

Internal Directive
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**Further provisions for admission of applicants for
Doctoral degree study programmes at STU MTF in Trnava**

Elaborated by:

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The STU MTF Academic Senate in Trnava, in compliance with Secs. 56, 57 and 58 of the Act on Higher Education Institutions and on amendments to certain acts No. 131/2002 Coll. (hereinafter Act), and in compliance with Art. 4 of the STU Internal Directive 5/2013 Rules and provisions for admission to the Bachelor, Master and Doctoral degree study programmes at STU, as amended by Supplements No. 1 and 2 (hereinafter Rules for admission to STU), in its meeting of 14/12/2023 approved

Further provisions for admission of applicants for Doctoral degree study programmes at STU MTF in Trnava

Article 1

Introductory provision

Further provisions for admission of applicants to the Doctoral degree study programmes at the STU Faculty of Materials Science and Technology in Trnava (hereinafter referred to as "STU MTF") are determined on the basis of Sec. 57 of Act No. 131/2002 Coll. on Higher Education Institutions and on Amendments to Certain Acts, as amended (hereinafter the "Act"), in compliance with the STU Internal Directive 5/2013 Rules and provisions for admission to the Bachelor, Master and Doctoral degree study programmes at STU, as amended by Supplements No. 1 and 2 (hereinafter Rules for admission to STU) stipulate in detail the deadline for submitting applications for Doctoral university study (hereinafter Doctoral study), the method of determining the number of admitted applicants for Doctoral study, the provisions for admission and a method of their fulfilment, as well as the method of meeting the provisions and evaluating the results.

Article 2

Basic provision for admission to study

The basic provision for admission to the Doctoral degree study programme is the completion of Master degree study programme (Sec. 56 Sub-sec. 4 of the Act).

Article 3

Determining the number of admitted candidates

The planned numbers of candidates admitted to individual study programmes in internal and external forms of study are determined by the Faculty Dean. Information on the planned numbers of admitted applicants is publicised on the Faculty website along with other information intended for those interested in Doctoral study. If a higher number of applicants meet the provisions for admission, admitted will be those applicants who, according to the provisions for admission, have demonstrated the highest level of study aptitude in compliance with the provision for admission (criteria for the evaluation of applicants are listed in Annex 1).

Article 4

Admission Procedure

- (1) For applicants, the Admission Procedure starts at the delivery of their applications to the Faculty.
- (2) The application shall be delivered in an electronic form without a guaranteed electronic signature via the Academic Information System (hereinafter "AIS"), which allows the applicants to verify registration of their application in AIS since the day of its submission until the end of the Admission Procedure. The application must contain the data required by Article 5 Point 7 of the Rules for Admission to STU.
- (3) The application must be delivered within the period specified by the Faculty, and must contain all the required documents and requisites (Point 6 of this Article).
- (4) The applicant for the doctoral study may also deliver the application in print, filled in outside the AIS, on the form prescribed by the Ministry of Education, Science, Research and Sport of the Slovak Republic, while the printed application form remains subject to the provisions stated in Point 3 of the Article in its full extent. The copies of the documents listed in Point 6 to 8 shall be attached to the printed form as well.
- (5) The list of topics along with the names of supervisors is publicised on the Faculty website no later than two months before the last day for submission of applications. Within the Admission Procedure to the Doctoral study programmes, the candidates may apply for a particular dissertation topic. The candidate applies for a specific study programme, its form of study and specified dissertation thesis topic.
- (6) The applicant shall attach the following documents to the application in an electronic form via the AIS:
 - a) copy of university diploma,
 - b) copy of the State Examination Certificate,
 - c) copy of the Supplement to the University Diploma or a certified statement of completed subjects with credit evaluation,
 - d) brief proposal on elaborating and solving the chosen topic of the dissertation thesis (covering letter),
 - e) Curriculum Vitae
 - f) copy of the fee payment for material provision of the Admission Procedure (if the fee was paid in a way other than the form of payment prescribed in the Information System).Certified copies of the documents referred to in Point 6 Letters a), b) and c) of the Article shall be presented by the admitted candidate at the latest at the enrolment registration.

