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DIRECTIVE

DEAN'S DIRECTIVE ON DOCTORAL STUDIES AT THE FACULTY OF ARTS AND LETTERS, CATHOLIC UNIVERSITY IN RUŽOMBEROK

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For the purposes of this Directive, the following abbreviations are terms are used:

Abbreviation	Name
doctoral student	doctoral student
doctoral studies	study according to the doctoral study program
faculty	Faculty of Arts and Letters, Catholic University in Ružomberok
guarantor	a university teacher with primary responsibility for the implementation, development and quality assurance of a relevant study programme
FF KU	Faculty of Arts and Letters, Catholic University in Ružomberok
KU	Catholic University in Ružomberok
written work	written dissertation for the doctoral examination
work from home	education and research activities of a doctoral student outside the university premises
vice-dean	Vice-dean, who is responsible for the area of doctoral studies at FF KU, in accordance with the Organizational Regulations of the FF KU
graduation directive	Guidelines of the Dean of the Faculty of Arts and Letters of the Catholic University in Ružomberok on the completion of studies
final thesis directive	Rector's Directive on the requirements of final, rigorous and habilitation theses, their bibliographic registration, originality control, storage and access at KU
co-guarantor	a university teacher who, as a standard, provides a profile subject in the relevant study program and the results of his/her



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	creative activity are submitted in the accreditation process
year of the final examination	the year of a doctoral student's studies in which the dissertation defence is listed as a subject on their transcript
university	Catholic University in Ružomberok
decree	Decree of the Ministry of Education of the Slovak Republic No. 614/2019 on the credit system of study
act	Act No. 131/2002 Coll. on higher education institutions and on amendments and supplements to certain acts, as amended

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The Dean of the Faculty of Arts and Letters of the Catholic University in Ružomberok (hereinafter referred to as the "FF KU" or the "Faculty") issues this Directive on doctoral studies at the FF KU as part of the internal legislation of the Catholic University in Ružomberok (hereinafter referred to as the "KU" or the "University") in accordance with § 21, article 4 of Act No. 131/2002 Coll. on higher education institutions and on amendments and supplements to certain acts, as amended, Art. 6, section 1 of the KU Organizational Regulations and Art. 24, section 13 of Study Regulations of FF KU.

Article 1

General provisions

- (1) Studies under the doctoral study program (hereinafter referred to as "doctoral studies") at the Faculty of Arts and Letters, Catholic University in Ružomberok are carried out in accordance with the currently effective wording of Act No. 131/2002 Coll. on higher education institutions (hereinafter referred to as the "Act"), Decree of the Ministry of Education of the Slovak Republic No. 614/2019 on the credit system of studies (hereinafter referred to as the "Decree"), Decree of the Ministry of Education, Science and Technology of the Slovak Republic No. 244/2019 on the system of study fields of the Slovak Republic, internal regulations of the Faculty of Arts and Letters, Catholic University in Ružomberok (primarily the Study Regulations FF KU), as well as with the currently effective wording of any other relevant legislation.
- (2) The doctoral study program, as a third-level study program, focuses on acquiring knowledge based on the current state of scientific and artistic knowledge and, in particular, on the student's own contribution to it, which is the result of scientific research and independent creative activity in the field of science or technology or independent theoretical and creative activity in the field of art. Graduates of the doctoral study program obtain a third-level higher education.¹
- (3) The Faculty of Arts and Letters, Catholic University in Ružomberok provides doctoral studies within accredited study programs.
- (4) The standard length of a full-time doctoral study programme is three or four academic years. The number of credits required for the proper completion of the study programme is for a full-time doctoral study programme with a standard length of study.
 - a) for three academic years 180 credits,
 - b) for four academic years 240 credits.²

¹§ 54 sec. 1 of the Act

²§ 54 sec. 2 of the Act

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- (5) The standard length of a doctoral study programme in the part-time form is four or five academic years. The number of credits required for the proper completion of the study programme is for a doctoral study programme in the part-time form of study with a standard length of study.
- a) for four academic years 180 credits,
 - b) for five academic years 240 credits.³
- (6) Studying according to a full-time study programme may not exceed its standard length by more than two years. Studying according to a part-time study programme may not exceed its standard length by more than three years.⁴The date of completion of studies when the standard length of study is exceeded is the end of the academic year in which the student was supposed to complete his/her university studies.⁵
- (7) A full-time doctoral student (hereinafter referred to as a "doctoral student") is obliged to pay annual tuition fees if he or she is obliged to pay annual tuition fees pursuant to § 92 of the Act. A part-time doctoral student is obliged to pay annual tuition fees in each year of study.⁶The amount and other details regarding tuition fees and fees associated with doctoral studies are determined by the internal regulations of the KU.⁷

Article 2

Departmental Committee

- (1) Doctoral studies in a given field of study are monitored and evaluated by a departmental committee.⁸
- (2) The members of the professional committee are the guarantor (a university teacher with primary responsibility for the implementation, development and quality assurance of the relevant study programme) and co-guarantors (university teachers who normally provide profile subjects in the relevant study programme and the results of their creative activities are submitted in the accreditation process). Other experts may also be members of the professional committee, who are appointed as members of the professional committee for a term of four years by the dean, at the proposal of the guarantor.
- (3) Membership in the trade union committee terminates upon the end of the term of office, resignation, death, and in the case of members who are not guarantors or co-guarantors, upon dismissal by the dean.

³§ 54 sec. 2 of the Act

⁴§ 65 sec. 2 of the Act

⁵§ 66 sec. 1, letter b) and sec. 2, letter b) of the Act

⁶§ 92 sec. 4 of the Act

⁷especially the Rector's Directive on the amount of tuition fees and fees associated with studying at KU

⁸§ 54 sec. 17 of the Act

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- (4) The members of the trade union committee elect a chairman from among their members.⁹The chairman directs the work of the committee and represents the committee externally. If the chairman's membership in the trade union committee ceases, the guarantor performs this function until a new chairman is elected, and if there is no guarantor (for example, due to sudden death), the dean. The election of a new chairman takes place no later than three months after this fact occurs.
- (5) The activities of the trade union committee result from the provisions of the law, the Study Regulations of the FF KU, this directive and, if applicable, other currently effective legislation and internal regulations.

Article 3

Academic Supervisor

- (1) Doctoral studies take place according to an individual study plan under the guidance of a supervisor.¹⁰The supervisor professionally accompanies the doctoral student during his/her doctoral studies, monitors and evaluates the fulfilment of the doctoral student's obligations and individual study plan.
- (2) The supervisor for the relevant field of study may be a KU teacher or another expert after approval by the faculty's scientific council.¹¹The list of approved supervisors is published on the faculty website.
- (3) The supervisor must be assigned to the position of professor or associate professor or must be a researcher with the academic title of PhD., ArtD. and with the recognized qualification level II a, or with the scientific rank of DrSc.¹²
- (4) A supervisor in a doctoral study program must also meet the following conditions:
 - a) his/her publishing, scientific research and other creative activities are linked to the given or related field of study or study program in which the supervisor works or is to work;
 - b) the quality and quantity of his/her published outputs, solved scientific projects and other creative activities are at the required level and are a guarantee of the progress of the relevant study field/program; at the same time, it is a guarantee of a high-quality scientific program and publication outputs of the doctoral student and his/her involvement in the supervisor's scientific projects;
 - c) has achieved new results in science, technology, art and/or education that have significantly influenced the development of a given or related field and are also

⁹§ 54 sec. 17 of the Act

¹⁰§ 54 sec. 3 of the Act

¹¹§ 54 sec. 4 of the Act; Art. 29 sec. 20 letter h) of the KU Statute; Art. 24 para. 6 of the Study Regulations of FF KU

¹²Art. 24 sec. 6 of the Study Regulations of FF KU

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evaluated by the professional community (e.g. citations of works, art criticism, membership in scientific committees of conferences and in scientific organizations, requested lectures, expert and assessment activities, etc.).¹³

- (5) The supervisor of an admitted candidate for doctoral studies is determined by the dean at the same time as the candidate is admitted to doctoral studies.¹⁴
- (6) The change of supervisor is approved by the dean,¹⁵ at the request of the doctoral student or at the proposal of the chairman of the departmental committee. The request is addressed to the dean and submitted by the doctoral student to the faculty's study department. The doctoral student also attaches a concurring opinion of the chairman of the departmental committee to the request.
- (7) At the proposal of the doctoral student, supervisor or chair of the departmental committee, the dean may also appoint a consultant to the doctoral student who will cooperate with the doctoral student during his/her doctoral studies, especially in the preparation of the dissertation. The proposal of the doctoral student or supervisor shall be accompanied by a concurring opinion of the chair of the departmental committee.
- (8) The activities of the supervisor result from the provisions of the law, the Study Regulations of FF KU, this directive and, if applicable, other currently effective legislation and internal regulations.

