

UNIVERZITA PAVLA JOZEFA ŠAFÁRIKA
V KOŠICIACH



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**Doctoral Study Regulations
Pavol Jozef Šafárik University in Košice**

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The Academic Senate of UPJŠ in Košice, at its meeting held on 23.02.2023 approved the study regulations for doctoral studies of Pavol Jozef Šafárik University in Košice (the “study rules” or “rules”), which, under the provisions of Section 15(1)(c) of Act no. 131/2002 on Higher Education and on the Amendment of Certain Acts, as amended (the “HEI Act”), is an internal regulation of Pavol Jozef Šafárik University in Košice.

PART ONE GENERAL PROVISIONS

Art. 1 Recitals

- (1) Doctoral studies are the third level of higher education.¹ Pavol Jozef Šafárik University in Košice (the “University” or “UPJŠ”) through its faculties provides doctoral studies in registered fields of study² under accredited programmes.³
- (2) Doctoral programmes at UPJŠ are conducted at faculties. An external educational institution⁴ with which the university has concluded a framework agreement on doctoral studies (an “external educational institution”)⁵ may also participate in the implementation of a doctoral programme upon the proposal of the faculty and with which it concludes an individual agreement for each doctoral student.⁶ A training workplace is an organizational unit of the faculty (department, institute, department, clinic, etc.) or the workplace of an external educational institution, which creates professional, material and technical conditions for the successful preparation and defence of the dissertation by the doctoral student.
- (3) The rules for the organization of doctoral studies are regulated by the Act on Higher Education Institutions.
- (4) Doctoral studies are conducted in full-time and part-time forms.⁷ A higher education institution or an external educational institution provides a full-time scholarship to a student in a doctoral programme.⁸
- (5) Doctoral studies take place under an individual study plan under the supervision of a supervisor.

Art. 2 Subject committee

- (1) A subject committee is established for an accredited doctoral programme that the University is authorised under legislation to conduct and for which to award the academic title “philosophiæ doctor” (abbreviated as “PhD.”) to graduates of the given doctoral programme.
- (2) If two or more doctoral programmes are conducted at the faculty in one programme, the Dean of the faculty may, on the basis of a proposal from the persons responsible for the implementation, development and quality assurance of the particular programmes, establish
 - a) one subject committee covering all doctoral programmes conducted in the given programme,
 - b) a subject committee for each individual doctoral programme conducted in the given programme.

¹ Section 2 para. 5, Section 51 para. 2 and Section 54 of Act no. 131/2002

² Section 50 para. 3 of Act no. 131/2002

³ Section 51 para. 1, Section 54 para. 1 of Act no. 131/2002

⁴ Rector’s decision no. 6/2019, issuing the rules of cooperation of UPJŠ with external educational institutions taking part in the provision of third level programmes of study.

⁵ Section 54 para. 12 of Act no. 131/2002

⁶ Where the text uses male pronouns, it should be read as including male and female persons.

⁷ Section 60 para. 1 of Act no. 131/2002

⁸ Section 54 para. 18 of Act no. 131/2002

- (3) The subject committee is the body that ensures, monitors and evaluates the professional level of doctoral studies in an accredited doctoral programme.⁹
- (4) Pavol Jozef Šafárik University in Košice may, based on an agreement with another higher education institution(s), form joint subject committees ("JSC") for individual programmes, in which it has been granted the right to award the corresponding academic title "philosophiæ doctor" after successful completion of the doctoral programme. Each of the higher education institutions forming the JSC has adequate representation of members in it. The provisions of this Regulation shall apply analogously to a JSC.
- (5) If doctoral studies are conducted in cooperation with an external educational institution, that institution is adequately represented in a subject committee and such a subject committee is not considered to be a joint subject committee.¹⁰

Art. 3

Establishment and dissolution of the subject committee

- (1) The subject committee is established by the Dean of the faculty at which the PhD programme is accredited, after approval by the Scientific Council of the Faculty (also referred to as the "Scientific Council") on the basis of a proposal of a person to be responsible for the implementation, development and quality assurance of the programme (the "person responsible for the programme"). This person is working as a professor in the relevant programme for a fixed weekly working time. When establishing a subject committee for several doctoral programmes in a given field under Article 2(1)(a), a joint proposal of the persons responsible for all doctoral programmes is required.
- (2) The Dean establishes a subject committee for the period for which the right to award the corresponding academic degree upon successful completion of the doctoral programme is granted.
- (3) The person responsible for the programme shall request the Dean establish a subject committee immediately after accreditation of the relevant doctoral programme. An integral part of the request is the proposal for the members of the subject committee and their scientific/artistic-pedagogical characteristics.
- (4) If a new doctoral programme is accredited in a field with an already established subject committee covering all doctoral programmes conducted in the given programme, the chair of the subject committee, in consultation with the person responsible for the programme of the new programme, shall ask the dean to include the new programme in the subject committee together with a proposal to add new members of the subject committee in accordance with Article 2, paragraph 2, and also Article 3(2).
- (5) In justified cases, especially in the case of insufficient fulfilment of the mission and duties of the subject committee, after withdrawal of accreditation of the relevant doctoral programme or if the faculty has cancelled the relevant accredited programme, the dean may abolish the subject committee after approval in the scientific council.

Art. 4

Members of the subject committee, their appointment and dismissal

- (1) The subject committee consists of the chair and at least four and no more than nineteen other members, usually depending on the number of associated programmes, and also on whether an external educational institution is involved in the implementation of the programme or whether an agreement on joint defence of dissertations in the relevant accredited doctoral programme with a foreign higher education institution has been implemented.

⁹ Section 54 para. 17 of Act no. 131/2002

¹⁰ Section 54 para. 17 of Act no. 131/2002

- (2) At least one of the members of the subject committee must have the scientific and pedagogical title of professor. This person acts as a professor in the relevant programme for a fixed weekly working time.¹¹ Other members of the subject committee may be university teachers in the position of professor or associate professor or scientists with scientific qualification level I or IIa, if they meet the criteria for obtaining the scientific and pedagogical title of professor or associate professor at Pavol Jozef Šafárik University in Košice, under the current version of the rector's decision determining the criteria for obtaining scientific-pedagogical titles and artistic-pedagogical titles of associate professor and professor at Pavol Jozef Šafárik University in Košice regarding creative activities in the relevant programme.
- (3) Not more than a third of the committee consists of external members, university teachers from other higher education institutions who hold the position of professor or associate professor or other similar position in a research institution (scientists with scientific qualification level I, IIa), working in relation to science, technology or art under the focus of creative activity of the particular programme or prominent experts in the given programme from legal entities performing research and development or from practice. A member of a subject committee from an external educational institution or from a foreign partner university in the case of doctorates under dual supervision is not considered an external member of the subject committee.
- (4) The selection of members of the subject committee corresponds to the widest possible coverage of the content focus of the particular programme/department.
- (5) Members of the subject committee who are faculty/university employees must be employed by the faculty/university for a fixed weekly working time. If such a member ceases to be employed by the faculty/university for the stipulated weekly working time, he/she automatically becomes an external member of the subject committee.
- (6) A member of the subject committee of one programme may also be a member of the subject committee of another programme.
- (7) On the basis of the proposal of the chair of the subject committee approved by the resolution of the subject committee and after submission of the relevant scientific/artistic-pedagogical characteristics proposed, the Scientific Council may approve the addition of a new member or new members to the subject committee.
- (8) After approval of the proposal for appointment as a member of the Scientific Council, the Dean shall appoint a member of the subject committee at maximum for the period of establishment of the relevant subject committee under Article 3(2) of these Rules.
- (9) Membership in a subject committee shall lapse:
 - a) upon resignation from the mandate of a member of a subject committee,
 - b) at the end of the period for which the member was appointed,
 - c) upon the death of the member of the subject committee,
 - d) upon dismissal by the Dean of the Faculty after approval by the Scientific Council.

Art. 5

Mission, activities and organizational rules of the subject committee

- (1) The person responsible for the programme shall, no later than one month after the Scientific Council approves the composition of the subject committee, convene its first meeting at which the Dean or a Vice-Dean authorized by him shall hand over the appointment decrees to its members. At the first meeting, the chair of the subject committee shall be elected by secret ballot.
- (2) In the event of a subject committee covering several doctoral programmes conducted in a given programme, the first meeting of the subject committee shall be convened and chaired by the dean's designated person responsible for the programme.

¹¹ Art. 6 para. 4 of the SAAHE standards for the study programme.

- (3) Organizational and administrative work related to the activities of the subject committee is performed by the faculty through the workplace that conducts the relevant doctoral programme or another organizational unit of the faculty designated by the dean of the faculty. The Dean of the faculty is responsible for creating appropriate conditions for the fulfilment of the mission of the subject committee and the activities of its members.
- (4) In particular, the subject committee:
 - a) monitors and evaluates doctoral studies in the given programme,¹²
 - b) approves dissertation topics,
 - c) approves the individual study plan of a doctoral student,¹³
 - d) suggests to the dean opponents of the dissertation,
 - e) suggests to the dean the composition of an examination committee for the defence of the dissertation,
 - f) proposes new members of the subject committee and supervisors within the scope of the subject committee,
 - g) proposes to the dean the removal of a member of the subject committee;
 - h) participates in other decisions defined in these Study Regulations.
- (5) Proposals under paragraph 4(d) to (g) shall be submitted to the Dean by the chair of the subject committee without undue delay after the decision of the Subject committee has been taken.
- (6) In particular, the Chair of the Subject committee:
 - a) proposes to the Dean the chair and members of the admissions committee for the entrance examination for doctoral studies,
 - b) proposes to the Dean the chair and members of the examining committee for a dissertation examination,
 - c) proposes to the dean the opponent of the written dissertation paper for the dissertation exam,
 - d) comments on the request of the doctoral student for permission to defend the dissertation,
 - e) examines the fulfilment of the content and formal requirements for the dissertation,
 - f) invites a doctoral student to eliminate deficiencies in the prescribed requirements of the dissertation paper or the request for permission to defend the dissertation,
 - g) expresses its opinion on the transfer of credits as part of academic mobility of doctoral students,
 - h) comments on the request of a doctoral student to change the programme,
 - i) expresses their opinion on the recognition of completion of modules when changing programme of doctoral studies and when changing the form of doctoral studies,
 - j) comments on a change of the topic of a doctoral student's dissertation,
 - k) approves the annual fulfilment of the individual study plan of the doctoral student,
 - l) participates in other decisions defined in these Study Regulations.

Art. 6

Rules of Procedure of the Subject Committee

- (1) Subject committee meetings shall not be public and shall be held as required. As a rule, the President calls a meeting 7 days before its date and also determines its agenda.
- (2) Members of a subject committee may, at the beginning of a meeting, submit proposals to the chair for amendments or additions to the agenda.
- (3) The deliberations of the subject committee are chaired by its chair.

¹² Section 54 para. 17 first sentence of Act no. 131/2002

¹³ Section 54 para. 8 of Act no. 131/2002

- (4) A subject committee is deemed to be quorate if more than half of its members are present at the meeting. For a valid resolution to be adopted, an absolute majority of the votes of the members of the subject committee present is required. In the event of a tie, the Chair shall have the casting vote. As a rule, the vote is held in public, unless otherwise agreed by the subject committee. In the case of the election of the chair of the subject committee, the vote is secret. If necessary, it is possible to perform voting remotely, if the next regular meeting of the committee would unacceptably delay the implementation of the programme or if the chair of the committee so decides.
- (5) Based on the decision of the chair of the subject committee, the meeting of the subject committee may be held using teleconferencing technology, provided that reciprocal/multilateral communication between all parties involved is ensured.
- (6) The meeting is organised by the President, who ensures preparation of the minutes of the meeting through the department responsible for organizational and administrative work. The chair of the subject committee shall ensure the immediate delivery of the minutes of the meeting to the individual members of the subject committee and to the department of doctoral studies, which shall archive them.