The applicant, STU MTF student who prepares for their state examinations, and is enrolled to the study in the Master degree in the year they apply for the doctoral study, is not obliged to attach the documents listed in Point 6, Letters a), b) and c.
- (7) To be awarded points in the category "Scientific, artistic and professional activity", the applicants must also submit the following documents to the Faculty Registrar's Office (no later than the last possible day of the deadline for application submission):

- a) verified list of their published and unpublished papers, or expert reviews of those papers,
 - b) verified copies of documents on participation and placement in the Student Research Conferences,
 - c) verified copies of documents on other significant achievements in their professional activities.
- (8) The applicants having completed Master degree study abroad (except for the study in the Czech Republic) shall also attach:
- Decision on the recognition of the diploma issued by a foreign university (Section 33, Act 422/2015). The applicant submits the application for recognition of the diploma to the STU Rector's Office, Department of Education and Student Care, Vazovova 5, 812 43 Bratislava 1,
 - Certificate of completion of the Slovak as a foreign language course, at least B1 level. The certificate is submitted only by the candidate who applies for a study programme delivered in the Slovak language (the certificate is not submitted by the applicants who are citizens of the Slovak or Czech Republics, having completed their studies at a university abroad).
- (9) The documents attached to the application are not returned to the applicant; they remain part of the applicant's file.
- (10) If applicants submit application to several study programmes, they are obliged to submit each individual application with all mandatory attachments and pay the fee for material provision of the Admission Procedure in accordance with Section 92 Sub-section 12 of the Act. After the deadline for submitting applications, neither the fee nor part of it will be refunded to the applicant.
- (11) STU MTD Dean can open also the second round of the Admission procedure.

Article 5

Entrance Examination and evaluation of the Entrance Examination results

- (1) The aim of the Doctoral study Entrance Examination is to verify the applicant's professional ability to study the chosen study programme, and to identify the applicant's aptitude for independent creative activity.
- (2) The applicant will be notified on the date, venue and form of the Entrance Examination by a registered letter no later than two weeks before the Examination takes place.
- (3) Entrance Examination, generally oral, is aimed at determining the applicants' aptitude and motivation for independent creative activity in the field of science and technology, as well as finding the appropriate level of their expertise in the particular study field of the related study programme. Entrance Examination includes a written test of the candidate's English language proficiency.
- (4) The result of Entrance Examination is evaluated by the Examination Committee consisting of a Chairperson and at least two members (Article 8, Sec.3 of the Rules for Admission to STU).

- (5) The following issues shall be considered when compiling the List of candidates:
 - a) study achievements in the Master degree study,
 - b) evaluation of Diploma Thesis defence,
 - c) results of Entrance Examination,
 - d) participation in the Student Research Conferences (SRC),
 - e) applicant's previous publication activity.
- (6) Individual assessed issues in the List will be allotted evaluation points as specified in Annex 1.
- (7) In the event of equal number of points allotted to several candidates, the higher score in the following issues in the order indicated shall decide:
 - a) result of the Entrance Examination,
 - b) publication activity,
 - c) placement in SRC,
 - d) study achievements in Master degree,
 - e) evaluation of the Diploma Thesis defence.
- (8) Admitted to Doctoral study may be only the applicants who achieve at least 50% of the maximum possible number of points in the category of knowledge, which is given by the sum of points allotted based on the achievements in Master degree and Entrance Examination (Annex 1). The maximum number of points in the knowledge category is 40.
- (9) If applicants achieve less than 50% of the maximum number of points in the knowledge category, the result of their Entrance Examination is assessed as "Failed". Such a candidate is not admitted owing to the failure to meet the provisions of the Entrance Examination.
- (10) An applicant who achieves at least 50% of the maximum number of points in the Entrance Examination may be admitted to Doctoral studies, if obtaining at least 1 point in the English language test. The maximum number of points allotted for Entrance Examination is 23 (Annex 1).
- (11) If applicants achieve less than 50% of the maximum number of points for the Entrance Examination, the result of their Entrance Examination is evaluated as "Failed". Such candidates are not admitted owing to the failure to meet the provisions of the Entrance Examination.
- (12) If candidate submits credible results of study activity or other materials requested by the Faculty, the Examination Commission may allot the points up to the amount of the maximum point evaluation in the category of knowledge to the applicant who has completed Master degree university study abroad.
- (13) **In exceptional cases, the Entrance Examination** (test of the English language proficiency and discussion in the specified field) **may be conducted utilising the information and communication technologies, without the physical presence of candidate.** The Faculty Dean will decide on such a method of Entrance Examination upon the candidate's

written application. **The candidate is obliged to deliver such application to the Faculty Registrar's Office no later than the deadline determined for submission of applications.**

