

Internal Directive
No. 14/2021
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**Further provisions for admission of applicants for
Doctoral degree study programmes at STU MTF in Trnava
in the academic year 2022/2023**

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Vice-dean for education

The Academic Senate of STU MTF in Bratislava with its residence in Trnava, in compliance with Sec. 27 Sub-sec. 1 Par. h), and Sec. 57 of the Act on Higher Education Institutions and on Amendments to Certain Acts No. 131/2002 Coll., and in compliance with the STU Internal Directive 5/2013 Art. 4 Rules and provisions for admission to the Bachelor, Master and Doctoral degrees study programmes at STU dated 25/06/2013, as amended by Supplement No. 1 of 26/06/2017, in its meeting of 01/12/2021 approved

Further provisions for admission of applicants for Doctoral degree study programmes at STU MTF in Trnava in the academic year 2022/2023

Article 1

Introductory Provisions

- (1) Further provisions for admission of applicants to the Doctoral degree study programmes at the STU Faculty of Materials Science and Technology with its registered office in Trnava (hereinafter referred to as "STU MTF") are determined on the basis of Sec. 27 Sub-sec. 1 Par. h) and Sec. 57 Sub-sec. 1 of Act No. 131/2002 Coll. on Higher Education Institutions and on Amendments to Certain Acts, as amended (hereinafter referred to as the "Act"), in compliance with Art. 6 Sec. 4 of the STU Statute, and Art. 4 of the Rules and Provisions of Admission to the Bachelor, Master and Doctoral degree study programmes at the Slovak University of Technology in Bratislava (hereinafter referred to as the "Rules"). They stipulate in detail the deadline for submitting applications for Doctoral university studies, the method of determining the number of admitted applicants for Doctoral study, the provisions for admission and the method of verifying their fulfilment as well as the method of evaluating the results.

Article 2

Basic provision for admission to study

- (1) The basic provision for admission to the Doctoral degree study programme is the completion of the Master degree study programme (Sec. 56 Sub-sec. 2 of the Act).

Article 3

Determining the number of applicants to be admitted

- (1) The planned numbers of applicants admitted to individual study programmes in full-time/internal and part-time/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 the applicants who, according to the provisions of admission, have demonstrated the highest level of ability to study (provisions for the evaluation of applicants 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 electronic form without a guaranteed electronic signature via the Academic Information System (hereinafter "AIS"), which allows the applicants to verify their registration in AIS since the day of its submission until the end of the admission procedure. The application must contain the data required by Sec. 58 Sub-sec. 3 of the Act (Article 5 Point 7 of the Rules).
- (3) The application must be delivered within the period specified by the Faculty, and must contain all the required documents and requisites (Point 5 of this Article).
- (4) Within the admission procedure to the Doctoral study programmes, the applicants may apply for a particular dissertation topic. 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. The candidate may apply for one or more of the listed topics.
- (5) The applicant shall attach the following documents to the application in electronic form via the AIS:
 - a) Copy of university diploma, if the applicant is not an STU MTF Master Degree student in the academic year in which the admission procedure takes place,
 - b) Copy of the State Examination Certificate, if the applicant is not an STU MTF Master Degree student in the academic year in which the admission procedure takes place,
 - c) Copy of the Supplement to the University Diploma or a certified statement of completed subjects with credit assessment, if the applicant is not an STU MTF Master Degree student in the academic year in which the admission procedure takes place.
 - d) Brief proposal of solving the chosen topic of the dissertation thesis (covering letter),
 - e) Curriculum Vitae
 - f) Copy of the proof paying the fee for material provision of the Admission Procedure (Sec. 92 Sub-sec. 10 of the Act), if the fee was paid in a manner other than the form of payment prescribed in the Information System. Neither the fee nor part of it will be reimbursed to applicants after the deadline for applications submission.
- (6) **Certified copies of documents in paper form** listed in Point 5 Par. a), b) and c) of this Article shall be submitted by the admitted applicant who is not a Master degree student at MTF in the academic year in which the admission procedure takes place, at the latest on the day of the study enrolment.
- (7) The candidate may also attach to the application the following available documents, and deliver them to the Faculty no later than on the day of entrance examination:
 - a) List of the published and unpublished papers, or expert reviews of those papers,
 - b) Copies of documents on participation and placement in the Student Research Conferences.

- (c) Copies of documents on other significant achievements in their professional activities.
- (8) If the applicants have completed Master Degree university study abroad (except for the study in the Czech Republic), they shall attach to the application a decision on the recognition of a 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 in Bratislava, Department of Education and Student Care, Vazovova 5, 812 43 Bratislava 1
- (9) An applicant may also deliver a written application filled in outside the AIS on a pre-form prescribed by the Ministry of Education, Science, Research and Sport of the Slovak Republic, while the provisions of Point 3 of this Article apply in full to the written application. Copies of the documents mentioned in Points 5 to 7 shall be attached in a paper form.
- (10) The documents attached to the application are not returned to the applicant; they remain part of the applicant's documentation.
- (11) Neither the fee nor part of it will be refunded to the applicant after the deadline for submission of applications.