Art. 7

Study Programme Council

- (1) The Study Programme Council (the SPC) is a body for the preparation and design of the programme, for monitoring, evaluation and adjustment of the programme in accordance with the standards of the Slovak Accreditation Agency for Higher Education (SAAHE) under Act no. 269/2018 on Quality Assurance in Higher Education, as amended (the "Quality Act") and related legislative documents.¹⁴
- (2) The SPC are established and appointed by decision of the Dean of the Faculty.
- (3) The chair of the SPC is a person who has the relevant competencies and bears the main responsibility for the implementation, development and quality assurance of the particular programme and provides a profile module. This person acts as a professor in the relevant programme for a fixed weekly working time.
- (4) The members of the SPC include at least four (in specific cases two)¹⁵ university teachers in the position of professor or associate professor, who work in the relevant programme for the established weekly working time and provide profile study modules in the relevant programme¹⁶. Other members of the SPC are: employers/alumni representative(s) and student representative(s).
- (5) The basic task of the SPC is to submit a proposal for a new programme and proposals for modifications of the programme under the standards for the programme SAAHE.
- (6) The SPC continuously monitors, regularly evaluates and adjusts the particular programme in order to ensure that it complies with the standards for the programme and that the achieved goals and outcomes of education are in line with the needs of students, employers and other stakeholders, correspond to current knowledge and the current state of their applications, current technological possibilities and that the level of graduates, especially through achieved learning outcomes, is in line with the required level of qualifications framework.
- (7) The process of monitoring and periodic evaluation of the particular programme includes gathering relevant feedback from programme stakeholders who are also involved in the preparation of its evaluation methodology.

¹⁴ Art. 2, 3 a 11 of the SAAHE standards for the study programme.

¹⁵ A specific case is a subject where the content definition relates to the preparation of specialists for a regulated profession with coordination of education stated in annex no. 2 of Ministry of Education Decree no. 16/2016 and originates out of the specializations assigned to regulated professions under Government Regulation no. 296/2010.

¹⁶ Art. 6 para. 3 of the SAAHE standards for the study programme.

- (8) The results of the feedback evaluation under paragraph 6 of the SPC will be reflected in the adoption of measures to improve the programme.
- (9) The SPC periodically approves the relevant programme in accordance with the formalized processes of the internal system in the period corresponding to its standard length of study.
- (10) The status, powers, composition and rules of procedure of the programme committee are regulated by a specific internal regulation of UPJŠ.

Art. 8

Qualifications for the position of supervisor

- (1) The position of supervisor for a given doctoral programme may be performed by university teachers or researchers of Pavol Jozef Šafárik University in Košice or other experts after approval by the Faculty's Scientific Council. The function of tutor for topics advertised by an external educational institution may be performed by persons approved by that institution. The external educational institution will inform the scientific council of the faculty of the scientific/artistic-pedagogical characteristics of these supervisors.
- (2) The function of supervisor for a given doctoral programme may be performed by university teachers who are in the position of professor or associate professor. In the event of researchers, the position of supervisor may be performed by a senior scientist with qualification level I and an independent researcher with qualification level IIa, if he/she meets the criteria for obtaining the scientific and pedagogical title of professor or associate professor at Pavol Jozef Šafárik University in Košice, under the current version of the decision of the Rector determining the criteria for obtaining scientific-pedagogical titles and artistic-pedagogical titles of associate professor and professor at Pavol Jozef Šafárik University in Košice regarding creative activities in the relevant programme. Another expert may be a supervisor if he/she meets the criteria for obtaining the scientific and pedagogical title of professor or associate professor at Pavol Jozef Šafárik University in Košice, under the version in force of the rector's decision determining the criteria for obtaining the scientific-pedagogical titles and artistic-pedagogical titles of associate professor and professor at Pavol Jozef Šafárik University in Košice regarding creative activity in the relevant programme.
- (3) The supervisor for dissertation topics published by an external educational institution may be a researcher approved by this institution, with achieved scientific qualification level IIa, or higher in accordance with the applicable provisions Section 15(6) of Act no. 133/2002 on the Slovak Academy of Sciences, as amended, if he/she meets the criteria for obtaining the scientific and pedagogical title of professor or associate professor at Pavol Jozef Šafárik University in Košice, under the currently valid version of the rector's decision, determining the criteria for obtaining scientific-pedagogical titles and artistic-pedagogical titles of associate professor and professor at Pavol Jozef Šafárik University in Košice regarding creative activity in the relevant programme and after approval in the scientific council of the faculty where the doctoral studies takes place.

Art. 9

Rules for the approval of supervisors of doctoral studies

- (1) This article regulates the rules for approving supervisors of doctoral studies under Section 3(3)(d) of the Quality Act.
- (2) Doctoral study supervisors are approved by the Scientific Council of the faculty where the particular doctoral programme takes place. Proposals are submitted to the Scientific Council of the faculty by
 - a) the chair of the union committee or the dean, if the person proposed for the position of supervisor is a faculty employee or other expert;
 - b) the director/head of an external educational institution, if the person proposed for the position of supervisor is an employee of an external educational institution contractually cooperating in the provision of the programme of the third level.
- (3) The proposal for approval of the supervisor shall contain the scientific/artistic-pedagogical characteristics of the person proposed for the post of supervisor.

- (4) The list of approved supervisors is part of the documentation of the accredited doctoral programme.
- (5) The faculty may determine by its internal regulation that, in addition to the supervisor, other persons involved in the training are appointed (for example, "consultant supervisor"), without prejudice to the supervisor's responsibility for conducting work; In this case, the faculty also determines the conditions for approval of such persons and the qualifications required for such persons.

Art. 10
Performance of the function of supervisor

- (1) The supervisor suggests to the chair of the subject committee of the programme the topics of dissertations; The chair of the subject committee submits the topics of dissertations for approval to the subject committee.
- (2) In particular, the supervisor:
 - a) at least once every three years, is obliged to write the topic of the dissertation that the faculty or external educational institution offers to applicants for doctoral studies, if at that time he/she is not the supervisor of any doctoral student,
 - b) professionally leads a doctoral student during doctoral studies,
 - c) in cooperation with the doctoral student, prepares an individual study plan and submits it for approval to the subject committee for the programme/field,
 - d) manages and professionally guarantees the fulfilment of the individual study plan, controls the fulfilment of pedagogical activities of the doctoral student and once a year comments on the fulfilment of the individual study plan of the doctoral student,
 - e) determines the focus of the dissertation project and specifies the topic of the dissertation together with the doctoral student,
 - f) submits to the chair of the subject committee an annual evaluation of the fulfilment of the individual study plan,
 - g) submits to the Dean a proposal to exclude a doctoral student from the PhD study for non-fulfilment of the conditions of the control stage of doctoral studies or non-fulfilment of the individual study plan,
 - h) comments on the request of the doctoral student to interrupt his/her studies,
 - i) comments on the request of the doctoral student to change the programme or its form,
 - j) recommends the doctoral student in case of his/her interest in a study stay in other relevant domestic or foreign institutions of science, education and research,
 - k) proposes to the chair of the subject committee the transfer of credits within the framework of academic mobility of the doctoral student,
 - l) arrange for consultations with other experts as necessary,
 - m) grants the doctoral student a specified number of credits for completed stages of individual study of scientific literature, for completed stages of the scientific part of his/her study plan and for the dissertation paper, if accepted for defence,
 - n) participates in the dissertation examination of a doctoral student and has the right to express himself in its evaluation,
 - o) elaborates the working characteristics of the doctoral student for the defence of the dissertation paper and comments on the result of checking the originality of the work,
 - p) participates in the defence of the doctoral student's dissertation and has the right to express himself in its evaluation,
 - q) ensure, together with the head of the training workplace, conditions for the doctoral student to properly perform pedagogical activity or other professional activity related to pedagogical activity,
 - r) participates in the fulfilment of other tasks defined in these Study Regulations.

- (3) The supervisor may simultaneously lead up to 5 full-time doctoral students. The maximum number of part-time doctoral students who may be led by one supervisor is determined by the Dean of the faculty where the programme takes place.
- (4) The duties of the supervisor shall cease upon
 - a) resignation at his/her own request,
 - b) removal from office by the scientific council of the faculty; the Faculty Scientific Council dismisses the supervisor if he/she repeatedly fails to fulfil his/her obligations arising from the internal regulations of the University or Faculty,
 - c) a decision of the external educational institution, in the case of a supervisor approved by the external educational institution,
 - d) termination of employment relationship with a faculty or external educational institution, unless the dean or director of the external educational institution decides on the continuation of the function of the supervisor on the basis of an agreement on work performed outside the employment relationship or on the basis of a cooperation agreement concluded on a basis other than employment law,
 - e) cancellation of the programme.
- (5) The duties of the supervisor referred to in paragraph 4 may be terminated
 - a) in relation to all doctoral students whom the supervisor leads,
 - b) in relation to a specific doctoral student whom the supervisor leads.
- (6) If the duties of the supervisor are terminated for the reasons referred to in paragraph 4(a) to (d), on the proposal of the chair of the subject committee, the dean shall immediately appoint another supervisor for the doctoral student in accordance with these rules.
- (7) During the interruption of the doctoral student's studies, the performance of the supervisor's function vis-à-vis the given doctoral student is also interrupted.
- (8) During studies, there may be a change of supervisor of the doctoral student. The proposal to change the supervisor is approved by the Dean of the faculty on the proposal of the chair of the subject committee.

P A R T T W O

STUDY PART OF DOCTORAL STUDIES

Art. 11

Admission to doctoral studies, enrolment in studies and enrolment in the next part of studies

- (1) At least two months before the date of submission of applications for doctoral studies, the Dean shall announce at least two months before the date of submission of applications for doctoral studies the topics of dissertations in Slovak and English that can be applied for within the admission procedure; If it is a topic declared by an external educational institution, it shall also indicate the name of that institution. For each announced topic, the name of the programme, usually a brief abstract in Slovak and English, the name of the supervisor, the form of study (full-time or part-time), the deadline for submitting applications and the expected date of the admission procedure, are stated. Dissertation topics are approved by the subject committee. The topics of the dissertation theses together with the above requirements are published in the Academic Information System ("AiS2") and on the website of the University and the Faculty.
- (2) The applicant applies electronically or in writing following the instructions published on the website of the university or faculty. The application must be received within the deadline set by the faculty.
- (3) The applicant attaches to the application form:
 - a) their CV
 - b) certified copies of documents on educational attainment and citizenship,

