_server/slozka.pl?id=125068;lang=en

5. After inserting dissertation thesis into AIS, student shall place the application for the State Examination – Student Portal– Application for the State Examination.

In case of further inquiries contact the Registrar’s Division:

Kvetoslava Šprinková

+421 917 367 300

kvetoslava.sprinkova@stuba.sk

In Trnava, 1. 9. 2016