

UNIVERZITA PAVLA JOZEFA ŠAFÁRIKA V KOŠICIACH



Guarantor: Rector's Office

Košice 08/03/2022

Ref. REK00561/2022-UPA/1020

Rector's Methodological Instruction No. 1/2022

on the Organization of the Defence of Doctoral Dissertations at Pavol Jozef Šafárik University in Košice in Scientific Fields, in which the Chairpersons of the Defence Commissions are Employees of Pavol Jozef Šafárik University in Košice

In accordance with the provisions of Section 12(1)(k) of Act No. 131/2002 on Higher Education Institutions and Amendments to Certain Acts, as amended (the "Higher Education Act"), Act No. 53/1964 on the Awarding of Scientific Degrees and on the State Commission for Scientific Degrees, as amended by Act of the National Council of the Slovak Republic No. 324/1996 Coll. and Decree of the Slovak Commission for Scientific Degrees No. 65/1977 Coll. on the Procedure for the Awarding of Scientific Degrees, as amended by Decree of the Slovak Commission for Scientific Degrees No. 302/1990 Coll. and in connection with the provisions of Article 18(1)(k) of the Statute of Pavol Jozef Šafárik University in Košice, as amended by Addendum No. 1 – 5

I issue

this Rector's methodological instruction on the organization of the defence of doctoral dissertations at Pavol Jozef Šafárik University in Košice in scientific fields, in which the Chairpersons of the Defence Commissions are employees of Pavol Jozef Šafárik University in Košice.

Recitals

The intention of this methodological instruction is to coordinate the activities of all organizational units of Pavol Jozef Šafárik University in Košice (UPJŠ) in the organization of defences of doctoral dissertations ("DD").

Article 1

The procedure for awarding the scientific degree "DrSc." is regulated by Decree of the Slovak Commission for Scientific Degrees No. 65/1977 on the Procedure for the Awarding Scientific Degrees, as amended by Decree No. 302/1990 (the "Decree").

Article 2

1. The application for permission to defend the DD (Section 15(1) of the Decree) is submitted by the applicant either directly or through the organization by which they are employed, namely the faculty where the Chairperson of the Defence Commission works. The applicant attaches to their application for permission to defend the DD the documents referred to in Section 15(2)(a) to (h) of the Decree. The list of published works (in accordance with section 15(2)(g) of the Decree) is submitted by the applicant in the form of a certified statement from the library of their main workplace (university library of a higher education institution, or the Institutional Library of the Slovak Academy of Sciences) categorized under Decree No. 397/2020 on the Central Register of Records of Publishing Activities and the Central Register of Records of Artistic Activities. Applicants from abroad submit a list of publication activities in the form of a certified statement from the UPJŠ University Library.
2. The Chairperson of the Defence Commission examines the submitted application and decides whether to continue or suspend the proceedings, acting in accordance with the Decree. When communicating with the Slovak Commission for Scientific Degrees ("SCSD") and with the applicant, the Chairperson of the Commission is assisted by the office or department of science and research of the relevant faculty.
3. The Chairperson of the Defence Commission determines the time and place of the defence within a period not exceeding 2 months after receipt of the reports from all opponents, or after the supplementation or revision thereof (provided for in Section 24(5) of the Decree). The place and time of the defence is usually determined in cooperation with the relevant Vice-Dean for Science and Research.
4. The further procedure for defending the DD is detailed in the provisions of Sections 26 to 30 of the Decree. In the preparation and organization of the defence of the DD, the Chairperson of the Defence Commission is assisted by the office or department for science and research of the relevant faculty.
5. If the defence of the DD is successful, the Chairperson of the Defence Commission submits, within 30 days from the date of the defence, a proposal for the award of the scientific degree and a report with files about the defence to the Scientific Board of UPJŠ in Košice (the "UPJŠ Scientific Board") for the award of the scientific degree to the applicant.
6. The Chairperson of the Defence Commission sends a decision on a rejection by the Defence Commission together with the record of the defence (Section 29(2) of the Decree) within 30 days from the date of the defence to the Slovak Commission for Scientific Degrees.

Article 3

1. At a meeting of the UPJŠ Scientific Board, the Chairperson of the Defence Commission or a member of the Commission authorised by the Chairperson presents the report on the defence after a short presentation of the thesis by the applicant. On the basis of the report from the Chairperson and the file documentation, the UPJŠ Scientific Board assesses whether the conditions set out in the Decree on the Procedure for Awarding Scientific Degrees and all essential factual and formal requirements of the defence have been fulfilled.
2. If it finds that all the conditions and essential elements of the defence have been fulfilled,

it will decide upon the award of the scientific degree by secret ballot. A proposal for the award of a scientific degree is approved if an absolute majority of the members of the UPJŠ Scientific Board present vote in favour, while the presence of at least two-thirds of its members is required during deliberations and decision-making of the UPJŠ Scientific Board (Section 35(2) of the Decree). From the administrative point of view, all the necessary materials for the meeting of the UPJŠ Scientific Board are prepared by the Department for Science and Research of the Rector's Office of UPJŠ.

3. The UPJŠ Scientific Board rejects the proposal if it finds that the established conditions for awarding the scientific degree have not been met. If this happened because the essential elements of the defence were not fulfilled, the UPJŠ Scientific Board cancels the defence and takes steps to ensure the proper organization of the new defence.
4. The UPJŠ Scientific Board shall send a written copy of the decision to the applicant, the organization with which the applicant is employed, the relevant Defence Commission and, under the model set out in the annex to the decree (annexes IIb and IIIb), also to the SCSD, which ensures the publication of the notice of the awarding of the scientific degree.
5. The diploma is issued by UPJŠ on the basis of an instruction from the SCSD. The issued diploma is usually handed over to the applicant by the Rector of UPJŠ at a ceremonial gathering organized by the Slovak Commission for Scientific Degrees.

Article 4

1. With the entry into force of this methodological instruction, methodological instruction No. 1/2012 ref. No. 1255/2012 is hereby cancelled.
2. This methodological instruction shall become valid and effective on the day of its signature by the Rector of UPJŠ.

Prof. RNDr. Pavol Sovák, CSc.
Rector of UPJŠ