- c) a list of his/her published works or a list of results of other professional activities related to the programme for which the applicant is applying, or reviews of these works and activities,
 - d) framework project of the applicant on the topic of the dissertation paper, if required by the internal regulation of the faculty,
 - e) other particulars laid down in the conditions for the admission procedure.
- (4) The Dean invites the applicant to the entrance exam within the period specified in the conditions for the admission procedure, while also informing him of its content focus.
 - (5) The entrance examination takes place before the admission committee, which has at least three members, one of whom is usually the sponsor of the dissertation topic. The admissions committee consists of a chair and at least two members, who are appointed by the dean on the proposal of the chair of the subject committee. At least one of the members of the committee must serve as professor. At least one of the members of the committee must be a member of the subject committee. If it is an admission procedure of an applicant on a topic announced by an external educational institution, a representative of this institution is also a member of the admission committee.
 - (6) The admissions committee evaluates the result of the entrance examination in a non-public session. If several applicants have registered for one topic, it will determine their ranking under the success of the entrance exam. When determining the ranking, it also takes into account the scope and quality of the candidate's professional publishing activity and the results of his/her other professional activity (for example, results in competitions of student scientific and professional works, etc.).
 - (7) Minutes are drawn up on the result of the entrance exam, in which the ranking of applicants and the number of points obtained are indicated. In the minutes, the admissions committee shall state the minimum number of points that had to be achieved at the entrance examination in order to meet the conditions for admission of the applicant to the given programme, if this does not follow from the conditions of the admission procedure. The admissions committee submits to the dean the ranking of applicants and a proposal for admission of successful applicants. If it is a topic that has been listed by an external educational institution, the latter must agree to accept the applicant.
 - (8) Based on the results of the entrance examination, the Dean decides on the admission of the applicant within 30 days from the date of verification of compliance with the conditions for admission to study under the provisions of Section 58(7) of the HEI Act. If he/she decides on the admission of the applicant, he/she also indicates in the decision the name of the supervisor and the topic of the dissertation. In addition to the above, the written decision must contain an operative part, reasons, an instruction on the possibility of submitting a request for review of the decision and it shall be delivered to the applicant personally. A candidate who has received a decision not to be admitted to doctoral studies may submit a request for a review of this decision within eight days from the date of its receipt.¹⁷
 - (9) An applicant admitted to doctoral studies becomes a doctoral student from the date of enrolment in studies,¹⁸ the date of which is determined by the Dean.
 - (10) If the enrolment of an applicant admitted to doctoral studies takes place before the beginning of the academic year in which his/her studies are to begin, the applicant becomes a doctoral student from the beginning of this academic year, unless he/she notifies the faculty in writing by 15 August before the beginning of that academic year that he/she cancels his/her enrolment.¹⁹ If the applicant commences doctoral studies from the beginning of the summer semester, he/she becomes a doctoral student from the date of enrolment; If he/she enrolls before the beginning of the summer semester, he/she becomes a doctoral student on the first day of this summer semester, unless he/she notifies the

¹⁷ Section 58 para. 8 of Act no. 131/2002

¹⁸ Section 69 para. 1 of Act no. 131/2002

¹⁹ Section 69 para. 2 of Act no. 131/2002

faculty in writing 15 days before the start of this summer semester that he/she cancels his/her enrolment.

(11) Three types of enrolment are distinguished:

- a) enrolment in doctoral studies;²⁰ by enrolment in doctoral studies the applicant admitted to doctoral studies becomes a doctoral student,
- b) enrolment in the next part of the doctoral programme ("enrolment in the next part of doctoral studies"); a doctoral student has the right to enrol in the next part of the PhD study if he/she has fulfilled the conditions determined by the programme or these study regulations,²¹
- c) enrolment in part of studies within the framework of academic mobility, taking into account the conditions of the exchange programme or contract between UPJS and the sending higher education institution.

(12) The dates of enrolment in doctoral studies and enrolments in the next part of doctoral studies are determined by the Dean in accordance with the schedule of the academic year.

(13) Enrolment in a module by doctoral students of other higher education institutions is conditional on the prior written consent of the teacher and the dean.

(14) If the doctoral student has not enrolled in the next part of doctoral studies, the faculty invites him or her in writing to enrol within ten working days of receiving this invitation.²²

(15) If, after receiving the invitation, the doctoral student has not enrolled in the next part of the doctoral studies within the specified period or has not requested in writing an extension of this period due to health or other serious reasons preventing him or her from enrolling in the next part of the doctoral studies, in this case the day by which the student should have enrolled in the next part of the doctoral studies is considered to be the day, on which he/she abandoned his studies.²³

Art. 12

Study schedule

(1) The academic year begins on 1 September of the current calendar year and ends on 31 August of the following calendar year.²⁴

(2) The academic year is divided into a winter semester and a summer semester.²⁵

(3) In exceptional and justified cases, doctoral studies may also begin at the beginning of the summer semester.²⁶

(4) PhD study takes place under the supervision of a supervisor under an individual study plan, which is prepared by the supervisor in cooperation with the doctoral student and which is part of the documentation on the doctoral student's study in AiS2. The condition for proper completion of doctoral studies is the completion of the dissertation examination, which is part of the state examinations, and the defence of the dissertation paper. The dissertation is a final paper²⁷. The dissertation, together with its defence, forms one module; The defence of a dissertation is part of the state examinations.²⁸

(5) Doctoral studies consist of a study part and a scientific part.²⁹

²⁰ Section 59 of Act no. 131/2002

²¹ Section 70 para. 1(c) of Act no. 131/2002

²² Section 66 para. 3 of Act no. 131/2002

²³ Section 66 para. 4 of Act no. 131/2002

²⁴ Section 61 para. 1 of Act no. 131/2002

²⁵ Section 61 para. 2 of Act no. 131/2002

²⁶ Section 61 para. 3 second sentence of Act no. 131/2002

²⁷ Section 54 para. 3 of Act no. 131/2002

²⁸ Section 51 para. 3 first sentence of Act no. 131/2002

²⁹ Section 54 para. 8 first sentence of Act no. 131/2002

- (6) The study part of the doctoral studies consists mainly of lectures, seminars and individual study of professional literature necessary for the focus of the dissertation paper and specified in the individual study plan of the doctoral student.³⁰ This part of studies ends with passing the dissertation exam. In addition, a doctoral student has the opportunity to enrol in other modules offered by the faculty or other faculties of UPJŠ in its programmes, especially doctoral, master or doctoral studies, if he/she has not already completed them at the previous level of university study. The study of these modules and individual study of professional literature does not replace the completion of compulsory modules and seminars determined by the study plan, nor the performance of pedagogical activities under paragraph 8.
- (7) The scientific part of the doctoral studies consists of individual or team scientific work by the doctoral student, which is related to the topic of the dissertation paper; The scientific part of doctoral studies is professionally guaranteed by the supervisor.³¹
- (8) Full-time doctoral studies also include the performance of pedagogical activity or other professional activity³² related to pedagogical activity for a maximum of four hours per week, on average for the academic year in which teaching takes place.³³
- (9) The standard length of doctoral studies is determined by an accredited programme, which lasts in full-time form at least three (usually in humanities and social science programmes) and not more than four academic years (usually in natural sciences and medical programmes in fields without specialization). The standard length of part-time PhD study lasts no more than five academic years.³⁴

Art. 13 **Modules of the doctoral programme**

- (1) The module information sheet contains basic data about the module.
- (2) Each module is uniquely identified within the faculty by an internal code and a name and it is usually conceived as single-semester.
- (3) Depending on the obligation to complete them, modules included in the doctoral programme are divided into³⁵
 - a) compulsory –successful completion of these modules is a condition for successful completion of part of the doctoral studies or the entire programme,
 - b) compulsory optional – successful completion of modules of the doctoral student's choice in the structure determined by the programme is a condition for successful completion of part of the doctoral studies or the entire programme,
 - c) elective – other modules that the doctoral student has the opportunity to enrol in to supplement his/her studies and to obtain a sufficient number of credits in the relevant part of the doctoral studies.
- (4) Each module of the study part of the doctoral studies is implemented by one or more educational activities.³⁶ Educational activities are mainly lecture, seminar, exercise, course, laboratory work, excursions and combinations of them.
- (5) As a rule, the learning activities referred to in paragraph 4 are supplemented by individual consultations with teacher(s) and individual study of specialized literature.

³⁰ Section 54 para. 9 of Act no. 131/2002

³¹ Section 54 para. 10 of Act no. 131/2002

³² Section 54 para. 8 to 11 of Act no. 131/2002

³³ Section 54 para. 11 of Act no. 131/2002

³⁴ Section 54 para. 2 of Act no. 131/2002

³⁵ Section 3 para. 2 of the Decree on the Credit System of Studies.

³⁶ Under Section 60 para. 4 of the HEI Act, education activity may be performed in person, via distance-learning or by a combined method.

Art. 14

Credit system of doctoral studies and evaluation of study results

- (1) The credit system is applied in both forms of doctoral studies.
- (2) A credit is a unit of workload of a doctoral student³⁷ and is defined in doctoral studies by analogy with bachelor's, master's and doctor's studies.
- (3) The standard workload of a doctoral student during the academic year is considered to be the performance of activities corresponding to 60 credits in the full-time form of study and 45 credits in the part-time form if the full-time study is three years. If full-time study is four years, the standard load of a part-time doctoral student corresponds to 48 credits.³⁸
- (4) During his/her studies, the doctoral student receives credits for the following activities:
 - a) completion of a study part consisting mainly of specialized doctoral modules in accordance with the individual study plan of the doctoral student. An individual study plan in the form of an enrolment sheet in AiS2 is prepared by a doctoral student with the consent of the supervisor from the modules offered in the programme approved by the SPC in the prescribed structure. Modules are assessed with a grade of "passed" or "not passed". In addition, a doctoral student has the opportunity with the consent of the supervisor to enrol in other modules that they offer in their programmes, especially the Master's (doctor) study of the faculty if they have not already completed them at the previous level of university study. The study of other modules and the individual study of scientific and professional literature cannot replace the completion of compulsory modules defined in the programme, nor the performance of pedagogical activities at the university or faculty.
 - b) independent creative activity in relation to science (publications, completion of a defined stage in own research work, etc.),
 - c) performance of pedagogical activities at the university or faculty (e.g., conducting practical exercises, bachelor theses, theses as part of the student scientific activity, etc.) and curative and preventive activities at the workplaces of the Faculty of Medicine of UPJŠ,
 - d) passing the dissertation exam; where the doctoral student receives a total of 20 credits for successful preparation (submitted and positively evaluated written paper), its defence and successful completion of the dissertation exam,
 - e) preparation of a dissertation and its defence; If the dissertation was accepted for defence and successfully defended, the doctoral student will receive a total of 30 credits.
- (5) The number of credits for activities under (4)(a, b and c) is determined by the competent bodies of the faculty or university in accordance with the rules of the internal quality assessment system at the university and legal regulations. The actual determination of the number of credits for activities under (4)(b and c) is given in Annex 1 to this Regulation.
- (6) The activities referred to in (4) of this Article are not mutually replaceable. Full-time doctoral students of the three-year programme and the part-time form of the four-year programme are obliged to obtain at least 40 credits under (4)(a) and 90 credits under (4)(b) during studies. In the full-time form of the four-year programme and in the part-time form of the five-year programme, he/she is obliged to obtain at least 60 credits under (4) letter a) and 120 credits under (4) letter b).
- (7) If a doctoral student completed part of his/her study at a workplace other than his/her own (e.g., abroad), credits obtained at this workplace are fully counted if he/she was sent to this workplace as part of the fulfilment of his/her study plan on the basis of a study contract and

³⁷ Section 62 para. 2 of Act no. 131/2002

³⁸ Section 62 para. 3 of Act no. 131/2002

on the basis of a transcript of study results prepared for the student by the receiving higher education institution.