Article 4

Admission procedure

- (1) The admission procedure for doctoral studies is governed by currently effective legislation, primarily the law, the Study Regulations of the FF KU, and the rules of the admission procedure for study programs conducted in the relevant academic year.
- (2) The basic requirement for admission to doctoral studies is a second-level university education.¹⁶ Other conditions for admission to study are approved by the academic senate of the faculty,¹⁷ These conditions always include passing an entrance exam.¹⁸
- (3) The faculty will publish in a timely manner, no later than two months before the last day for submitting applications, the deadline for submitting applications for study, the conditions for admission to study, the date and method of verifying their fulfilment, as

¹³Art. 24, sec. 7 of the Study Regulations of FF KU

¹⁴§ 54 sec. 5 of the Act

¹⁵Art. 15, paragraph 7 of the KU Study Regulations

¹⁶§ 56 sec. 4 of the Act

¹⁷Art. 5, sec. 4 of the Study Regulations of FF KU

¹⁸§ 57 sec.3 of the Act

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well as the general content of the entrance examination and the method of evaluating its results.¹⁹

- (4) Before the start of the admission procedure for doctoral studies, the faculty lists the topics of dissertations that can be applied during the admission procedure. A supervisor is assigned for each of the listed topics.²⁰The name and surname of the supervisor, including his/her academic titles, are listed for each of the listed topics.²¹
- (5) The faculty lists the topics of dissertations that can be applied for in the admissions procedure, based on the proposals of the departmental committees. When compiling the proposals, the departmental committee takes into account in particular:
 - a) adequacy of the topic to demonstrate the level of creative activity required of a doctoral graduate.
 - b) current and expected status of research (especially project) activities of the supervising institution;
 - c) the potential for social impact of the topics offered;
 - d) the professional focus and capacity of supervisors;
 - e) prospective personnel and qualification needs of the faculty.
- (6) The proposal for the listing of dissertation topics is usually submitted by the departmental committee based on a previous call from the dean or vice-dean who is responsible for the area of doctoral studies at the FF KU in accordance with the Organizational Rules of the FF KU (hereinafter referred to as the "relevant vice-dean"). The proposal includes the name of the study program, the name and surname of the supervisors, the name of the topics (also in English) and their possible short justification. The departmental committee may also propose the framework content of the entrance examination and the method of evaluating its results (for example, point evaluation for individual parts of the entrance examination), especially if the departmental committee proposes a change in this area compared to the admission procedure in the previous academic year. The entrance examination also includes verification of the applicant's knowledge of a foreign language.
- (7) The topics of dissertations, which are written by the dean on behalf of the faculty based on the proposal of the departmental committees, are uploaded into the academic information system by the study department and approved by the head of the supervising department.
- (8) The criteria for admission must be set in such a way that it is possible to ascertain the knowledge and abilities of applicants objectively.²²

¹⁹§ 57 sec. 5 of the Act

²⁰§ 54 sec. 5 of the Act

²¹Art. 5 sec. 7 of the Study Regulations of FF KU

²²Art. 6 sec 5 of the Study Regulations of FF KU

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- (9) An applicant for doctoral studies applies for one of the listed topics.²³The applicant applies for doctoral studies and takes the entrance examination in accordance with the currently effective legislation, internal regulations and instructions of the faculty. During the entrance examinations, applicants appear under the assigned identification code.²⁴
- (10) The entrance examination for doctoral studies is held at the supervising department before an admissions committee, which is appointed by the dean of the faculty on the proposal of the relevant departmental committee. The committee consists of a chairman and at least two members who hold the positions of professor or associate professor in the given field of study and one member who examines a foreign language. Other members of the committee are usually experienced experts from the relevant industry, social practice or representatives of employers.²⁵
- (11) The admissions committee for doctoral studies evaluates the results of the entrance examination at a closed session. If several applicants have applied for one topic and the nature of the topic precludes it from being addressed by several applicants, their order will be determined according to the success of the entrance examination. When determining the order, the admissions committee also takes into account the scope and quality of the applicant's professional publishing or artistic activities and the results of his or her other professional or artistic activities (e.g. results in student scientific and professional work competitions or at exhibitions of student artistic works, etc.).²⁶
- (12) A record of the results of the entrance examination for doctoral studies will be prepared. The requirements for the record of the admission procedure, the anonymity of test evaluation and other requirements are set out in the Study Regulations of FF KU.²⁷The committee will submit a proposal for the admission of the successful applicant to the dean.²⁸
- (13) Faculty on the day of the entrance examination or at the latest on the following working day, it will publish the entrance examination results of all applicants on its website and on the official noticeboard in the form: applicant code and overall entrance examination result.²⁹
- (14) The Dean decides on admission to a study programme offered at the Faculty. If more students meet the admission requirements than the specified number of admitted

²³§ 54 sec. 5 of the Act

²⁴Art. 6 sec. 12 of the Study Regulations of FF KU

²⁵Art. 6 sec. 4 of the Study Regulations of FF KU

²⁶Art. 6 sec. 9 of the Study Regulations of FF KU

²⁷Art. 6 sec. 7 to 10 of the Study Regulations of FF KU

²⁸Art. 6 sec. 10 of the Study Regulations of FF KU

²⁹Art. 6 sec. 12 of the Study Regulations of FF KU

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applicants, the applicants who have demonstrated the highest level of ability to study according to the stated admission procedure conditions will be admitted.³⁰

- (15) The decision on the outcome of the admission procedure must be made in writing within 30 days of verification of compliance with the admission requirements. It must contain a statement, justification and instructions on the possibility of submitting an application for review of the decision. It must be delivered to the applicant in person. An applicant whose place of residence is unknown is served by posting the decision on the official notice board of the university or faculty for 15 days. The last day of this period is considered the day of delivery.³¹ The written decision on admission to doctoral studies will also include the name of the supervisor and the topic of the dissertation.³²
- (16) An applicant who fails to demonstrate that they have met the admission requirements at the time of verification of the admission requirements may be admitted conditionally, provided that they are required to demonstrate that they have met the admission requirements no later than the date designated for enrolment.³³
- (17) An applicant may submit a request for review of the decision on the result of the admission procedure. The deadlines and requirements for such a request are determined by law and the Study Regulations of FF KU.

