



Dean's Regulation

No. 4/2013

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

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STU MTF Dean's Regulation No. 4/2013

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

Dean's Regulation defines the recording of the attendance of the STU MTF full-time doctoral students (PhD. students) in the workplace. The legislative framework is defined by the Act No. 131/2002 Code and the STU Code of Studies, Par. 44, valid since 1 September 2013.

1. In compliance with Section 58, Subsection 3 Paragraph b) of Act 131/2002 on Universities, doctoral candidates supply the information regarding their previous or the current jobs. At the admission interview, candidates of full-time doctoral study sign an affidavit in which they declare that will not perform work for another employer during their study at the time recorded in the registration system as presence at work or carrying out other obligations of a PhD student.
2. 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.
3. 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) in ESED.
4. Records of attendance are checked monthly in the Institutes of the Faculty. Monthly statement of attendance is signed by the supervisor and director of the Institute. The statement is sent to the MTF Registrar's Division within 7 days after the end of the month.
5. Attendance may be also checked continuously by:
 - 1/ supervisor – checking attendance of all PhD students he/she supervises,
 - 2/ director of the Institute - checking attendance of all PhD students enrolled at the Institute,
 - 3/ vice-dean for doctoral degree - checking 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. individual study outside the workplace, preparation of dissertation thesis, relevant personal obstacles to work and others. In such cases, doctoral student is requested to justify the adequacy of the record in writing. Adequacy of record is confirmed by the signature of supervisor and/or director of the Institute.
7. If studying in external educational institution, the check of the PhD student 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 supervisor and director of Institute), or inadequate justification of the given type of record are both considered as unjustified absence.
9. Absence of a PhD student from the workplace without the prior **written consent** of supervisor and head of the training workplace, 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.

The approval of this Regulation by the Faculty Presidium and Dean's Advisory Board repeals the Regulation No. 4/2011 approved by the Faculty Presidium of 21 June 2011 and Dean's Advisory Board of 27 June 2011.

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