- (8) If there is a change of training workplace, a change in the form of doctoral studies, or a change in the programme, the credits obtained previously may be recognised to the doctoral student if to do so is in accordance with his/her new study plan.
- (9) The transfer or award of credits under (7) and (8) is decided by the Dean after the statement of the chair of the subject committee.
- (10) In the full-time form of doctoral studies, the doctoral student must obtain at least 40 credits for his/her progress from the first to the second year of study and at least 90 credits for four consecutive semesters, taking into account the recommended credit structure. In the part-time form of doctoral studies, the doctoral student must obtain at least 30 credits for his/her advancement from the first to the second year of study and at least 70 credits for four consecutive semesters, taking into account the recommended credit structure.
- (11) Failure to meet the conditions specified in paragraph 10 is a reason for exclusion of the doctoral student from studies.
- (12) In both full-time and part-time PhD studies, a doctoral student can register for a dissertation examination after accumulating at least 70 credits if full-time study is three-year and part-time four-year, or 90 credits if full-time study is four-year and part-time five-year.
- (13) A full-time and part-time PhD graduate must obtain at least 180 credits, including credit evaluation for the defence of his/her dissertation paper, if full-time study is three-year and part-time four-year, or 240 credits if full-time study is four-year and part-time study is five-year.³⁹ After a doctoral student obtains 150 or 210 credits during his/her studies and after the supervisor's recommendation to accept the doctoral student's dissertation for defence, he/she may apply for permission to defend it.
- (14) In matters of evaluation of academic achievements, matters are decided by the
 - a) teacher, if it relates to a module of the study part of a doctoral programme or an additional module of the study part of doctoral studies,
 - b) supervisor, if it concerns the module of scientific activity of the doctoral programme,
 - c) head of the training workplace, if it concerns the module of pedagogical activity of the doctoral programme.
- (15) The conditions for passing a module are specified in the module information sheet.
- (16) The doctoral student receives credits for the module. A successfully completed module is considered to have been completed to the extent prescribed in the information sheet with a rating of the grade "passed".

Art. 15

Programme and individual study plan of doctoral student

- (1) The accredited programme defines the prescribed composition of modules and the modules offered. On the basis of it, the supervisor in cooperation with the doctoral student prepares an individual study plan, which he/she submits for approval to the subject committee⁴⁰ and in accordance with which the doctoral student fills in the enrolment sheet in AiS2 (Art. 8(4)). The approved individual study plan is part of the study documentation of the doctoral student. The doctoral student submits the individual study plan to the PhD Study Department
 - a) within 30 days of enrolment in doctoral studies,
 - b) each time the individual study plan is changed.
- (2) During his/her studies, the doctoral student obtains credits for the following areas of activities:

³⁹ Section 54 para. 2 of Act no. 131/2002

⁴⁰ Section 54 para. 8 of Act no. 131/2002

- a) modules of the study part of doctoral studies,
 - b) successfully passing the dissertation exam,
 - c) independent creative activity in relation to science and research, which is related to the topic of the dissertation paper,
 - d) pedagogical activities and other professional activities related to pedagogical activities,
 - e) the dissertation paper and its defence.
- (3) doctoral students must obtain credits in the composition as determined by the programme.
 - (4) The training activities within the framework of doctoral studies referred to in paragraph 2 are not mutually replaceable.
 - (5) The individual study plan of a doctoral student consists of a study part, which is completed with a dissertation examination, a scientific part and a dissertation defence, and it also contains the dates by which the doctoral student should complete individual modules and a dissertation examination. Full-time PhD study also includes the performance of pedagogical activity or other related professional activity including at medical faculties in fields specializing in curative and preventive activities. In the part-time form of doctoral studies, pedagogical activity can be replaced by other professional activity related to pedagogical work, such as conducting final theses, theses within the student scientific activity, preparation of teaching aids and teaching texts, vacation work experience, pedagogical work experience, etc. In the case of a doctoral student who is registered for the topic of a dissertation paper announced by an external educational institution, part of the agreement of the faculty with this institution is also where and how the study part of the programme and the pedagogical activity of the doctoral student will take place.
 - (6) The study part of the study plan of a doctoral student consists mainly of completion of specialized doctoral modules and individual study of professional literature focused on the content of the dissertation paper. Individual study of specialized literature can be divided into stages, which are concluded by the supervisor by awarding a specified number of credits. The individual study plan of the doctoral student contains a list of thematic areas or modules, including professional foreign language, to be taken by the doctoral student, a list of dissertation examination modules selected from the list approved by the subject committee and a list of compulsory and recommended literature to be studied by the doctoral student as part of his/her individual preparation for the dissertation examination.
 - (7) The scientific part of the study plan of a doctoral student consists of his/her individual or collective (team) scientific activity focused on the topic of the dissertation paper. The individual study plan of the doctoral student states the topic of the dissertation paper, which can be modified by the supervisor in the enrolment sheet of the doctoral student with the approval of the chair of the subject committee.
 - (8) In addition to the dissertation paper and written paper for the dissertation examination, the doctoral student must regularly report publication activity registered by the library of the relevant faculty, the scope of which is determined by the subject committee for the particular programme. Individual programmes must have a clearly defined level and nature of creative activities required for successful completion, especially in connection with the dissertation paper.⁴¹
 - (9) Full-time doctoral students can enrol in a maximum of 90 credits in one academic year; part-time doctoral students a maximum 60 credits. In justified cases worthy of specific consideration and upon written request, the Dean may allow a full-time doctoral student to enrol in modules for more than 90 credits in a given academic year and a part-time doctoral student for more than 60 credits. The Dean's decision whether or not to allow enrolment in modules of more than one-and-a-half times the standard load is final and cannot be appealed.

⁴¹ Art. 2 para. 12 of the SAAHE standards for the study programme.

- (10) If a full-time doctoral student grossly neglects the obligations arising from the individual study plan during the academic year (repeated unexcused absence of the doctoral student from the training workplace) or a serious violation of scientific ethics by the doctoral student is proven^{42,43,44} (academic fraud),⁴⁵ the supervisor may propose that disciplinary proceedings be initiated before the Disciplinary or Ethics Committee of UPJŠ or the faculty.

Art. 16

Control stages of studies and annual evaluation of doctoral students

- (1) The progress of studies within the doctoral programme is checked by verifying the number of credits obtained for completed modules.⁴⁶
- (2) The control stage of doctoral studies takes place at the end of each year of study. More detailed dates of controls are determined by the schedule of doctoral studies.
- (3) Continuation of doctoral studies is subject to compliance with the provisions laid down in Article 14(10).
- (4) At the end of each year of studies, the supervisor submits to the Dean an annual evaluation of the fulfilment of the individual study plan of the doctoral student with a statement whether or not he recommends the student's continuation in studies. At the same time, the supervisor evaluates the status and level of fulfilment of the individual study plan of the doctoral student, compliance with deadlines and, if necessary, submits a proposal for modification of his/her individual study plan. The Dean decides, based on the annual evaluation of the doctoral student, whether the doctoral student can continue in his/her studies, and also on any changes in his/her individual study plan.
- (5) The supervisor submits the annual evaluation of the fulfilment of the doctoral student's individual study to the Dean after prior approval by the Chair of the Subject Committee in the period from 10 to 12 calendar months, starting from the month in which the enrolment for study or enrolment in the next part of studies took place.
- (6) The annual evaluation of the fulfilment of the individual study plan of the doctoral student is submitted through AiS2. The annual assessment is part of the doctoral student's personal file.
- (7) A year of study for the purposes of the control stage of studies and annual evaluation of a doctoral student means 12 calendar months, starting from the month in which the enrolment for study or enrolment in the next part of studies took place.
- (8) Failure to meet the conditions for the control stage of doctoral studies referred to in paragraphs 3 and 4 or non-fulfilment of an individual study plan is a reason for the supervisor in the annual evaluation of the doctoral student to submit to the Dean a proposal to exclude the doctoral student from studies under Section 66(1)(c) of the Higher Education Act.

Art. 17

Dissertation exam

- (1) The dissertation exam is a state examination and is public.⁴⁷ The application for the dissertation examination is submitted by the doctoral student through AiS2 within 18 or 24 months from the beginning of their studies, depending on the standard length of study; part-time doctoral student no later than three years from the beginning of their studies. The

⁴² Rector's decision no. 5/2021, Establishing the Principles of Good Practice for Scientific Publication at UPJŠ in Košice and its parts

⁴³ Rector's decision no. 21/2021, Establishing the Rules of Plagiarism Detection at UPJŠ in Košice and its parts

⁴⁴ Rector's decision no. 2/2022, Establishing the Principles of Correct Research Practice at UPJŠ in Košice and its parts

⁴⁵ Section 62b of Act no. 131/2002

⁴⁶ Section 51 para. 4(j) of Act no. 131/2002

⁴⁷ Section 54 para. 3 of Act no. 131/2002

period for registration for the dissertation exam does not include a period of interruption of the doctoral student's studies.

- (2) The doctoral student is obliged to submit a written paper for the dissertation examination together with the application for the dissertation examination (the "written paper"). The condition for granting consent to the dissertation examination is the completion of the modules of the study part of the doctoral studies in the prescribed composition determined by the programme and individual study plan and obtaining at least 70 credits if full-time studies are three-year and in the part-time form is four-year, or 90 credits if full-time studies are four-year and the part-time form is five years.
- (3) Failure to meet the conditions of a doctoral student to register for the dissertation exam or failure to submit a written paper to the dissertation examination within the set deadline is a reason for his/her exclusion from studies.
- (4) The application for the dissertation examination in written form and the written paper prepared for the dissertation examination in two copies and in electronic form are submitted to the chair of the subject committee of the particular programme. The training institution is obliged to archive the written paper for the dissertation exam. Details of the requirements of the application for the dissertation exam and the method of its administration will be published by the faculty on its website.
- (5) To the application for the dissertation exam, the doctoral student attaches a protocol document from the anti-plagiarism system of UPJŠ to the written paper.
- (6) The written paper for the dissertation exam consists of the theses (project) of the dissertation paper, which contain
 - a) dissertation objectives,
 - b) theoretical foundations of the future solution of the dissertation paper,
 - c) the current state of knowledge on the topic of the dissertation paper,
 - d) analysis
 - e) methodological approach to solving the dissertation paper,
 - f) the status of the dissertation paper in progress as of the date of submission of the application for performance.
- (7) The written paper for the dissertation exam is considered by the opponent. No later than 3 weeks after receiving the written paper for the dissertation exam, the opponent prepares a written opinion for the written paper and proposes its evaluation with the classification grade "passed" or "did not pass" or notifies the chair of the subject committee within 1 week after receiving the written paper that he/she cannot prepare an opinion. If, for serious reasons, the opponent cannot attend the dissertation exam, his/her opinion on the written paper will be read out in full by the chair of the committee. The doctoral student has to become acquainted with the opinion on the written paper no later than three working days before the day of the dissertation exam.
- (8) The dean appoints the opponent on the proposal of the union committee. The opponent is chosen from among modules in the relevant field of doctoral studies. The opponent may be a specialist with a third-level higher education, who does not work at the training workplace of the doctoral student (t. j. at a department, institute, clinic or external educational institution) and has no joint publication with him/her. The opponent cannot be a co-author of the publication of a doctoral student, his/her family member, direct superior or subordinate in an employment relationship or similar employment relationship.⁴⁸
- (9) The dissertation exam consists of
 - a) the part consisting of the defence of the written paper and the debate on the written paper;

⁴⁸ Section 116 of Act no. 40/1964, the Civil Code as amended.