Article 5

Organization of doctoral studies

- (1) Doctoral studies are conducted according to an individual study plan, which is compiled by the supervisor and approved by the departmental committee.³⁴ The doctoral student's study plan determines the time and content sequence of subjects and the form of assessment of study results, including taking into account the possibility of completing academic mobility.³⁵
- (2) The individual study plan of a doctoral student is compiled by the supervisor for the entire period of the doctoral student's studies. When compiling the individual study plan, the supervisor bases it on the recommended study plan, which is part of the relevant doctoral study program. The recommended study plan is compiled in such a way that by completing it, the student meets the conditions for successful completion of studies in the standard length.³⁶

³⁰Art. 6 sec. 13 of the Study Regulations of FF KU

³¹§ 58 sec. 7 of the Act

³²§ 54 sec. 5 of the Act; Art. 6 sec. 14 of the Study Regulations of FF KU

³³§ 58 sec.2 of the Act

³⁴§ 54 sec. 3 and 8 of the Act

³⁵§ 51 sec. 8 of the Act

³⁶Art. 2 sec. 5 of the Study Regulations of FF KU

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- (3) The supervisor compiles the individual study plan in cooperation with the doctoral student.
- (4) The supervisor compiles the doctoral student's individual study plan and the departmental committee approves this study plan, as a rule, by the end of the academic year preceding the academic year in which the doctoral study begins, but no later than the end of the first week of the winter semester of the academic year in which the doctoral student begins his or her doctoral study.
- (5) The academic year begins on 1st September of the current year and ends on 31st August of the following year.³⁷ The academic year is divided into two semesters. Doctoral studies begin at the beginning of the first semester of the academic year.³⁸
- (6) When enrolling, the doctoral student determines for himself what part of the obligations prescribed by the study program and established in the recommended study plan he wants to complete in a given academic year, but in such a way that after meeting the required conditions he can advance to the next part of the study or complete the study. The doctoral student is responsible for the completeness of the enrolment.³⁹
- (7) Doctoral studies consist of a study part and a scientific part. The study part of doctoral studies consists mainly of lectures, seminars and individual study of professional literature necessary for the focus of the dissertation. The scientific part of doctoral studies consists of individual or team scientific work of the doctoral student, which is related to the topic of the dissertation. The scientific part of doctoral studies is professionally guaranteed by the supervisor.⁴⁰
- (8) Part of full-time doctoral studies is the performance of pedagogical activities or other professional activities related to pedagogical activities for a maximum of four hours per week on average per academic year in which the teaching takes place.⁴¹
- (9) The organization of doctoral studies is based on a credit system.⁴² Each subject in the study program is assigned a number of credits that the student will receive upon successful completion.⁴³ A doctoral student can only earn credits for a subject once during their studies.⁴⁴

³⁷§ 61 sec. 1 of the Act

³⁸Art. 4, para. 1 and 2 of the Study Regulations of FF KU

³⁹§ 58 sec. 2 of the Act and Art. 7 sec. 8 of the Study Regulations of FF KU

⁴⁰§ 54 sec 8 to 10 of the Act

⁴¹§ 54 sec. 11 of the Act

⁴²§ 62 sec. 1 of the Act

⁴³§ 4 sec.1 of the Decree

⁴⁴§ 4 sec. 2 of the Decree

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- (10) The rules for acquiring, accumulating and transferring credits, as well as other procedures and rules according to which doctoral studies are carried out, are determined primarily by law, decree and the Study Regulations of FF KU.

Article 6

Rights and obligations of a doctoral student

- (1) The basic rights and obligations of doctoral students are determined by law.⁴⁵ and the Study Regulations of FF KU.⁴⁶
- (2) A full-time doctoral student is entitled to a scholarship for the duration of the standard length of study of the study program to which he/she was admitted, if he/she has not already obtained a third-level higher education degree.
 - a) until the completion of the dissertation examination at least at the level of the 6th salary grade and the first salary step of the special scale of salary tariffs for university teachers and research and development employees according to a special regulation and
 - b) after completing the dissertation examination at least at the level of the 7th salary grade and the first salary step of the special salary scale for university teachers and research and development employees according to a special regulation.⁴⁷

The scholarship is awarded to the doctoral student by the dean and is provided in a monthly amount no later than the 20th day of the relevant calendar month, with the scholarship being paid in the month for which it is provided.⁴⁸

- (3) The doctoral student is also obliged to:
 - a) consult with the supervisor regarding the implementation of their individual study plan, as well as related study, scientific or pedagogical activities;
 - b) with the consent of the supervisor, participate in project activities;
 - c) keep personal records of pedagogical activities, including records of students' written work, and hand these records over to the head of the supervising department at the end of the summer semester of the academic year;
 - d) keep personal records of scientific and publication activities (invitations to scientific, artistic and professional events, confirmations of participation in them, papers, published works, confirmations of participation in projects, etc.);
 - e) submit each publication output to the Central Register of Publication Activities (CREPČ) and each artistic activity to the Central Register of Artistic Activities

⁴⁵especially § 70 and 71 of the Act

⁴⁶especially art. 8 of the Study Regulations of FF KU

⁴⁷§ 54 sec. 18 of the Act

⁴⁸Art. 3, Part C, sec. 2 and 3 of the Scholarship Regulations of FF KU

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(CREUČ) according to the currently valid and effective instructions of the university and faculty;

- f) to comply with the principles of occupational safety and health protection, especially when performing their own pedagogical activities.
- (4) In addition, a full-time doctoral student during the standard length of study:
- a) performs pedagogical or other professional activities within the established scope and according to the instructions of the head of the supervising department;
 - b) participates in the implementation of the activities of his/her supervising department and faculty according to the instructions of the supervisor, head of the department, dean and relevant vice-dean;
 - c) is present on the university premises and records his presence in accordance with Article 7 of this Directive.
- (5) The fulfilment of the doctoral student's obligations is monitored and evaluated by his/her supervisor, the head of the supervising department and the relevant vice-dean. The supervisor prepares a semester evaluation of the doctoral student, in which he/she comments on the fulfilment of the doctoral student's obligations in the previous semester. The supervisor submits the semester evaluation of the doctoral student to the dean of the study department no later than two weeks after the end of the semester's examination period.
- (6) The submitted semester evaluation of the doctoral student will be forwarded by the study department to the head of the supervising department and the relevant vice-dean for a statement. The dean will then be informed of the semester evaluation of the doctoral student, take note of it and, if necessary, supplement his own statement (which may be preceded by summoning the doctoral student for a personal interview). If the semester evaluation of the doctoral student indicates a serious failure to fulfil the doctoral student's obligations, the dean will submit a proposal to the disciplinary committee of the faculty to initiate disciplinary proceedings against the doctoral student.
- (7) The semester evaluation of a doctoral student is recorded in the file of the respective doctoral student. The doctoral student can familiarize himself/herself with his/her semester evaluation at the study department.

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Article 7

Full-time attendance of doctoral students during the standard length of study

- (1) A full-time doctoral student during the standard length of study has the opportunity to use one working day per week – even if the week has less than five working days – for education and research activities outside the university premises (hereinafter referred to as “work at home”). On other working days of the week, he/she is obliged to stay on the university premises for at least five hours a day, during the opening hours of the faculty building. This obligation applies during the teaching part and the examination period of the semester. If the faculty building is closed on a working day of the semester, the doctoral student does not have this obligation on that day.
- (2) The presence of doctoral students on university premises is recorded in the faculty lobby in the attendance book, unless another form of recording is specified by the faculty. Upon arrival and departure, the doctoral student is obliged to write the relevant time in the attendance book along with his/her surname and, if necessary, his/her first name.
- (3) A doctoral student uses his/her presence on the university premises for teaching, preparation for teaching, consultations, research, self-study, participation in faculty activities, etc.
- (4) The presence of doctoral students is checked continuously in the following manner:
 - a) the supervisor checks the attendance of his/her doctoral students;
 - b) the head of a supervising institution may control the attendance of doctoral students studying at a given institution;
 - c) The relevant vice-dean and dean may control the attendance of all doctoral students at the faculty.
- (5) A doctoral student has the option of working from home more than one working day per week if the head of his/her supervising department approves this in writing. The head of the supervising department may approve the doctoral student:
 - a) to work from home two days a week for a period of usually 6 months in the case of a doctoral student who, during their doctoral studies, has published at least one publication output of category A- (internationally recognized level) or at least three publication outputs of category B (nationally recognized level);
 - b) to work from home three working days a week for a period of usually 6 months in the case of a doctoral student who, during their doctoral studies, has published at least one publication output of category A+ (top international level) or at least one publication output of category A (significant international level) or at least two publication outputs of category A- (internationally recognized level);
 - c) a specific scope of work at home for a defined period due to special consideration (academic mobility, preparation of a publication, etc.); a situation where a doctoral