- (14) Minutes of the Entrance Examination result shall be taken (Article 8 Sub-sec. 5 of the Rules for admission to STU).
- (15) In the case of more applicants registered for the same dissertation topic, the Examination Committee will specify the title of the applicant's dissertation in writing.
- (16) During the Entrance Examination, the applicants declare honestly in a signed document that they will not perform work for another employer during their studies in a full-time method during the time that is shown in the attendance record system by their presence at the workplace or the fulfillment of other duties of a doctoral student.
- (17) Evaluation of the Admission Procedure and proposal on admitting the applicants for Doctoral degree study in the relevant study programme shall be performed by the Admission Committee appointed by the Faculty Dean.
- (18) The order of the admitted candidates will be determined on the basis of attained points. The maximum number of points obtained in the Admission Procedure is 60. Admitted will be the candidates having demonstrated the highest level of study aptitude according to the Further provisions for admission to study determined by the Faculty (Criteria for evaluating the applicants listed in Annex 1).
- (19) The planned number of admitted applicants for Doctoral study to individual study programmes is determined by the Dean (Article 2, Secs 1, 2 of the Rules for admission to STU, in accordance with Sec. 55 Sub-sec. 7 of the Act). In case the provisions for admission are met by a higher number of applicants than the planned number of admitted applicants, the Faculty Dean may decide to admit a higher number of applicants.
- (20) An applicant who does not demonstrate fulfilment of the basic provisions for admission to study at the time of verification of meeting the provisions for admission (Sec 56, Sub-sec.4 of the Act), may be admitted to study conditionally; s/he is then obliged to demonstrate fulfilment of the basic provisions for admission to study at the latest on the day designated for study enrolment registration.

Article 6

Decision on the Admission Procedure result

- (1) The Faculty Dean decides on the admission of an applicant to study upon the Admission Commission recommendation.

(2) The decision on the result of the Admission Procedure shall be delivered in writing to the addressees only to the address of their permanent residence specified in the application.

(3) The applicant may submit a request for review of the result of the Admission Procedure. The applications shall be submitted within eight days from the date of delivery of the Admission Procedure result. The application is submitted to the Faculty Dean. Procedure of the application processing is governed by the Act (Sec. 58 Sub-sec. 8 of the Act and Art. 9, Point 4 of the Rules for admission to STU).

Article 7

Final Provision

Further provisions for admission to Doctoral study programmes at MTF STU in Trnava come into force and effect on the day of approval by the MTF STU Academic Senate.

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

Annex 1: Evaluation of the Doctoral study applicants

| Main category | Sub-categories | | Specification of sub-categories | Points |
|--|---|--|---------------------------------|--------|
| Knowledge (40 points max.) | Achievements in Bachelor degree | Weighted Grade Point Average in Master degree study | up to 1.20 | 10 |
| | | | up to 1.30 | 8 |
| | | | up to 1.40 | 7 |
| | | | up to 1.50 | 6 |
| | | | up to 1.60 | 5 |
| | | | up to 1.70 | 4 |
| | | | up to 1.80 | 3 |
| | | | up to 1.90 | 2 |
| | Diploma thesis and its Defence | A | 7 | |
| | | B | 4 | |
| | Entrance Examination | Evaluation of the applicant's theoretical knowledge necessary for successful completion of Doctoral studies, and the applicant's motivation for Doctoral studies | 0 – 15 | |
| | | | | |
| 80% – 89% | | 6 | | |
| 70% - 79% | | 4 | | |
| 60% – 69% | | 2 | | |
| 50% – 59% | | 1 | | |
| Less than 50% | 0 | | | |
| Research, artistic and professional activity (20 points max.) | Student Research Conference | each 1st place | 5 | |
| | | each 2nd – 3rd place | 3 | |
| | | participation without scoring | 1 | |
| | Publication activity | author/co-author of impact publication, patent or a utility model | 10 | |
| | | author/co-author of other publication or artistic activity in a journal | 7 | |
| | | author/co-author of contribution in conference proceedings | 5 | |
| | | author/co-author of abstract in conference proceedings of abstracts | 3 | |
| | author/co-author of a conference poster | 3 | | |