- b) the part in which the doctoral student should demonstrate theoretical knowledge in specified thematic areas or modules of the dissertation examination depending on the focus of the dissertation topic to the extent determined by the accreditation file.
- (10) The dissertation exam is held before the examining committee for conducting state examinations. The examining committee must have at least four members. The chair and members of the examining committee are appointed by the dean on the proposal of the chair of the subject committee after discussion in the subject committee of the particular programme; at least one member of the examining committee is not from a training establishment. The following persons have the right to examine at the dissertation exam⁴⁹
 - a) university teachers working as professors and associate professors at UPJŠ,
 - b) other persons authorized to examine at state examinations after approval by the Faculty's Scientific Council.
- (11) If a doctoral student applies for a dissertation topic published by an external educational institution, the dissertation examination is held before an examining committee, in which the members of the faculty designated under paragraph 8 and the members designated by the external educational institution are equally represented.⁵⁰
- (12) An opponent of the written paper may be a member of the examining committee if he/she is a person authorized to examine at the state examination and the dean has designated him as a member of the examination committee on the proposal of the chair of the subject committee after discussion in the subject committee. If the opponent is not a member of the examining committee, he/she is invited to the dissertation exam and has the right to express himself in its evaluation.
- (13) A supervisor may not be a member of the examining committee. The supervisor is invited to the dissertation examination and has the right to express his/her opinion during its evaluation.
- (14) An examining committee is quorate if more than half of its members are present, including the chair and a member of the examining committee who is not from the doctoral student's training workplace.
- (15) The course of the dissertation exam and the announcement of its results are public. The decision of the examining committee on the result of the dissertation examination will take place at a non-public meeting of the examining committee.
- (16) The dissertation exam can be held using teleconferencing technology, if the chair of the committee so decides and it is in accordance with legislation. In this case, the internal regulation determining the conditions for the use of teleconference technology for the purpose of conducting a dissertation examination and defending a dissertation at Pavol Jozef Šafárik University in Košice is followed.
- (17) The evaluation of the dissertation exam is decided by the examining committee by voting. The method of voting shall be determined by the chair of the examining committee.
- (18) The course of both parts of the dissertation exam is evaluated by the committee comprehensively expressing the evaluation "passed" or "did not pass".
- (19) Minutes are drawn up on the dissertation exam, which also includes the opinion of the opponent of the written paper. The minutes shall be signed by the chair and the members of the Committee present.
- (20) The faculty will issue a certificate of completion of the state dissertation examination (section 68(1) of the HEI Act) to the doctoral student on the result of the dissertation examination within 30 days of its completion, unless the doctoral student agrees to the later issue of this document (section 68, (8) of the HEI Act).

⁴⁹ Section 63 para. 3 of Act no. 131/2002

⁵⁰ Section 54 para. 13 of Act no. 131/2002

- (21) If a doctoral student cannot attend the dissertation examination for serious reasons, he/she is obliged to apologize in writing to the chair of the examining committee through the PhD study office in advance or no later than three working days after the date of the dissertation examination, if there were serious obstacles that prevented him/her from apologizing in advance. If a doctoral student fails to appear for the dissertation exam without excuse or if the chair of the examining committee does not accept his/her excuse, he/she is evaluated with a non-passing grade from the given date of the dissertation exam.
- (22) If a doctoral student did not participate in the dissertation exam without excuse or if he or she was assessed with the classification grade "did not pass" at the dissertation exam, he or she is entitled to one correction term, at the earliest after three months have elapsed and no later than one year from the date of the unsuccessful dissertation exam. The provisions of paragraphs 2 to 19 shall apply equally to the corrective date of the dissertation examination. The examining committee does not have to have the same composition on the corrective date of the dissertation exam as on its regular term, and the opponent does not have to be the same.
- (23) Evaluation by the grade "did not pass" on the corrective date of the dissertation examination is a reason for exclusion of the doctoral student from studies under Section 66(1)(c) of the Higher Education Act.

P A R T T H R E E

DISSERTATION PAPER

Art. 18

Application for permission to defend a dissertation paper

- (1) The dissertation is a final paper (section 51(3) of the HEI Act).
- (2) A doctoral student may submit an application for permission to defend a dissertation paper if the student
 - a) has obtained at least 150 credits if full-time studies are three-year and part-time four-year, or 210 credits if full-time studies are four-year and part-time studies are five-year, not counting credits awarded for dissertation defence,
 - b) meets the conditions set by the individual study plan,
 - c) meets the minimum number of authors or co-authors of outputs of creative activities related to the topic of the dissertation paper within the scope of the conditions set by the subject committee for the particular programme.
- (3) The application for permission to defend the dissertation paper is submitted in writing to the dean through the PhD study office. The application is submitted no later than 3 months before the planned end of the doctoral studies. Details of the requirements of the application and its submission will be published by the faculty on the faculty's website and in other ways considered customary at the faculty.
- (4) The doctoral student attaches to the application:
 - a) The dissertation paper in the specified number of copies,
 - b) a list of published works with complete bibliographic data and unpublished scientific works of the doctoral student, and also responses to them, possibly also opinions on them prepared by relevant institutions connected with science or technology,
 - c) justification of differences between the original and submitted dissertation, if the doctoral student submits a new dissertation after unsuccessful defence,
 - d) working characteristics of the doctoral student prepared and signed by the supervisor of the doctoral student with a statement on the result of the check of originality,
 - e) protocols on the originality of the dissertation in a specified number of copies,
 - f) protocols from the anti-plagiarism system of UPJŠ,
 - g) licensing agreements in a specified number of copies,
 - h) biography
 - i) self-summary in a specified number of copies,
 - j) other documents, if provided for by the internal regulation of the faculty.

- (5) The dissertation self-summary is a brief summary of its objectives, basic results and definition of their contribution. A self-summary of no more than 20 pages of A5 format is submitted in Slovak language: introduction, brief overview of the issue, theses of the dissertation paper, selected preparing methods, achieved results, contribution to further development of science and practice, summary in English or another foreign language. Part of the self-summary is also a list of used literature and a list of all published works of a doctoral student arranged under the valid directive on registration of outputs of publishing activities and responses at Pavol Jozef Šafárik University in Košice and its components. The first and second pages of the self-summary must comply with the required UPJŠ model.⁵¹ The internal regulation of the faculty may define other requirements, such as the form and number of copies of the self-summary, the list of addressees for their distribution, etc.
- (6) Before submitting the application, the doctoral student is obliged to send a dissertation for checking originality to the Central Register of Final Paper (CRFP) and the anti-plagiarism system of UPJŠ and sign a license contract. The training facility is obliged to submit the results of the originality check to the relevant PhD study department as part of the documentation for defence. The procedure for assigning a paper and its publication in the CRFP, and also the details of the license contract, are regulated by a specific regulation.⁵¹ The faculty will ensure the submission of opposing opinions to the CRFP.⁵¹

Art. 19

Dissertation requirements

- (1) The basic requirements that must be met by a dissertation paper, the method of its submission, control of originality, archiving and making available are regulated by the current internal regulation on the basic requirements of final theses, rigorous theses and habilitation theses, their publication and making available for the time of their storage and checking of originality valid for UPJŠ and its components.⁵¹
- (2) The doctoral student submits a dissertation for defence in the state language of the Slovak Republic. With the consent of the Dean and the Chair of the Subject Committee, a dissertation may be written and/or defended in a language other than Slovak. In the event of a dissertation written in a language other than the state language, it includes an abstract in the state language.
- (3) doctoral students may also submit their own published work or a set of their own published scientific works whose content elaborates the topic of the dissertation paper. If a doctoral student submits his/her own published work or a set of his/her own publications, he/she will supplement them with a detailed commentary in which he/she will clarify the current state of the issue, the objectives of the dissertation paper, his/her own contribution to the addressed topics and the conclusions drawn in the solution to the dissertation paper.
- (4) As a rule, the dissertation contains an introduction that analyses the current state of knowledge in the issue, characteristics of the goals, a detailed description of the procedures used (methods of work, material), the results obtained, their evaluation, discussion, conclusion (emphasizing the contribution to practice) and a list of used literature.
- (5) If the dissertation is part of a collective work (for example, it is a monograph or a set of published works with an introduction, discussion and conclusions), the doctoral student will indicate his own share and put it in context with the results of other members of the collective.
- (6) The scope of the dissertation is determined by a specific regulation.⁵¹

Art. 20

⁵¹ Directive no. 1/2011 on the Basic Requirements for Final Papers, Theses, Habilitation Papers and their Publication and Disclosure after the Period of their Archiving and Control of Originality valid for UPJŠ in Košice and its parts, no. 4405/2011 dated 3.11.2011 as amended by no. 1944/2012 dated 15. 5. 2012; no. 4687/2012 dated 17. 12. 2012; no. 1095/2014 dated 18. 3. 2014; no. 756/2016 dated 1. 3. 2016.

Preparation of dissertation defence

- (1) The doctoral student submits to the PhD study department together with the application for permission to defend the dissertation paper and the dissertation itself together with the statement of the chair of the subject committee on whether the dissertation meets the required content and formal requirements. If the application for permission to defend the dissertation paper and/or the dissertation itself does not meet the required content and formal requirements, the chair of the subject committee will invite the doctoral student to remedy the deficiencies within a specified period. If it fails to do so, the union committee will decide whether or not to recommend the dissertation for defence. If the application for permission to defend the dissertation and the dissertation meet the requirements or the deficiencies have been eliminated, or if the subject committee recommends a dissertation for defence, the subject committee will propose a minimum of two and a maximum of three opponents and the composition of the examination committee for the defence of the dissertation, including its chair.
- (2) The doctoral student may withdraw the submitted dissertation and the application for permission to defend it no later than the time of publication of the notice on the defence of the dissertation paper under paragraph 10. The Dean decides on the further procedure, and also on the resolution of any disputed issues, on the proposal of the subject committee.
- (3) The defence of the dissertation is held before the examining committee for conducting state examinations. In addition to the chair, the examining committee must have at least four and not more than twelve members. The chair and members of the examining committee are appointed by the dean on the proposal of the subject committee. The following have the right to act as examiner at dissertation paper defences⁵²
 - a) university teachers working as professors and associate professors in the relevant programme,
 - b) other modules approved by the scientific council of the faculty.
- (4) If a doctoral student has applied for a dissertation topic published by an external educational institution, the defence of the dissertation takes place before an examining committee, in which members from the faculty designated under paragraph 3 and members designated by the external educational institution are equally represented.⁵³
- (5) An opponent of a dissertation may be a member of the examining committee if he is a person authorized to examine at the state examination and the dean has designated him as a member of the examination committee on the proposal of the subject committee. If the opponent is not a member of the examining committee, he is invited to defend the dissertation and has the right to express himself when evaluating it.
- (6) A supervisor may not be a member of the examining committee. The supervisor is invited to defend the dissertation and has the right to express himself when evaluating it.
- (7) After receiving all opinions from opponents of the dissertation, the dean immediately forwards the doctoral student's application for the defence of the dissertation paper, together with all the requisites, including the opinions of opponents, to the chair of the examining committee.
- (8) The chair of the examining committee shall, immediately after receiving the materials referred to in the previous paragraph, propose to the dean the time and place of defence of the dissertation. The chair of the examining committee proposes to the dean the date of the defence, as a rule, so that the defence takes place at least before the date of completion of the doctoral studies. The place and time of the defence of the dissertation is determined by the dean.
- (9) The dean invites in writing to defend the dissertation by members of the examination committee, opponents, supervisor and doctoral student.

⁵² Section 63 para. 3 of Act no. 131/2002

⁵³ Section 54 para. 13 of Act no. 131/2002

- (10) The faculty will publish on the website of the faculty and on the official notice board of the faculty no later than 14 days before the specified day of the dissertation defence a notice about the time and place of the dissertation defence containing information on where and how interested parties can get acquainted with the dissertation paper.
- (11) Anyone can submit suggestions, comments or comments on the dissertation to the chair of the examining committee before defending the dissertation. When defending a dissertation, the doctoral student takes a position on the submitted suggestions, comments or statements.