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student (both part-time and full-time during the standard length of study does not receive a scholarship pursuant to § 54 sec. 18 of the Act is also considered to be a special consideration;

- (6) The supervisor, who also assesses the category of publication outputs in accordance with the current methodology for evaluating standards and other instructions or recommendations used in this assessment at the faculty, attaches his or her statement to the doctoral student's request for the possibility of using more than one working day per week for work at home.
- (7) The response to the request is sent electronically by the head of the supervising department to the doctoral student and, for information, to the supervisor and the relevant vice-dean.
- (8) If a doctoral student is suddenly or briefly unable to be present on the university premises at the time when he or she is required to be there (e.g. the doctoral student is not present due to illness, examination, participation in a scientific event, visit to the archive, etc.), he or she shall immediately inform the following by e-mail:
 - a) the head of his/her supervising department in the event of an absence of less than three consecutive working days;
 - b) the head of their respective workplace and the supervisor in the event of an absence that should last or lasts for three consecutive working days and less than ten consecutive working days;
 - c) the head of their supervising department, the supervisor and the relevant vice-dean in the event of an absence that should last or lasts for ten or more consecutive working days.
- (9) The doctoral student's attendance is taken into account in the semester evaluation of the doctoral student, in which the supervisor, the head of the supervising department, and the relevant vice-dean comment on the fulfilment of the doctoral student's duties in the current academic year.

Article 8

Dissertation Examination

- (1) One of the conditions for the proper completion of doctoral studies is the completion of a dissertation examination, which is a state examination.⁴⁹
- (2) The aim of the dissertation examination is to verify whether the doctoral student has comprehensive knowledge related to the topic of his/her dissertation, is able to draft his/her own scientific text in accordance with strict principles of scientific integrity, is able

⁴⁹§ 54 sec. 3 of the Act

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to present the results of his/her previous work in a clear and erudite manner and conduct a professionally based polemic about them, and is therefore ready to continue independent scientific and research creative activity.

- (3) The main basis for the dissertation examination is the written thesis for the dissertation examination (hereinafter referred to as the "written thesis"). The written thesis is prepared by the doctoral student under the guidance of a supervisor. The written thesis is prepared in the language of the dissertation.
- (4) Unless otherwise stated, the formal requirements of a written thesis are appropriately applied to the requirements of the Rector's Directive on the requirements of final, rigorous and habilitation theses, their bibliographic registration, originality control, storage and access at KU (hereinafter referred to as the "Directive on Final Theses").
- (5) The recommended length of the written work is at least 30 standard pages (54,000 characters including spaces). Only the characters of the main text part are counted towards the length of the written work.
- (6) The structure of the written work is as follows:
 - a) title page;
 - b) abstract in Slovak or Czech language;
 - c) abstract in the language of the work (mandatory only if the written work is prepared in a language other than Slovak or Czech);
 - d) content;
 - e) the main text part, which mainly contains:
 - i. an introduction to the topic of the dissertation, including a justification of the importance of the topic and the aim of the research;
 - ii. current status of the solution to the issue, own reflection and analysis of the problem under study, including a description of the methodology used and the (partial) results of the investigation to date;
 - iii. perspectives for further research in relation to the design of the dissertation;
 - iv. a draft of the planned structure (outline) of the dissertation;
 - v. list of bibliographical references;
 - f) attachments and registers (optional).

The written work may or may not contain additional optional sections in accordance with the Directive on Final Theses.

- (7) A doctoral student may also submit as a written work his/her own text that has been published as a scientific publication (or several scientific publications) and that substantially meets the requirements for the content of the main text part of the written work according to the previous paragraph. In such a case, the doctoral student shall submit as his/her written work the given scientific publication supplemented with a title

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page, an abstract (if it is not part of the given scientific publication), a draft of the planned structure (outline) of the dissertation and any other parts.

- (8) A full-time doctoral student shall submit an application for a dissertation examination no later than the end of November of the second year of their studies and a part-time doctoral student shall submit an application no later than the end of August of the second year of their studies. Based on a reasoned request from the doctoral student, the dean may allow an extension of the deadline for submitting an application for a dissertation examination, which in the case of a full-time doctoral student shall generally not later than 15th February of the second year of their studies and in the case of a part-time doctoral student shall generally not later than the end of November of the third year of their studies.
- (9) If a doctoral student does not request to take the dissertation examination by the deadline set out in the previous paragraph, he or she will be excluded from the study in accordance with § 66 sec. 1 letter c) of the Act.
- (10) The application for the dissertation examination is addressed to the dean and submitted by the doctoral student to the faculty's study department. Along with the application, the doctoral student also submits:
 - a) written work in one hard copy;
 - b) a list of their author publications exported from the CREPČ system, with at least one scientific publication (category V1, V2 or V3) related to the topic of the dissertation being mandatory; if the doctoral student has not published any scientific publications, they must at least submit proof of their acceptance for publication;
 - c) a list of dates (working days) during the next two months in which serious circumstances (planned surgery, stay abroad, etc.) would prevent the doctoral student from participating in the dissertation examination, if relevant.
- (11) The study department will verify whether the application meets the requirements according to the previous paragraph. If the application does not contain the requirements according to the previous paragraph, the study department will invite the doctoral student to complete these requirements within five working days; if the doctoral student fails to do so, the dean will reject the application. If the application contains the requirements according to the previous paragraph, the study department will invite the doctoral student to immediately upload the written work for the dissertation examination to the academic information system. Subsequently, the study department will contact the doctoral student's supervisor to send the study department his/her statement on the submitted application of the doctoral student within ten days at the latest; the statement will primarily contain a brief evaluation of the submitted written work of the doctoral student together with a proposal for the departmental committee to recommend or not to recommend the conduct of the dissertation examination. The statement may also include

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a proposal for three areas/topics of the dissertation examination of the doctoral student in question.

- (12) The application for the dissertation examination, together with the supervisor's statement, will be forwarded by the study department to the chairman of the departmental committee. The departmental committee will issue an opinion in which it will recommend or not to the dean to grant approval for the doctoral student's dissertation examination. If it recommends, it will propose to the dean the date of the dissertation examination (so that the dissertation examination takes place no later than two months from the submission of the application), the composition of the examination committee for the dissertation examination (including the designation of the chairman of the examination committee), the opponent of the written work and, if applicable, a list of three areas/topics of the dissertation examination. The opinion of the departmental committee is submitted to the dean at the study department.
- (13) The Dean shall be informed of the opinion of the departmental committee and either reject the doctoral student's request (especially if the departmental committee does not recommend the Dean to grant consent to conduct the dissertation examination) or grant the request (especially if the departmental committee recommends the Dean to grant consent to conduct the doctoral student's dissertation examination). If the request is granted, he shall set the date for the dissertation examination, appoint the chairman and other members of the examination committee for conducting the dissertation examination, appoint the opponent of the written work and, if applicable, also determine three areas/topics of the dissertation examination.
- (14) The Dean's response to a doctoral student's request to conduct a dissertation examination will be sent to the doctoral student by the study department.
- (15) If the Dean rejects the doctoral student's application for a dissertation examination, the doctoral student may apply for a dissertation examination again, in the case of full-time doctoral students no later than two months from the date of rejection of the application or in the case of part-time doctoral students no later than five months from the date of rejection of the application. If the doctoral student does not apply for a dissertation examination by the given deadline or if his application for a dissertation examination is rejected again, he will be excluded from the study in accordance with § 66 sec. 1 letter c) of the Act.
- (16) The study department will publish the date of the dissertation examination determined by the dean in the academic information system and register the doctoral student for it.
- (17) The date of the dissertation examination will be published by the study department in the academic information system. The doctoral student shall register for his/her dissertation