Article 5

Entrance Examination and method of evaluating the results of the Entrance Examination

- (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 reveal the applicant's eligibility 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 2 weeks before the Examination.
- (3) Entrance Examination, generally oral, is aimed at revealing the applicants' eligibility and motivation for independent creative activity in the field of science and technology, as well as finding the appropriate level of their expertise within the particular study field of the related study programme. Entrance Examination includes test assessment of the candidates' English language competence.
- (4) The result of the Entrance Examination is evaluated by an Examination Commission consisting of a Chairperson and at least two members (Article 8 Sec.3 of the Rules).
- (5) The following issues shall be considered in the List of candidates:
 - a) Results achieved in the Master degree university 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 categories in the List will be assigned 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 provisions and in the order indicated shall decide:
 - a) Result of the Entrance Examination,
 - b) Publication activity,
 - c) Placement in SRC,
 - d) Study results in the Master degree study,
 - e) Evaluation of the Diploma Thesis Defence.
- (8) Admitted to Doctoral study may be only the applicant who achieves at least 50% of the maximum possible number of points in the category of knowledge, which is given by the sum of points for the results in the Master degree study and for the Entrance Examination (Table 1). The maximum number of points in the knowledge category is 40.
- (9) If a candidates 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 for the Entrance Examination may be admitted to doctoral studies, while obtaining at least 1 point in the English language test. The maximum number of points allotted for the Entrance Examination is 23 (Annex 1).
- (11) If the applicant achieves less than 50% of the maximum number of points for the Entrance Examination, the result of their Entrance Examination is evaluated as "Failed". Such a candidate is not admitted owing to the failure to meet the provisions of the Entrance Examination.
- (12) An Examination Commission may, after submitting credible results of study activity or other materials requested by the Faculty, allot the points up to the amount of the maximum point evaluation in the category of knowledge to the applicant who has completed the Master degree university study abroad.
- (13) In exceptional cases, the Entrance Examination may be conducted via the information and communication technologies, without the physical presence of the candidate. The Faculty Dean will decide on such a method of Entrance Examination on the basis of an applicant's written application. The applicant is obliged to deliver such an application to the Faculty Registrar's Office no later than the deadline set for the submission of applications.
- (14) Minutes of the Entrance Examination result shall be taken (Article 8 Sub-sec. 5 of the Rules).
- (15) 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 Commission appointed by the Faculty Dean.
- (16) The order of the admitted candidates will be compiled on the basis of the achieved points. The maximum number of points obtained in the Admission Procedure is 60.

Admitted will be those having demonstrated the highest level of ability to study according to the further provisions of admission to study determined by the Faculty (Criteria for evaluating the applicants listed in Annex 1).

- (17) The planned number of admitted applicants for Doctoral study in individual study programmes is determined by the Dean (Article 6, Sec 5, letter b) of the STU Statute and Article 2 Sec. 2 of the Rules in accordance with Sec. 55 Sub-sec. 7 of the Act). If 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.
- (18) The applicants who fail to prove meeting the basic provisions for admission to study at the time of verification of meeting the provisions for admission may be admitted to study conditionally, provided that they are obliged to prove meeting the basic provisions for admission to study no later than on the day designated for enrolment (Sec. 58 Sub-sec. 1 of the Act).

Article 6

Decision on the result of the Admission Procedure

- (1) The Faculty Dean decides on the admission of an applicant to study on the basis of the Admissions 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 application shall be submitted within eight days from the date of delivery of the result of the Admission Procedure. The application is submitted to the Faculty Dean. Procedure of the application processing is governed by law (Sec. 58 Sub-sec. 8).

Article 7

Final Provisions

- (1) Further provisions for admission of applicants to Doctoral degree study programmes at STU MTF in Trnava shall enter into force and effect on the day of their approval by the STU MTF Academic Senate.

Approved by STU MTF Management on 16/11/2021

Prof. Ing. Miloš Čambál, CSc.

STU MTF Dean

Approved by STU MTF AS on 01/12/2021

Doc. Ing. Milan Nad', CSc.

STU MTF AS Chair

Annex 1: Evaluation of applicants for Doctoral study

Main category	Sub-categories		Specification of sub-category	Points
Knowledge (40 points max.)	Results of Master study	Weighted Point Average of Master 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
			up to 2.00	1
	Entrance examination	Master thesis and its defence	A	7
			B	4
Scientific, artistic and specific activity (20 points max.)	Student Research Conference	Evaluation of the applicant's theoretical knowledge required for successful completion of doctoral study, and applicant's motivation for doctoral study		0 – 15
		English language test	90% - 100%	8
			80% – 89%	6
			70% - 79%	4
			60% – 69%	2
			50% – 59%	1
			Less than 50%	0
	Publication activity	Each 1st place		5
		Each 2nd – 3rd place		3
		Participation without scoring		1
	Co-author of impact publication, patent or a utility model			10
	Co-author of other publication or artistic activity in a journal			7
	Co-author of contribution in conference proceedings			5
	Co-author of abstract in conference proceedings of abstracts			3