Art. 21

Dissertation opponents and their reviews

- (1) The Dean appoints opponents on the basis of the proposal of the subject committee of the particular programme after the statement of the chair of the subject committee and the supervisor. Opponents are chosen from among experts in the programme of doctoral studies or from among those who work scientifically/artistically in the relevant programme, while at least one opponent is not an employee of UPJŠ. Not more than one opponent may be an employee of the relevant faculty where the relevant programme is implemented, but may not be directly from the doctoral student's training workplace. In the event of doctoral students from an external educational institution, the opponent cannot be an employee of that external educational institution.
- (2) The opponent cannot be a co-author of the publication of a doctoral student, his/her family member,⁵⁴ direct superior or subordinate in an employment relationship or similar employment relationship.
- (3) At least one opponent must act as a professor in the relevant programme or scientifically/artistically in the relevant programme. Other opponents may be persons who meet the requirements for a member of the examining committee in accordance with Article 20(3).
- (4) The Dean sends the dissertation in paper or electronic form to the opponents through the PhD Study Department together with a request for an opinion and
 - a) a list of published works of the doctoral student with complete bibliographic data,
 - b) protocol on originality of the dissertation,
 - c) protocol from the anti-plagiarism system of UPJŠ,
 - d) self-summary,
 - e) or other documents, if provided for by the internal regulation of the faculty.
- (5) The opponent prepares and submits his/her written opinion to the Dean of the Faculty through the PhD Study Department no later than 30 days after its delivery. If the opponent is unable to draw up an opinion, he shall immediately notify the dean. If the opponent does not submit his opinion within the period referred to in the first sentence, the dean will appoint a new opponent.
- (6) The opinion of the opponent contains an objective and critical analysis of the merits and shortcomings of the submitted dissertation, is brief and does not repeat its content. In particular, the opponent shall comment in the opinion on:
 - a) the topicality of the chosen topic,
 - b) the processing methods chosen,
 - c) the achieved result with an indication of what new knowledge the dissertation brings,
 - d) contribution to the further development of science, technology or art,
 - e) whether the dissertation met the stated goal.

⁵⁴ Section 116 of Act no. 40/1964, the Civil Code as amended.

- (7) The opponent evaluates the dissertation under the state of knowledge in the field at the time when the doctoral student submitted an application for permission to defend it. At the end of the written opinion, the opponent comments on whether or not he recommends the dissertation for defence, whether or not he proposes the award of the academic title of PhD on the basis of the submitted dissertation. and at the same time proposes a classification grade "passed" or "did not pass". Without this statement, the opposing opinion cannot be considered complete.
- (8) The fulfilment of the formality of the opponent's opinion under paragraphs 6 and 7 shall be assessed by the chair of the examining committee. If the opponent's opinion does not meet the conditions laid down in (6) and 7, the Dean returns it to the opponent for amendment or revision. At the same time, it shall set a time limit for its resubmission, which shall not exceed 15 days. If the opponent fails to submit his opinion within the deadline and does not do so five days after receiving a new call, the dean will appoint a new opponent after approval by the union committee.
- (9) Together with the invitation to defend the dissertation, the dean sends the opinions of the opponents of the dissertation to the members of the examination committee, the supervisor and the doctoral student. He will also send the self-summary to the members of the examining committee.

Art. 22

Dissertation defence

- (1) The defence of the dissertation paper demonstrates the ability and readiness for independent scientific and creative activity in terms of research or development.⁵⁵
- (2) The defence of the dissertation paper may also take place at a foreign university with which UPJŠ (or its faculty) has concluded an agreement on joint defence of dissertations,⁵⁶ while members from the Slovak side and members designated by the foreign higher education institution are equally represented in the dissertation defence committee.⁵⁷
- (3) The Dean ensures that the defence of the dissertation is conducted no later than three months after the submission of the application for permission to defend it.
- (4) The defence of a dissertation is a state examination and must be conducted no later than 31 August in the last academic year of the standard length of doctoral studies. The defence of a dissertation of above-standard length must take place no later than two years after the expiry of the standard length of study, i.e., no later than 31 August of the second year of its above-standard length of study. In this case, a full-time doctoral student does not receive a scholarship, pays tuition fees for the above-standard length of study and continues to perform tasks at the training workplace.
- (5) A maximum of four defences may be held before the same examining committee on any one day.
- (6) The defence of the dissertation can take place only in the presence of at least two-thirds of all members of the examination committee and at least one opponent of the dissertation, or two opponents if the number of opponents was set at three. If one of the opponents cannot participate in the defence of the dissertation for serious reasons, but recommends a dissertation for defence in the opinion, he proposes a classification degree "passed" and at the same time proposes to award the academic degree of PhD., The defence may be held even without his presence. The opinion of the absent opponent is read in full at the defence of the dissertation.
- (7) The defence of the dissertation and the announcement of its results are public.
- (8) If it is necessary for the conduct of the defence to acquaint the supervisor, opponent or examining committee with data the disclosure of which is excluded in the dissertation paper,

⁵⁵ Section 54 para. 14 of Act no. 131/2002

⁵⁶ Directive no. 2/2020 for the Implementation of Financing Doctorates under Dual Leadership between UPJŠ in Košice and a Foreign Partner University.

⁵⁷ Section 54 para. 19 a 20 of Act no. 131/2002

specifically because it is a trade secret of a third party, classified information or personal data, the student may, subject to the conditions under specific regulations, provide such data in specific non-public documentation that is not part of the dissertation paper and which is intended exclusively for the supervisor, to the opponent and the examining committee.

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- (9) The defence of the dissertation is led by the chair of the examining committee, in an exceptional case, the chair of the examining committee may entrust the management of the defence to another member of the examining committee.
- (10) The defence of the dissertation takes place in the form of a scientific discussion between the doctoral student, opponents of the dissertation, members of the examination committee and other participants about the acquired knowledge and contribution of the dissertation. During the defence of the dissertation, the reasonableness and plausibility of its conclusions and proposals contained in the dissertation are also examined.
- (11) Dissertation defence procedure:
 - a) the defence shall be initiated by the chair of the examining committee, who announces the topic of the dissertation, provides a brief curriculum vitae of the doctoral student and an overview of the scientific papers of the doctoral student and their responses,
 - b) the supervisor acquaints the attendees with the working characteristics of the doctoral student,
 - c) The doctoral student then briefly states the essential content of his/her dissertation, its concept, results and contribution,
 - d) opponents will present substantial parts of their opinions, which will be the subject of discussion; in the absence of the opponent, his/her opinion shall be read out in full by the chair of the examining committee or by a member of the examining committee authorised by him,
 - e) the doctoral student takes a position on the opinions of opponents, commenting on all objections and comments and answering their questions,
 - f) the chair of the examining committee shall inform those present of further suggestions, comments and observations and open a discussion in which all those present may participate; the discussion verifies the correctness, reasonableness, scientific originality and seriousness of the knowledge contained in the dissertation,
 - g) During the discussion, the doctoral student will answer all questions and take a position on all suggestions and comments of participants in the defence of the dissertation.
- (12) At the end of the defence, a closed session of the defence committee is held, attended by its members, including opponents and the supervisor. In a closed session, the conduct and result of the defence and the possibility of using the results of the dissertation paper in practice will be evaluated.
- (13) An examining committee is quorate if at least two-thirds of all members of the examining committee, including its chair, are present.
- (14) The examining committee and opponents (if they are a person authorized to examine at the state examination and the dean has designated them as members of the examination committee on the proposal of the subject committee) decide by secret ballot whether to propose to award the doctoral student an academic degree. The supervisor shall not vote.
- (15) The vote referred to in paragraph 14 shall be taken by ballot papers containing the following information: the name and surname of the doctoral student, the date and place of the defence and the text 'I agree with the award of an academic degree – I do not agree with the granting of an academic degree'. The members of the Committee shall vote by crossing

⁵⁸ Section 62a para. 2 of Act no. 131/2002

out the text with which they disagree ('delete as appropriate'). Any other method of voting by ballot paper is invalid.

- (16) The defence of the dissertation may be held using teleconferencing technology, if the chair of the examining committee so decides and does so in accordance with the legislation. In this case, the internal regulation determining the conditions for the use of teleconference technology for the purpose of conducting a dissertation examination and defending a dissertation at Pavol Jozef Šafárik University in Košice is followed.
- (17) The result of the vote shall be announced by the chair of the examining committee at its public meeting.
- (18) The defence of the dissertation is evaluated with the classification grade "passed" or "did not pass". The overall result of duly completed doctoral studies is assessed with a degree of "passed".
- (19) Minutes are drawn up on the defence of the dissertation. The minutes are signed by the chair and members of the examining committee present at the defence of the dissertation. The minutes together with the doctoral student's file are submitted by the chair of the subject committee of the PhD Study Department within three working days from the date of the defence.
- (20) If a doctoral student is unable to participate in the defence of a dissertation for serious reasons, he/she is obliged to apologize in writing to the chair of the examining committee through the PhD study office in advance, or no later than three working days after the date of the dissertation examination if there were serious obstacles that prevented him/her from apologizing in advance. If a doctoral student fails to appear in defence of a dissertation without an excuse or if the chair of the examining committee does not accept his excuse, he/she is evaluated with a classification grade "did not pass" from the given dissertation defence date.
- (21) If the doctoral student did not participate in the defence of the dissertation without excuse, or if he/she was evaluated at the dissertation defence with the classification grade "did not pass", he/she is entitled to one corrective term. The provisions of Articles 18 to 21 shall apply equally to the corrective date of the dissertation defence. The examining committee does not have to have the same composition on the corrective date of the dissertation exam as on its regular date, and the opponent does not have to be the same either.
- (22) A doctoral student about who, based on the result of the dissertation defence or due to his unexcused absence from the defence, it was proposed not to award an academic degree by the defence committee, may reapply for permission to defend himself in the same programme no earlier than one year from the date on which the defence of his dissertation took place or should have taken place, and no later than two years from the expiry of the standard length of study. In such a case, the Dean, in agreement with the Chair of the Subject Committee, shall determine an alternative date for the defence and notify it to its participants under Article 20(9).
- (23) Assessment with the grade "did not pass" on the corrective date of the dissertation defence is a reason for the exclusion of the doctoral student from studies under Section 66(1)(c) of the Higher Education Act.

Art. 23

Deciding on the award of an academic degree

- (1) Proposal by the examining committee for the award or non-award of the academic title of "doctor" ("philosophiæ doctor" in abbreviation "PhD.")⁵⁹ – the graduate of the doctoral studies, and also the defence documentation and the complete material of the doctoral student are assessed by the Dean of the faculty where the particular programme is implemented.