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examination via the academic information system no later than 21 days before the set date of the examination.⁵⁰

- (18) If serious circumstances prevent a doctoral student from taking part in his/her dissertation examination on the specified date, he/she may request the Dean in writing to postpone the date no later than before the commencement of the examination. If the Dean grants the request, he/she will set a new date for the dissertation examination. In the event of a doctoral student not taking part in his/her dissertation examination or withdrawing from his/her dissertation examination, the doctoral student's dissertation examination shall be graded FX.
- (19) The examination committee for conducting the dissertation examination has at least four members.⁵¹ Only university teachers holding the positions of professors and associate professors and other experts approved by the faculty's scientific council have the right to examine in the dissertation examination.⁵² The composition of the examination committee for conducting the dissertation examination is determined by the Dean from among the persons authorized to conduct the examination. At least two members of the examination committee for conducting the dissertation examination are university teachers holding the positions of professors or associate professors.⁵³ The supervisor of the doctoral student is not a member of the examination committee for the dissertation examination, but his/her participation in the dissertation examination is expected.
- (20) The opponent of the written thesis for the dissertation examination is an expert who is not an employee of the doctoral student's supervising institution and has a third-level university education. The opponent cannot be a family member of the doctoral student, a supervisor, an approved consultant of the doctoral student, or a person with whom the doctoral student has published co-authored scientific publications. If the opponent meets the conditions for membership in the examination committee according to the previous paragraph, the dean may also appoint him as a member of the examination committee.
- (21) The study department will send the written work to the opponent in electronic form together with the appointment decree. The opponent will prepare and submit to the study department an assessment of the written work no later than ten days before the set date of the dissertation examination. In the event that the opponent cannot prepare the assessment, he/she will notify the study department immediately; in such a situation, the dean will appoint a new opponent upon the proposal of the departmental committee.

⁵⁰Art. 16 sec. 6 of the Study Regulations of FF KU

⁵¹§ 63 sec. 6 of the Act

⁵²§ 63 sec. 3 of the Act; Art. 29, § 20 letter h) of the KU Statute

⁵³§ 63 sec. 4 of the Act

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- (22) Together with the written work and the appointment decree, the opponent is usually sent a draft mandate contract in electronic form, based on which the opponent (in the position of the principal) undertakes to prepare for KU (in the position of the principal) an assessment of the written work for the doctoral student's dissertation examination.
- (23) The opponent's assessment of the written work contains a critical analysis of the strengths and weaknesses of the submitted written work. In the assessment, the opponent expresses his/her opinion, in particular, on the topicality and adequacy of the chosen goal and methods of processing the chosen topic, on the scientific level of the submitted written work, on the results of the doctoral student's research to date, as well as on the outlined perspectives for further research by the doctoral student within the topic of his/her dissertation. In the assessment, the opponent will state questions or comments that the doctoral student should answer during the dissertation examination.
- (24) If the opponent has access to the evaluation of the written thesis of the dissertation examination in the KU academic information system, he/she will upload his/her assessment directly there; if he/she does not, he/she will submit his/her assessment and evaluation to the study department within the specified deadline, which will upload it to the academic information system.
- (25) The dissertation examination will be conducted before an examination board.⁵⁴The dissertation examination may be held if an absolute majority of the appointed members of the examination committee participate. If the dissertation examination cannot be held on the set date due to the non-participation of the committee members, the dean shall set a new date for the dissertation examination so that it can be held no later than one month from the originally planned date. The dean may change the composition of the examination committee, in particular if one of its members cannot participate in the dissertation examination or if it is necessary to set a new date for the dissertation examination.
- (26) If a doctoral student or any member of the examination committee needs to use information and communication technologies during the dissertation examination (for example, a presentation using a data projector, video conference transmission, etc.), the student must inform the study department sufficiently in advance (at least two days in advance) before the dissertation examination and agree with them on their use.
- (27) The course of the dissertation examination is public.⁵⁵The dissertation examination has the following course:

⁵⁴§ 63 sec. 2 of the Act

⁵⁵§ 63 sec. 2 of the Act

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- a) The dissertation examination is initiated by the chairman of the examination committee.
 - b) Supervisor (if there is no supervisor, then the chairman of the examination committee) briefly introduces the doctoral candidate, provide an overview of the doctoral candidate's scientific and possible other publications and activities, and present essential information regarding the submitted written work.
 - c) The doctoral student briefly presents the essential content of their written work for the doctoral examination.
 - d) The opponent will present the essential content of his/her opinion (if the opponent is not present, his/her opinion will be read in full by the chairman of the examination committee or a member of the examination committee designated by him/her), while stating questions or comments that the doctoral student should answer in connection with the written work.
 - e) The doctoral student will take a position on the opponent's assessment, primarily answering the questions asked and responding to the comments made.
 - f) The chairman of the examination committee will open a debate in which all members of the committee present may participate; the floor may also be given to guests present. In the debate, the doctoral candidate mainly answers the questions asked and responds to the comments made.
 - g) If three areas/topics of the dissertation examination have been determined for the dissertation examination, the chair of the examination committee shall end the debate and (if necessary, after a short break for a closed session of the examination committee) shall ask the doctoral candidate three questions, each from a different area/topic of the dissertation examination. The doctoral candidate shall answer the given questions and may be given a short time to prepare before answering.
- (28) The examination committee's decision on the results of the dissertation examination will take place at a closed session of the examination committee.⁵⁶The closed session of the examination committee is held immediately after the end of the dissertation examination. If the doctoral student's supervisor or the opponent of the written thesis are not members of the examination committee, they may participate in the closed session with an advisory vote. The examination committee decides on the result of the dissertation examination by consensus, in the event of impossibility of reaching a consensus (or in the event that the examination committee, upon the proposal of one of its members, agrees on a public or secret vote) by public or closed (secret) vote, and in the event of a tie, the vote of the chairman of the examination committee is decisive. The result of the dissertation

⁵⁶§ 63 sec. 2 of the Act

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examination is evaluated by one classification level (A to FX according to the Study Regulations of the Faculty of Arts of the University of Ljubljana).⁵⁷.

- (29) The announcement of the results of the dissertation examination is public.⁵⁸If the dissertation examination was graded FX, the doctoral student has one more opportunity to request a re-examination, in the case of full-time doctoral students no later than three months after the failed dissertation examination or in the case of part-time doctoral students no later than five months after the failed dissertation examination. If the doctoral student does not request a re-examination by the given deadline or if his/her dissertation examination is re-graded FX, he/she will be excluded from the study in accordance with Section 66, paragraph 1, letter c) of the Act.
- (30) Minutes are drawn up on the conduct and results of the dissertation examination, which are signed by the recorder, the chairman and all other members of the examination committee present.
- (31) The faculty will issue a certificate to the doctoral student upon completion of the dissertation examination. The certificate contains, in particular, the identification data of the doctoral student, the field of study in which the dissertation examination was completed, the date of the dissertation examination and its result.

