



# THE CATHOLIC UNIVERSITY IN THE ROSEBERG

## FACULTY OF PHILOSOPHY

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### **Guideline of the Dean of the Faculty of Arts KU on attendance students of doctoral studies in the full-time form**

The guideline specifies the conditions of attendance and the related rights and obligations of students of full-time doctoral study programmes in the standard length of study, which are carried out at the Faculty of Arts KU in Ružomberok (Oalei doctoral students). Legislative 131/2002 Coll., the Directive of the Dean of the Faculty of Arts of KU on Doctoral Studies. at the Faculty of Arts KU in Ružomberok and the Study Regulations of the Faculty of Arts KU in Ružomberok.

(1) In the period from the beginning of the teaching period to the end of the skiing period the doctoral student is obliged to be at the workplace at least 4 days a week, at least 6 hours each day. In the case of weeks with less than 5 working days, the doctoral student has the possibility to use 1 working day for donna work.

(2) Attendance of doctoral students is recorded in the attendance book in the Faculty's database. The doctoral student is obliged to write down the time and place of arrival and departure.

(3) doctoral student uses the workplace for printing, preparation for classes, consultations, research, studying in the KU University Library, etc.

(4) Attendance is checked continuously in the following way:

a) The supervisor may check the attendance of his/her doctoral students.

b) The head of the department or a member of the department designated by him/her may check the attendance of doctoral students who are students of study programmes provided in the department.

c) The Dean for Science, Arts and Doctoral Studies may monitor the attendance of all doctoral students at the Faculty.

(5) The absence of a doctoral student at the workplace, except for the permission of one day of work, must be notified in advance in writing (letter, letter) to the head of the relevant department. A legitimate reason for absence is illness, attendance at a lecture, participation in a professional event outside the department, serious family reasons, etc. It is within the competence of the head of the department to accept or not to accept the stated reason for absence as sufficient.

(6) A doctoral student has the right to request in writing the head of the department for permission for a longer absence from the workplace, mainly due to a study stay, research at another institution, etc. It is at the discretion of the head of the department whether or not to accept the stated reason for absence as sufficient.

(7) Repeated, unannounced or inadequately justified absence from the workplace has an impact on the doctoral student's annual evaluation, in which the supervisor recommends or does not recommend that the doctoral student continue in the study and on the basis of which the dean decides whether the doctoral student may continue in the study

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<sup>1</sup> The workplace means the faculty where the respective study programme is carried out, respectively the premises of the Catholic University and the KU University Library.

(8) Exception from attendance is automatically granted in the following cases:

a) If a doctoral candidate has published as author or co-author 1 category A<sup>2</sup> paper (the whole period of study is included), he/she is entitled to use 2 days per day for the donation during a period of 2 semesters in the range of 2 semesters.

b) If a PhD student has published 2 category A papers, he/she has the right to use 3 days a week for donna work during the period of 2 semesters.

c) If a doctoral student has more than 2 A-category performances, the head of the department decides on the granted exemption from attendance according to his/her **opinion**.

The accuracy of whether a given audience is a Category A performer for the relevant area of the research, are assessed jointly by the head of the relevant department and the vice-dean for science, art and doctoral studies.

(9) The Head of the Department, after consultation with the doctoral candidate's supervisor, may also grant an attendance waiver on the basis of other facts worthy of consideration. The Head of Department shall inform the Vice-Dean for Science, Arts and Doctoral Studies in writing of the exemptions granted. Apart from the exceptions in (8), no exceptions to the doctoral student's attendance are eligible.

(10) This Guideline shall enter into force and effect on 9 September 2016.

In R9 September 2016

  
Mgr. Mark Babic, PhD. dean  
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<sup>2</sup> It is a category of attribute in the scale of research areas as defined in the document of the Criteria for the evaluation of the level of research, development, artistic and other creative activities in the framework of the comprehensive accreditation of the university's activities from 4th April 2014.