⁵⁹ Section 54 para. 15 of Act no. 131/2002

- (2) If the Dean finds that the procedure laid down in Article 22 has not been followed during the defence process, he shall annul the proposal of the Examining Committee for the award or non-award of the academic title of “doctor” (“philosophiæ doctor” in abbreviated as “PhD”) and order a repeat of the defence.
- (3) If the Dean finds that the procedure under Article 22 has been followed during the defence procedure and if the Defence Committee has proposed to award the doctoral student an academic degree, the Dean forwards the materials to the Rector with a proposal for awarding the academic title to the doctoral student.
- (4) The academic title “doctor” (“philosophiæ doctor” in abbreviation “PhD.”) awarded by Pavol Jozef Šafárik University in Košice.
- (5) In the case of doctoral studies conducted in cooperation with an external educational institution, the name of that institution is also indicated in the higher education diploma.
- (6) The Rector sends the doctoral student a notice of the granting or not granting an academic degree in writing within 15 days. The notice is sent with delivery in person.
- (7) The Rector issues a document on completion of studies within 30 days from the regular completion of studies, except if the graduate agrees with the later issuance of these documents.⁶⁰

PART FOUR OTHER PROVISIONS

Art. 24

Change of doctoral programme

- (1) In justified cases, especially if this creates more favourable conditions for the fulfilment of the programme during the doctoral studies, the doctoral student has the right to request a change of study programme (including the form of doctoral studies) within the same subject. The change of programme within the same subject does not take place in the form of an admission procedure.
- (2) doctoral students may apply for a change in the programme at the earliest after the end of the winter semester of the first year of study or the academic year, but no later than by the submission of the application for the dissertation examination. doctoral students applying for a change in their programme must prove fulfilment of
 - a) conditions of the control stage of study in the original programme,
 - b) other conditions of admission to study, as of the transfer, which are valid for the particular academic year.
- (3) The request of a doctoral student to change the programme is decided by the Dean after the statement of the chair of the subject committee of the original programme, the chair of the subject committee of the new programme and the supervisor. If the original programme and the new programme are studied at different faculties, then one condition for changing the programme is the consent of both respective deans.
- (4) The time of doctoral studies includes the proportional part of the duration of the completed programme before the change of the doctoral programme.
- (5) The transfer of a student from another higher education institution to study within the same programme is permitted by the Dean in the manner and under the conditions specified in the provisions of Section 59 (4), (5) and (6) of the HEI Act and under the following conditions:
 - a) the student has been admitted to a doctoral programme at the other higher education institution in the same programme to which he/she requests transfer,

⁶⁰ Section 68 para. 8 of Act no. 131/2002

- b) the topic of the student's dissertation corresponds to the professional focus of supervisors within the given programme,
 - c) the capacity of the supervisors under Article 10(5) of these Regulations enables the assumption of the training by the particular supervisor in relation to the student of another higher education institution,
 - d) If a student of the other higher education institution requires full-time PhD enrolment, the economic possibilities of the faculty enable financing of the student's scholarship.
- (6) A student of another higher education institution must submit, together with the application for enrolment in the same programme:
 - a) the decision of the other higher education institution on admission to the doctoral programme, which must contain the programme, form of study and topic of the doctoral student's dissertation paper,
 - b) documents on completion of the dissertation examination at the other higher education institution within the doctoral programme,
 - c) annual evaluations of the student by the supervisor within the doctoral programme at the other higher education institution,
 - d) a list of completed modules within the study part of the doctoral programme with an indication of the number of credits obtained confirmed by the other higher education institution,
 - e) a positive statement by the head of the training site on the existence of the capacity of the supervisors under (5)(c) of this Article,
 - f) a positive statement of the supervisor that the topic of the student's dissertation corresponds to the professional focus of the supervisor under (5) letter b) of this article,
 - g) A positive statement from the faculty that the economic possibilities of the faculty enable funding of the student's scholarship if the student requests full-time enrolment.
- (7) If the enrolment of a doctoral student from another higher education institution is permitted, the credits obtained at another higher education institution may be recognised, if it is in accordance with his/her new individual study plan. If a doctoral student came from the workplace of another higher education institution where there is no credit system or where there is an incompatible credit system, an adequate number of credits may be assigned under the system valid at the relevant faculty. The new training facility may, if necessary, impose on such a student the obligation to obtain additional credits for the activities he or she requires, such as passing differing modules completed by examination.
- (8) doctoral students are obliged to meet the conditions set out in the programme they study after the change.

Art. 25

Recognition of completion of modules

- (1) The recognition of the completion of a module is the award of an evaluation of the module and the consequent acquisition of the appropriate number of credits that are assigned to the module, based on the part of the doctoral studies completed in the past.
- (2) doctoral students applying for transfer and doctoral students applying for a change in the programme may apply for recognition of completion of modules if
 - a) not more than five years have elapsed since the date of evaluation,
 - b) have been graded 'completed', 'passed' or any other equivalent grade; and
 - c) They are in accordance with the new individual study plan of the doctoral student in studies under the current programme.
- (3) The doctoral student will apply for recognition of completion of the modules immediately after the transfer is granted or after the change of the programme is authorised.

- (4) The recognition of completion of modules is decided by the dean after the statement of the chair of the subject committee. The Dean's decision on the recognition or non-recognition of the completion of the modules is final and cannot be appealed.

Art. 26

Interruption of studies and re-enrolment

- (1) The programme may be interrupted by a doctoral student upon his/her written request. The supervisor and the chair of the subject committee comment on the request for interruption of the doctoral student's studies.
- (2) Interruption of studies is permitted by the Dean; The interruption of studies for a doctoral student who has applied for a dissertation paper published by an external educational institution is allowed by the Dean after a positive opinion of the director (head) of the external educational institution.⁶¹ The decision to allow or not to allow the interruption of studies contains a strictly defined period of the interruption of studies; The instruction shall state the day or days on which re-enrolment may be conducted ("re-enrolment"). The Dean's decision to allow or not to allow the interruption of studies is final and cannot be appealed.
- (3) Studies can be interrupted
- a) continuously for a maximum of one year, if the doctoral student did not state the reason for interruption of studies under paragraph b) in the request for interruption of studies and there are no circumstances that make it impossible to interrupt studies,
 - b) for a maximum of three years, if the doctoral student cited serious health reasons, maternity or parental leave or other reasons worthy of consideration as the reason for interrupting studies in the request for interruption of studies.
- (4) Doctoral students can also interrupt their studies a second time. If the studies of a doctoral student are interrupted several times, the total period of interruption of studies may not cumulatively exceed two years, in connection with serious health reasons, maternity or parental leave or other reasons worthy of consideration 3 years.
- (5) During the interruption of the doctoral student's studies, the performance of the function of his/her supervisor is also interrupted.
- (6) If a doctoral student interrupts his/her studies outside the teaching part of the semester, he/she is registered with all assessments of study results within the study of a module obtained up to the date of submission of the request for interruption of studies.
- (7) A doctoral student who interrupts his/her studies ceases to be a student on the date specified in the decision authorizing the interruption of his/her studies.
- (8) A doctoral student whose studies have been interrupted becomes a student from the day of re-enrolment in their doctoral studies.⁶² Re-enrolment is simultaneously enrolment in the next part of studies. The period of interruption of studies is recorded up to the day preceding the day of re-enrolment.
- (9) If a doctoral student fails to appear for re-enrolment, the faculty will invite him or her in writing to appear for enrolment within ten working days of receiving this invitation.⁶³
- (10) If, after receiving an invitation to do so, a doctoral student fails to appear or request an extension of this deadline within the deadline for re-enrolment due to health reasons or other reasons worthy of consideration preventing him or her from appearing for re-

⁶¹ Section 64 para. 2 a 3 of Act no. 131/2002

⁶² Section 69 para. 1 of Act no. 131/2002

⁶³ Section 66 para. 3 of Act no. 131/2002

enrolment, the day on which he/she should have re-enrolled is considered to have abandoned his/her studies.⁶⁴

- (11) If, after a written invitation under paragraph 10, a doctoral student delivers a written declaration of abandonment of study, the period of interruption of studies is recorded as extended until the day when the faculty received a written declaration of abandonment of study.

Art. 27

Regular and other completion of studies

- (1) Doctoral studies end with the successful defence of the dissertation.⁶⁵
- (2) The overall result of duly completed doctoral studies is evaluated with the classification level "passed".
- (3) Studies under the doctoral programme may not exceed its standard length by more than two years and in the part-time form of study it may not exceed its standard length by more than three years.⁶⁶ The standard length of study does not include the time of interruption of doctoral studies.
- (4) The granting of scholarships to full-time doctoral students ends on the last day of the month of successful defence of the dissertation paper within the provision of Article 22 (4) within the standard length of study.
- (5) In addition to the regular completion of doctoral studies, doctoral studies end⁶⁷
 - a) abandonment of studies,
 - b) failure to complete studies within the period specified under (3) of this Article,
 - c) expulsion from study for failure to meet the requirements arising from the programme or these study regulations,
 - d) expulsion from study, if the doctoral student was subject to the disciplinary measure of expulsion from studies for a disciplinary offence,⁶⁸
 - e) cancellation of the programme, if the doctoral student does not accept the offer of UPJŠ to continue studying another doctoral programme,
 - f) the death of a doctoral student.
- (6) doctoral students may leave their studies at their own discretion by a written statement in paper form addressed to the Dean and delivered through the registry of the faculty.
- (7) Abandonment of studies is also considered
 - a) failure to appear for enrolment in the next part of doctoral studies under Article 11(14) and (15);
 - b) failure to appear for re-registration under Article 26(10),
 - c) transfer of a doctoral student to another higher education institution.⁶⁹
- (8) The day of termination of studies is
 - a) under paragraph 5 letter a) the date when the faculty received the written declaration of the doctoral student on the abandonment of studies,
 - b) under paragraph 5(b), the end of the academic year in which the doctoral student was to finish his university studies,
 - c) under paragraph 5(c) and (d), the date on which the decision to exclude the student from studies became final,

⁶⁴ Section 66 para. 4 of Act no. 131/2002 the day on which the doctoral student is held to have left their studies is the final day of the 10-day period under paragraph 10.

⁶⁵ Section 54 para. 14 a Section 65 para. 1 of Act no. 131/2002

⁶⁶ Section 65 para. 2 of Act no. 131/2002

⁶⁷ Section 66 para. 1 of Act no. 131/2002

⁶⁸ Section 72 para. 2(c) of Act no. 131/2002

⁶⁹ Section 59 para. 6 of Act no. 131/2002

- d) under paragraph 5(e), the date on which the faculty announced the cancellation of the doctoral programme.⁷⁰

Art. 28

Tuition fees and fees associated with doctoral studies, studies above-standard length

- (1) Full-time students of doctoral programmes pay tuition fees if the standard length of study is exceeded.
- (2) Full-time doctoral students with above-standard length of study have the rights and obligations of the student, remain at the training workplace and continue to fulfil the duties of a full-time doctoral student, including pedagogical activities.
- (3) The fees associated with doctoral studies and the issuance of a diploma are subject to the provisions of the HEI Act⁷¹, the Statute of Pavol Jozef Šafárik University in Košice, UPJŠ Fee Regulations valid for the given academic year, the methodological instruction determining the method of calculating tuition fees under the provisions of Section 92(6) of Act no. 131/2002 on Higher Education and on the Amendment of Certain Acts, as amended, for the given academic year and other regulations of the University. Foreign nationals pay tuition fees and other fees under the relevant provisions of the HEI Act⁷² and university regulations.