Article 9

Doctoral Dissertation Defence

- (1) A condition for the proper completion of doctoral studies is the defence of a dissertation. The dissertation is the final work.⁵⁹The dissertation thesis and its defence constitute one subject; the dissertation defence is a state examination.⁶⁰
- (2) The dissertation has the character of a scientific work, in which the doctoral student, based on ongoing research and using rich documentary material, as well as scientific methods, demonstrates the ability to work independently scientifically and creatively in the field of research or development, or. readiness for independent theoretical and creative artistic activity, to solve theoretical and practical problems of the studied scientific field. The author demonstrates the ability to process the chosen professional problem with a comprehensive approach and to develop specific solutions and conclusions. It should be characterized by a high level of analysis and synthesis of knowledge and also a sufficient overview of existing professional literature.⁶¹

⁵⁷Art. 11 sec. 11 of the Study Regulations of FF KU

⁵⁸§ 63 sec. 2 of the Act

⁵⁹§ 54 sec. 3 of the Act

⁶⁰§ 51 sec. 3 of the Act

⁶¹Art. 2 sec. 5 of the Final Theses Directive

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- (3) The defence of a dissertation demonstrates the ability and readiness for independent scientific and creative activity in the field of research or development or for independent theoretical and creative artistic activity.⁶²
- (4) KU may conclude an agreement on joint defences of dissertations in accredited doctoral study programs with a foreign university, if this is permitted by the legal regulations of the state in whose territory the foreign university operates.⁶³
- (5) The doctoral thesis is prepared by the doctoral student under the supervision of a supervisor. The doctoral thesis may be written and defended at FF KU in Slovak, Czech or in the language in which the relevant doctoral study program is accredited; the dean may approve the doctoral student's request for permission to write and defend the thesis in another language.⁶⁴
- (6) The topic of the dissertation is given in a written decision on admission to doctoral studies.
⁶⁵ The change of the dissertation topic is approved by the Dean,⁶⁶ at the request of the doctoral student. The request to change the topic of the dissertation is addressed to the dean and submitted by the doctoral student to the faculty's study department; the doctoral student also attaches to the request a favourable opinion from the supervisor and the chairman of the departmental committee.
- (7) Unless otherwise stated, the requirements of the Study Regulations of the Faculty of Arts and Letters of the Catholic University in Ružomberok, the guidelines on final theses and the Guidelines of the Dean of the Faculty of Arts and Letters of the Catholic University in Ružomberok on the completion of studies (hereinafter referred to as the "Guidelines on the completion of studies") apply to the dissertation and the dissertation defence.
- (8) The doctoral candidate shall send the entire text of the dissertation in electronic form to the chair of the departmental committee of his/her study programme no later than 15th February of the year of the doctoral student's study in which the dissertation defence is registered as a subject in his/her enrolment form (hereinafter referred to as the "statutory year"). The chair of the departmental committee shall then contact the doctoral student's supervisor to send the departmental committee his/her statement on the submitted text no later than ten days; the statement shall primarily contain a brief evaluation of the submitted text together with a recommendation or a statement of non-recommendation for its publication as the doctoral student's scholarly monograph.

⁶²§ 54 sec. 14 of the Act

⁶³§ 54 sec. 19 of the Act

⁶⁴specification of consent pursuant to § 51 sec. 3 of the Act

⁶⁵§ 54 sec. 5 of the Act; Art. 6 sec. 14 of FF KU

⁶⁶Art. 15, sec. 7 of the KU Study Regulations

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- (9) If the departmental committee deems it appropriate for the text to be published as a scientific monograph of the doctoral student according to the previous paragraph, the doctoral student's supervisor, in cooperation with the doctoral student and the vice-dean, shall ensure the publication of this monograph (including contacting reviewers, issuing an ISBN, ensuring any graphic adjustments, etc.) no later than the end of May of the doctoral student's academic year. Subsequently, the doctoral student shall submit the dissertation to the study department no later than 15th June of the academic year; based on a reasoned request from the doctoral student and with the consent of the supervisor and the chairman of the departmental committee, the dean may allow an extension of the deadline for submitting the dissertation, usually by two weeks. If the doctoral student does not submit the dissertation to the study department by this deadline, he or she shall be excluded from the study in accordance with § 66 sec. 1 letter c) of the Act.
- (10) If a doctoral student does not send the full text of his/her dissertation in electronic form to the chairman of the departmental committee no later than 15th February of the state-law year or if the departmental committee does not consider it appropriate for this text to be published as a scientific monograph of the doctoral student, the doctoral student shall submit the dissertation to the study department no later than the end of March of the state-law year; based on a reasoned request from the doctoral student and with the consent of the supervisor and chairman of the departmental committee, the dean may allow an extension of the deadline for submitting the dissertation, usually by two weeks. If the doctoral student does not submit the dissertation to the study department by this deadline, he/she will be excluded from the study in accordance with § 66 sec. 1 letter c) of the Act.
- (11) If a doctoral student does not send the entire text of his/her dissertation in electronic form to the chairman of the departmental committee in an external format no later than 15 February of the second year of the above-standard length of his/her studies or if the departmental committee does not consider it appropriate for this text to be published as a scientific monograph of the doctoral student, the doctoral student shall submit the dissertation to the study department no later than the end of May of the second year of the above-standard length of his/her studies; based on a reasoned request from the doctoral student and with the consent of the supervisor and chairman of the departmental committee, the dean may allow an extension of the deadline for submitting the dissertation, usually by two weeks. If the doctoral student does not submit the dissertation to the study department by this deadline, he/she will be excluded from the study in accordance with § 66 sec. 1 letter c) of the Act.

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- (12) Before submitting the dissertation, the doctoral student is required to upload its electronic version to the academic information system, electronically sign the license agreement and the originality check protocol.⁶⁷
- (13) The doctoral student shall submit the dissertation to the study department in the number and form of copies according to the Study Regulations of the FF KU and, if applicable, the guidelines on graduation. Along with the dissertation, the doctoral student shall also submit:
- a) your own VUPCH (Scientific/Artistic-Pedagogical Characteristics) or your own structured professional CV with an emphasis on scientific and professional activities;
 - b) a list of their author's publications exported from the CREPČ system, with at least two scientific publications (category V1, V2 or V3) related to the topic of the dissertation being required, of which at least one is either a category V1 author's publication or is an author's publication registered in the WoS or Scopus database; if the doctoral student does not have at least two scientific publications registered in the CREPČ system that meet the required criteria, they may submit at least one document confirming its acceptance for publication instead of at most one of them;
 - c) a list of dates (working days) during the next three months in which serious circumstances (planned surgery, stay abroad, etc.) would prevent the doctoral student from participating in the dissertation defence, if relevant.
- (14) If the doctoral student has not submitted any of the requirements according to the previous paragraph with the dissertation, the study department will invite him/her to complete them within five working days at the latest; if the doctoral student fails to do so, the dissertation is considered not submitted.
- (15) A doctoral student may also submit as a dissertation a text of his/her own that was published as a scientific monograph or as a collection of published scientific works (supplemented with an appropriate commentary containing, in particular, the aims and conclusions of the dissertation), which corresponds to the dissertation in terms of its content and scope. In such a case, when uploading the electronic version of the dissertation to the academic information system, the doctoral student shall also fill in and sign a declaration of honour on the publication of the dissertation in a periodical or non-periodical publication; the doctoral student shall also fill in and sign this declaration of honour in the academic information system if his/her dissertation has been published as a periodical or non-periodical publication (not necessarily of a scientific nature), even if only in part.

⁶⁷Art. 15, sec. 11 of the KU Study Regulations

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- (16) If, for the course of the dissertation defence, it is necessary to inform the supervisor, opponent or examination committee of data whose publication is excluded in the dissertation, mainly because it is a trade secret of a third party, a confidential fact or personal data, the doctoral student may, subject to compliance with the conditions under special regulations, include this data in separate non-public documentation that is not part of the dissertation and is intended exclusively for the supervisor, opponent and examination committee.⁶⁸
- (17) The dissertation together with its annexes shall be forwarded by the study department to the chair of the departmental committee, usually in electronic form. The departmental committee shall propose to the dean the date of the dissertation defence (so that the dissertation defence takes place in the given academic year, but no later than three months after the submission of the dissertation), the composition of the examination committee for the dissertation defence (including the designation of the chair of the examination committee) and two to three opponents of the dissertation. The proposal of the departmental committee shall be submitted to the dean at the study department.
- (18) The dean will review the proposal of the departmental committee, set a date for the defence of the dissertation, appoint the chairman and other members of the examination committee for the defence of the dissertation, as well as at least two and at most three opponents of the dissertation.
- (19) The study department will publish the date of the dissertation defence determined by the dean in the academic information system and register the doctoral student for it.
- (20) If serious circumstances prevent a doctoral student from attending his/her dissertation defence on the scheduled date, he/she may request the Dean in writing to postpone the date no later than before the start of the defence. If the Dean grants the request, he/she will set a new date for the dissertation defence.
- (21) In the event of a doctoral student's failure to participate in the defence of their dissertation or withdrawal from the defence of their dissertation, the doctoral student's dissertation defence will be graded FX.
- (22) If a doctoral student registers to defend his/her dissertation, but the study department, during the study control (which is carried out no later than 14 days before the set date of the dissertation defence), finds that the student does not meet any of the conditions for participation in the state examination according to Art. 16 sec. 5 of the Study Regulations of FF KU, it will notify the dean, who will cancel the date of the dissertation defence in question.

