

# PHD DEGREE - STATE EXAMINATIONS

## DEFENCE of DISSERTATION EXAMINATION

(effective since 1 September 2023)

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 and fulfilled all conditions for the proper completion of studies.**

The application for permission to defend the dissertation shall be submitted by the doctoral student no later than three months before the end of the permitted length of study of the study program.

### Harmonogram of the academic year:

[https://www.mtf.stuba.sk/sk/studentov/harmonogram-akademickeho-roka.html?page\\_id=11683](https://www.mtf.stuba.sk/sk/studentov/harmonogram-akademickeho-roka.html?page_id=11683)

The assignment of the final thesis will be prepared by the supervisor in AIS. The student will insert the approved assignment into the written work for the dissertation exam (*title page of the written thesis for the dissertation exam available in AIS – My College – Student’s portal – Final thesis – select Dissertation thesis – print Title page*).

The assignment must include: assignment specification (specific points of work identical to the title of the chapters).

Changing the name of the topic thesis is possible only with the consent of the dean. The request to change the name of the topic thesis is available on the website.

Elaboration of the work in English is possible only with the consent of the dean. The application is available on the website.

### OBLIGATIONS OF THE DOCTORAL STUDENT BEFORE GRADUATING THE DISSERTATION EXAMINATION:

1. **Insert** the written work for the dissertation exam into AIS  
(*AIS – My College – Student’s portal – Final thesis – select Dissertation thesis*)
2. **Register** in AIS for the state exam  
(*AIS – My College – Student’s portal - Application form for Final State Examination*)
3. **Submit** the completed and signed application form for the dissertation examination to the Registrar’s Office. The form is available on the website.
4. **Submit** the offprint of dissertation work in the number of 20 pages to the Registrar’s Office  
(does not apply if the student is allowed to submit the transcript electronically to AIS).

**OFFPRINT** (dissertation work appendix): A5 format, usually 20 pages Dissertation Thesis Abstract - 1st and 2nd page - sample form

A student can request to submit an offprint in electronic form. In the case of the approval of the division committee head, the student submits the offprint to AIS only electronically. If he does not have permission, or did not apply for this option, submits an offprint in the number of 20 pages. The application is submitted to the Registrar's Office.

5. Supply **Curriculum Vitae** to the Registrar's Office.
6. Supply a copy of **Birth Certificate/Marriage Certificate** to the Registrar's Office.
7. Supply a **List of publication activities** to the Registrar's Office. **When choosing the criteria, it is necessary to mark the internal faculty categorization**  
<https://kis.cvt.stuba.sk/i3/epcareports/epcarep.csp?ictx=stu&language=1>

The Minimum criteria that a doctoral student is obliged to fulfill in the field of publication activity:

- Rules for publishing of doctoral students at the MTF STU 2/2015, for students enrolled from 1.9.2015), only publications affiliated with MTF STU are considered relevant for the assessment of publication activity.
  - Internal Quality Assurance System for Doctoral Studies, as amended by Amadment No. 1 (for students enrolled from 1.9.2021), appendix 1.
8. **Submit** copies of publications to Registrar's Office. Submit other elaborations as well, if they are not part of the dissertation.
  9. **Submit** to Registrar's Office a written justification of the differences between the original and submitted dissertation after an unsuccessful defense of the dissertation, if the doctoral student submits a revised dissertation.

**Regulations, application form for the dissertation examination, form samples and other information on state examinations for doctoral studies are available:**

[https://www.mtf.stuba.sk/sk/studentov/informacie-pre-studentov-phd.-studia/predpisy-dokumenty-a-tlaciva.html?page\\_id=9059](https://www.mtf.stuba.sk/sk/studentov/informacie-pre-studentov-phd.-studia/predpisy-dokumenty-a-tlaciva.html?page_id=9059)

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

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