Art. 29

Working conditions of doctoral students, working hours, study leave, working trips

- (1) Training workplaces at the university, faculties and external educational institutions are obliged to create working conditions for full-time doctoral students so that they can fulfil all parts of their study plan at the workplace, including records of their presence at the training workplace. Part of the work of a doctoral student is also individual study, which can be conducted outside the workplace, but only with the consent of the supervisor and with the knowledge of the senior faculty employee.
- (2) Doctoral students are also obliged to perform other tasks beyond the scope of their individual study plan, which are assigned to them by the supervisor, head of the training workplace, senior employee of a faculty, university or external educational institution, arising from the tasks and mission of higher education institutions, especially tasks related to the presentation and promotion of their activities inside and outside the school, but also other activities that enrich the knowledge and competences of the doctoral student acquired during the doctoral studies.
- (3) The presence of a full-time doctoral student at the workplace is recorded in the usual way valid at the training workplace where the doctoral student is enrolled. Full-time doctoral students with the consent of the supervisor are entitled to leave in the aggregate length of 5 weeks, mainly during winter and main holidays, determined by the schedule of the academic year. doctoral students have the right to be at the workplace even during holidays in order to fully fulfil the approved individual study and scientific plan. doctoral students have the right to study leave of 1 week to prepare for the dissertation examination and study leave of 1 week to prepare for the defence of the dissertation paper with the prior consent of the supervisor.
- (4) A doctoral student may be sent on a business trip to perform the work specified by the supervisor or the head of the training workplace. In this case, a contract on the performance of tasks for UPJŠ in Košice, its relevant faculty or external educational institution will be concluded with the doctoral student. The contract is also concluded if the business trip is performed within the framework of solving a specific project, the co-researcher of which is

⁷⁰ Section 66 para. 2 of Act no. 131/2002

⁷¹ Section 92 of Act no. 131/2002

⁷² Section 92 para. 8 of Act no. 131/2002

also a doctoral student. In both cases, the doctoral student is entitled to claim travel allowances in accordance with Act no. 283/2002 on travel allowances, as amended.

- (5) Full-time doctoral students are obliged to report any personal change (marital status, permanent residence address, change of health insurance company) within no more than 7 days to the PhD study department of the faculty.
- (6) Doctoral students in the part-time form of study are obliged to report any personal change (marital status, address of permanent residence, change of ID card) within no more than 7 days to the PhD study department of the faculty.
- (7) Full-time doctoral students must undergo occupational health and safety (OHS) training. The training is provided by the university in cooperation with doctoral study departments at faculties. An entry is made about the training performed, which is entered in the personal file of the doctoral student. The obligation of a doctoral student in the part-time form of study in relation to the completion of OHS training is regulated by the internal regulation of the faculty.

Art. 30

Transitional and final provisions

- (1) With the entry into force of these Doctoral Study Regulations, the Doctoral Study Regulations at Pavol Jozef Šafárik University in Košice, approved by the Academic Senate of UPJŠ on 16/05/2019, are cancelled.
- (2) This study order of doctoral studies of Pavol Jozef Šafárik University in Košice was approved by the Academic Senate of UPJŠ on 23/02/2023.
- (3) Relations not regulated by these Regulations are subject analogously to the provisions of UPJŠ Study Regulations.
- (4) The rights and obligations of doctoral students who were admitted to study before the entry into force of these Study Regulations are governed by these Study Regulations only from its date of effect.
- (5) Individual faculties of UPJŠ may, based on the study regulations of doctoral studies of Pavol Jozef Šafárik University in Košice, issue their own internal regulation regulating doctoral studies adapted to their conditions. Such an internal regulation of the faculty must not conflict with the study rules of doctoral studies of Pavol Jozef Šafárik University in Košice.
- (6) These Study Regulations enter into force on the day of their approval by the AS UPJŠ in Košice and enter into force on 01/09/2023.

JUDr. Renáta Bačárová, PhD., LL.M.
President of the AS of UPJŠ

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

Annex 1

on the Doctoral Study Regulations of Pavol Jozef Šafárik University in Košice

UNIVERZITA PAVLA JOZEFA ŠAFÁRIKA
V KOŠICIACH



Recommended method of assigning credits to modules in the creation of doctoral programmes at UPJŠ

The aim of formulating a recommended method of credit allocation is to create a prerequisite for transparent definition of the student's workload expressed through ECTS credits. ECTS credit is a numerical value assigned to each module, reflecting the estimated amount of work needed to meet the prescribed learning outcomes.

The annual workload of a doctoral student at UPJŠ is set at 2,000 hours, of which 500 hours are allocated to the study part of doctoral studies and 1,500 hours to independent creative activities in relation to science.

The standard load of a student in the study part of doctoral studies for 18 months (750 hours) for a 3-year programme is expressed in the number of 40 ECTS credits. One ECTS credit is equivalent to 18.75 hours of work.

The standard load of a student in the study part of doctoral studies for 24 months (1 000 hours) for a 4-year programme is expressed in the number of 60 ECTS credits. One ECTS credit is equivalent to 16.67 hours of work.

Table 1

Table of recommended distribution of ECTS credits for modules with predominance of self-study in the 3-year programme:

	Recommended proportion	Intensity	6 ECTS credits = 112.5 hours	5 ECTS credits = 93.75 hours	4 ECTS credits = 75 hours	3 ECTS credits = 56.25 Hours	2 ECTS credits = 37.5 hours
Direct teaching (face-to-face, distance, combined)	10 %	hours per semester	11.25	9.375	7.5	5.625	3.75
Individual consultations	10 %	hours per semester	11.25	9.375	7.5	5.625	3.75
Practical activities	40 %	hours per semester	45.00	37.5	30	22.5	15
Self-study	40 %	hours per semester	45.00	37.5	30	22.5	15
	100 %	Indicative total	112.5	93.75	75	56.25	37.5

Individual items and values in the tables can be adjusted accordingly, taking into account the specifics of the implementation of a particular structure and with increased demands on the indicative scope of activities listed in Table 1. A framework explanation of the structure and extent of a student's workload in correlation with expected learning outcomes is contained in the module information sheet.

Recommended distribution of ECTS credits in independent creative activities for medical and natural science programmes of doctoral studies in relation to science:

Scientific work published:	ECTS credits
in a journal* registered in the Web of Science, Scopus or ERIH+ databases classified as Q1 (under SJR or JCR) as first author	40
in a journal registered in the Web of Science, Scopus or ERIH+ databases classified in the Q2 category (under SJR or JCR) as the first author	30
in a journal registered in the Web of Science, Scopus or ERIH+ databases classified in the Q3 category (under SJR or JCR) as the first author	25
in a journal registered in the Web of Science, Scopus or ERIH+ databases classified in the Q4 category (under SJR or JCR) as the first author	20
in a journal registered in the Web of Science, Scopus or ERIH+ databases classified in the Q1 category (under SJR or JCR) as a co-author	30
in a journal registered in the Web of Science, Scopus or ERIH+ databases classified in the Q2 category (under SJR or JCR) as a co-author	20
in a journal registered in the Web of Science, Scopus or ERIH+ databases classified in the Q3 category (under SJR or JCR) as a co-author	15
in a journal registered in the Web of Science, Scopus or ERIH+ databases classified in the Q4 category (under SJR or JCR) as a co-author	10
as a monograph published by Elsevier, Springer, Wiley-Blackwell or Taylor & Francis	40
as a monograph	20
in a foreign magazine	15
in a domestic magazine	10
in peer-reviewed foreign or domestic proceedings	10
in non-peer-reviewed foreign or domestic proceedings	6
for scientific work (from previous categories) after sending to the editorial office	5**
Active presentation of results:	
at an international conference abroad	10
at a domestic conference with foreign participation	5
At a domestic conference	2
Testimonials:***	
registered with SCI or Scopus	20
In monograph	20
in a foreign scientific journal	10
in a domestic scientific journal	5
Other:	
preparation (written paper submitted and positively evaluated by the opponent), its defence and successfully passing the dissertation exam	20
writing the dissertation, its defence; if the dissertation was accepted for defence and successfully defended	30
obtaining an internal grant (VVGs) as principal researcher	10
co-researcher of internal grant (VVGs)	3
co-researcher of an international project	15

co-researcher of domestic project (VEGA, KEGA, APVV...)	10
speech at a departmental or constitutional seminar	5
completion of a study period abroad lasting less than 30 days	5
completion of a study stay abroad lasting more than 30 days	10
supervisor/consultant of the final paper	8
preparation of an opponent's opinion for the final paper	3
student management within student scientific/specialist activity	8
work in a Conference Organizing Committee	3
direct pedagogical activity (maximum 4 semester hours)	2/semester hour****

*work published in proceedings in the LNCS, LNAI or IEEE series are assigned appropriate ECTS credits depending on whether the proceedings are assigned the appropriate quartile, whether they are registered in the Web of Science, Scopus or ERIH+ databases, etc.

**after publication of the paper, the difference in the number of ECTS credits will be allocated relative to the particular category of publication output

the relevant number of ECTS credits will be awarded in accordance with the nature of the response only once, at the end of the doctoral studies before submitting the application for the defence of the dissertation, regardless of the number of responses to the paper

maximum 8 ECTS credits per semester

Recommended distribution of ECTS credits in independent creative activities for social sciences and humanities programmes of doctoral studies in relation to science:

The student obtains a number of credits for the activity performed corresponding to the credit criteria listed below (or after mathematical rounding to an integer):

Scientific monograph/chapter		10
	Number of AH	$x(0-n)^*$
	in a domestic publishing house	x1
	in a foreign publishing house	x1.5
	in a world language	x1.2
	co-authored share	$x(0-1)^*$
University textbook, university teaching texts/chapter		5
	Number of AH	$X(0-n]$
	in a domestic publishing house	x1
	in a foreign publishing house	x1.5
	in a world language	x1.2
	co-authored share	$X(0-1)$
Article in a peer-reviewed scientific journal		10
	in a domestic publishing house	x1
	in a foreign publishing house	x1.5
	WoS, Scopus, CCC - Q1	x4
	WoS, Scopus - Q2	x3
	WoS, Scopus - Q3	x2
	WoS, Scopus, ERIH+ - Q4	x1.5

	co-authored share	X(0-1)
Article in peer-reviewed scientific proceedings		6
	in a domestic publishing house	x1
	in a foreign publishing house	x1.5
	WoS, Scopus, ERIH+	x2
	co-authored share	X(0-1)
		4
Speaking at a scientific conference	domestic	x1
	abroad	x2
Testimonials (quotes, reviews)**		3
	domestic	x1
	abroad	x2
	in citation indices WoS, Scopus	x4
Pedagogical activity	Direct teaching	1/1 hr/week
	Management of bachelor theses	4/1 work
	Opposition of bachelor's theses	2/1 work
	Student scientific activity consultant	4/1 work
	Opponent of Student scientific activity	2/1 work
Grant activity	Head of an internal scientific grant project	10/semester
	Co-researcher of the internal scientific grant project	4/Semester
	Co-researcher of an international research or educational grant project	15/semester
	Co-researcher of a domestic research or educational grant project (APVV, VEGA, KEGA, etc.)	10/semester
	Preparation of an externally funded scientific project	10
Other educational activities	Participation in seminars, trainings and spring schools organized by UPJŠ, SAS or other educational institution	2
	Participation in lectures/seminars organized by the faculty	1
	Completion of a certified module offered by another part of UPJŠ	4
Other activities	Completion of a research or study stay abroad in the range of min. 2 months	10

	Co-organization of the scientific conference	2
	Preparation of a requested opinion, analysis for public authorities or other bodies	7
	Preparation (written paper submitted and positively evaluated by the opponent), its defence and successfully passed dissertation exam	20
	Elaboration of a dissertation, its defence; if the dissertation was accepted for defence and successfully defended	30

*interval; n=number of AH

** the relevant number of ECTS credits will be awarded depending on the nature of the response only once, at the end of the doctoral studies before submitting the application for the defence of the dissertation, regardless of the number of responses to the paper

Individual activities or outputs of creative activity **can be adequately modified or supplemented taking into account the specifics of a particular subject or programme.** A framework explanation of the structure and extent of the student's workload in correlation with the expected activities or outputs of creative activity is the content of the module information sheet.