⁶⁸§ 62a sec. 2 of the Act

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- (23) The examination committee for the defence of the dissertation has at least four members.⁶⁹Only university teachers holding the positions of professors and associate professors and other experts approved by the faculty's scientific council have the right to examine the dissertation defence.⁷⁰The composition of the examination committee for the defence of the dissertation is determined by the Dean from among the persons authorized to conduct examinations. At least two members of the examination committee for the defence of the dissertation are university teachers holding the positions of professors or associate professors.⁷¹The supervisor of the doctoral student is not a member of the examination committee for the dissertation defence, but his participation in the dissertation defence is expected.
- (24) At least two opponents of the dissertation thesis are experts who are not employees of the doctoral student's supervising institution and have a third-level university education. At the same time, at least two opponents of the dissertation thesis hold the functional position of associate professor or the functional position of professor, or hold the scientific and pedagogical title of associate professor or hold the scientific and pedagogical title of professor, or are researchers with scientific qualification level IIa or scientific qualification level I. The opponent cannot be a family member of the doctoral student, a supervisor, an approved consultant of the doctoral student, or a person with whom the doctoral student has published co-authored scientific publications. If the opponent meets the conditions for membership in the examination committee according to the previous paragraph, the dean may also appoint him as a member of the examination committee.
- (25) If the Faculty of FF KU has concluded an agreement on joint defences of dissertations pursuant to § 54 sec. 19 of the Act, the defence of the dissertation may take place at a foreign university before a dissertation defence committee, in which members from FF KU designated pursuant to § 63 sec. 4 of the Act and members designated by the foreign university are equally represented. The dissertation defence committee must have at least four members. The same procedure is used for the defence of a doctoral thesis by a foreign university student at FF KU.⁷²
- (26) The study department will send the dissertation to the opponents, usually in electronic form, together with the appointment decree. The opponents will prepare and submit to the study department a report on the dissertation no later than ten days before the set date for the defence of the dissertation. If the opponent is unable to prepare the report, he/she

⁶⁹§ 63 sec. 6 of the Act

⁷⁰§ 63 sec. 3 of the Act; Art. 29 sec. 20 letter h) of the KU Statute

⁷¹§ 63 sec.4 of the Act

⁷²§ 54 sec. 20 of the Act

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will notify the study department immediately; in such a situation, the dean will appoint a new opponent upon the proposal of the departmental committee.

- (27) Together with the dissertation and the appointment decree, opponents are usually sent a draft mandate contract in electronic form, based on which the opponent (in the position of the principal) undertakes to prepare an assessment of the doctoral student's dissertation for KU (in the position of the principal).
- (28) The opponent's assessment of the dissertation thesis contains a critical analysis of the strengths and weaknesses of the submitted dissertation thesis. In the assessment, the opponent mainly comments on the topicality and adequacy of the chosen goal and methods of processing the chosen topic, on the scientific level of the submitted dissertation thesis, on the achieved results of the dissertation thesis and its overall contribution. In the assessment, the opponent may state questions or even comments that the doctoral student should answer during the defence of the dissertation thesis. The assessment may be structured according to the academic information system. At the end of the assessment, the opponent will evaluate the submitted dissertation thesis with one classification level (A to FX according to the Study Regulations of FF KU).⁷³
- (29) In addition to the opponents, the supervisor also prepares an assessment of the dissertation thesis, no later than ten days before the set date for the dissertation defence. The supervisor classifies the final thesis in the academic information system and enters a comment on the evaluation, states any questions regarding the thesis defence, and fills in all other mandatory items.⁷⁴
- (30) If the supervisor or any of the opponents has access to the evaluation of the dissertation in the KU academic information system, he/she will upload his/her assessment and evaluation directly there; if he/she does not, he/she will submit his/her assessment and evaluation to the study department within the specified deadline, which will register it in the academic information system. The assessment and evaluation that are uploaded to the evaluation of the dissertation in the KU academic information system do not need to be submitted to the study department.
- (31) If the supervisor and all opponents assessed the dissertation with a classification level of FX, the dissertation is not forwarded for defence - the defence of the doctoral student's dissertation is assessed with a classification level of FX. If the supervisor and all opponents did not assess the work with a classification level of FX, the student has the right to participate in the defence of his or her dissertation.

⁷³Art. 11 sec. 11 of the Study Regulations of FF KU

⁷⁴Art. 15 sec. 10 of the Study Regulations of FF KU

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- (32) Faculty of Arts and Letters, Catholic University in Ružomberok is entitled to publish in the announcement of the time and place of the dissertation defence:
- first and last name of the author of the dissertation,
 - academic degrees, scientific-pedagogical degrees, artistic-pedagogical degrees or scientific ranks of the author of the dissertation,
 - title of the dissertation,
 - the name of the study program in which the author of the dissertation is enrolled,
 - the name of the field of study in which the study programme pursuant to letter d is carried out,
 - date, time and place of the dissertation defence.⁷⁵
- (33) The dissertation defence will be held before an examination committee.⁷⁶The dissertation defence may be held if an absolute majority of the appointed members of the committee participate. If the dissertation defence cannot be held on the set date due to the absence of the members of the examination committee, the dean shall set a new date for the dissertation defence so that it can be held no later than three months from the originally planned date. The dean may change the composition of the examination committee, especially if one of its members cannot participate in the dissertation defence or if it is necessary to set a new date for the dissertation defence.
- (34) If a doctoral student or any of the members of the examination committee needs to use information and communication technologies during the dissertation defence (for example, a presentation using a data projector, video conference transmission, etc.), the student shall inform the study department sufficiently in advance (at least two days in advance) before the dissertation defence and agree with it on their use.
- (35) The course of the dissertation defence is public.⁷⁷The dissertation defence has the following process:
- The dissertation defence is initiated by the chairman of the examination committee.
 - The supervisor (or, if there is no supervisor, the chair of the examination committee) briefly introduces the doctoral student, provides an overview of their scientific and any additional publications and activities, and presents essential information concerning the submitted dissertation based on the supervisor's evaluation.
 - The doctoral student briefly presents the essential content of their dissertation, in particular its concept, objectives, and results.

⁷⁵§ 54 sec. 21 of the Act

⁷⁶§ 63 sec. 2 of the Act

⁷⁷§ 63 sec. 2 of the Act

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- d) The opponents will present the essential content of their report (if the opponent is not present, his report will be read in full by the chairman of the examination committee or a member of the examination committee designated by him).
 - e) The doctoral student will take a position on the opponents' assessments, primarily answering the questions asked and responding to the comments made.
 - f) The chairman of the examination committee will open a debate in which all members of the committee present may participate; the floor may also be given to guests present. In the debate, the doctoral candidate mainly answers the questions asked and responds to the comments made.
- (36) The examination committee's decision on the results of the dissertation defence will take place at a closed session of the examination committee.⁷⁸The closed session of the examination committee is held immediately after the end of the dissertation defence. If the doctoral student's supervisor or the opponent of the dissertation are not members of the examination committee, they may participate in the closed session with an advisory vote. The examination committee decides on the result of the dissertation defence by consensus, in the event of impossibility of reaching a consensus (or in the event that the examination committee, upon the proposal of one of its members, agrees on a public or secret vote) by public or closed (secret) vote, and in the event of a tie, the vote of the chairman of the examination committee is decisive. The result of the dissertation defence is evaluated by one classification level (A to FX according to the Study Regulations of the FF KU).⁷⁹If the result of the dissertation defence is evaluated with a classification grade other than FX, the examination committee will propose to award the doctoral candidate the academic title "philosophiae doctor" ("PhD.") - this fact will be stated in the minutes.
- (37) The announcement of the results of the dissertation defence is public.⁸⁰Minutes are drawn up on the conduct and results of the dissertation defence, which are signed by the recorder, the chairman and all other members of the examination committee present.
- (38) If the dissertation defence was graded FX, the doctoral student has one more opportunity to submit the dissertation for defence, usually no sooner than six months after the relevant grade was awarded.
- (39) Doctoral studies end with the defence of the dissertation.⁸¹Graduates of doctoral studies are awarded the academic title "doctor" ("philosophiae doctor", abbreviated "PhD."; the abbreviation "PhD." is given after the name).⁸²Graduation certificates are issued within 30

⁷⁸§ 63 sec. 2 of the Act

⁷⁹Art. 11 sec. 11 of the Study Regulations of FF KU

⁸⁰§ 63 sec. 2 of the Act

⁸¹§ 54 sec. 14 of the Act

⁸²§ 54 sec. 15 of the Act

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days of proper completion of studies, except in cases where the graduate agrees to the later issuance of these documents.⁸³

Article 10

Doctoral studies in cooperation with an external educational institution

- (1) If the faculty conducts doctoral studies in cooperation with an external educational institution, the external educational institution has adequate representation in the relevant departmental committee.⁸⁴
- (2) A supervisor for a topic announced by an external educational institution may be a person approved by the relevant external educational institution. The external educational institution will provide the faculty's scientific and pedagogical characteristics of these supervisors.⁸⁵
- (3) The faculty will include among the published dissertation topics assigned by an external educational institution together with supervisors; the name of the assigning external educational institution will be stated together with the published topic. The external educational institution may also publish the topics separately.⁸⁶
- (4) If a doctoral candidate chooses a dissertation topic published by an external educational institution, the external educational institution must also agree to his/her admission to doctoral studies. The entrance examination is held before a committee consisting of members from the university and members appointed by the director of the external educational institution. The members from the university are appointed by the dean for study programmes offered at the faculty. The entrance examination may be held on the premises of the external educational institution with the participation of university representatives, subject to agreement between the faculty and the external educational institution.⁸⁷
- (5) If a doctoral student has applied for a dissertation topic published by an external educational institution, he/she shall carry out the scientific part of the doctoral study and the obligations of the study part of the doctoral study agreed with the university in this external educational institution. The university or faculty shall conclude an individual agreement with the external educational institution on the doctoral study of the doctoral student. It shall address matters related to the doctoral student's work at the external

⁸³§ 54 sec. 15 of the Act

⁸⁴§ 54 sec. 17 of the Act

⁸⁵§ 68 sec. 8 of the Act

⁸⁶§ 54 sec. 6 of the Act

⁸⁷§ 54 sec. 7 of the Act

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educational institution, including the reimbursement of the costs of the external educational institution.⁸⁸

- (6) If a doctoral student has applied for a dissertation topic published by an external educational institution, the dissertation examination and the defence of the dissertation are held before a committee in which members of the university (determined pursuant to § 63 sec. 4 of the Act) and members determined by the external educational institution are equally represented. The committee must have at least four members. The defence of the dissertation may take place on the premises of the external educational institution, upon agreement between the university or faculty and the external educational institution. The name of the external educational institution is also stated in the university diploma.⁸⁹
- (7) The interruption of studies for a doctoral student who has applied for a dissertation topic published by an external educational institution is permitted by the dean after a positive statement from the director of the external educational institution.⁹⁰
- (8) Further conditions of doctoral studies carried out in cooperation with an external educational institution shall be determined by a special agreement between these institutions. Unless otherwise stated, the same conditions apply to doctoral studies carried out by the faculty in cooperation with an external educational institution as to doctoral studies carried out at the faculty.

Article 11

Transitional and final provisions

- (1) This Directive shall enter into force and take effect on 1st September 2025.
- (2) On the date of entry into force of this directive, S-FFKU-8 Dean's Directive on doctoral studies at the Faculty of Arts of the Catholic University in Ružomberok of 13th September 2022, Dean's Directive on departmental committees of doctoral studies of 19th May 2020, Dean's Directive on supervisors of doctoral studies at the FF KU of 8th September 2014, and Dean's Directive on the attendance of students of full-time doctoral study programs of 9th September 2016 are repealed.
- (3) For doctoral students who start studying at FF KU in the academic year 2025/2026, the departmental committees will approve individual study plans no later than 22nd September 2025, but preferably by 9th September 2025.
- (4) A doctoral student in full-time study who began his/her studies before 1st September 2025 shall submit an application for a dissertation examination no later than 15th February of the second year of his/her studies. Based on a reasoned request from the doctoral student,

⁸⁸Section 54(12) of the Act

⁸⁹Section 54(13) of the Act

⁹⁰Section 64(3) of the Act

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the dean may allow an extension of the deadline for submitting an application for a dissertation examination, which in the case of a doctoral student in full-time study shall generally not be later than 15 March of the second year of his/her studies.

- (5) If a full-time doctoral student whose studies began before 1st September 2024 does not send the entire text of his/her dissertation in electronic form to the chairman of the departmental committee no later than 15th March of the state-registered year or if the departmental committee does not consider it appropriate for this text to be published as a scientific monograph of the doctoral student, the doctoral student shall submit the dissertation to the study department no later than the end of May of the state-registered year; based on a reasoned request from the doctoral student and with the consent of the supervisor and chairman of the departmental committee, the dean may allow an extension of the deadline for submitting the dissertation, usually by two weeks. If the doctoral student does not submit the dissertation to the study department by this deadline, he/she will be excluded from the study in accordance with § 66 sec. 1 letter c) of the Act.
- (6) A doctoral student whose studies began before 1st September 2024, shall submit the dissertation to the study department in the number and form of copies according to the Study Regulations of the Faculty of Arts of the University of Ljubljana and, if applicable, the guidelines on the completion of studies. Along with the dissertation, the doctoral student shall also submit:
 - a) your own VUPCH (Scientific/Artistic-Pedagogical Characteristics) or your own structured professional CV with an emphasis on scientific and professional activities;
 - b) a list of their author publications exported from the CREPČ system, with at least two scientific publications (category V1, V2 or V3) related to the topic of the dissertation required, of which at least one is either an author publication of category V1 or an author publication registered in the WoS or Scopus database, or at least three scientific publications (category V1, V2 or V3) related to the topic of the dissertation required; if the doctoral student does not have at least two scientific publications registered in the CREPČ system that meet the required criteria, he or she may submit at least a document confirming its acceptance for publication instead of at most one of them;
 - c) a list of dates (working days) during the next three months in which serious circumstances (planned surgery, stay abroad, etc.) would prevent the doctoral student from participating in the dissertation defence, if relevant.
- (7) With the prior written consent of the Dean, a doctoral student may submit, with the application for a dissertation examination or dissertation thesis, a list of his/her authored publications with a lower number of scientific publications or in other categories of scientific publications than required by this Directive; the Dean will usually request the

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opinion of the departmental committee regarding the doctoral student's application for this consent.

- (8) In the event that the relevant vice-dean is not appointed or authorized, his/her tasks and competencies under this directive apply to the dean of the faculty.
- (9) If any of the dates specified in this Directive (except 1st September) falls on a non-working day, the obligation according to this date is transferred to the next working day.
- (10) The annexes to this Directive are linked to specific provisions of this Directive, but unless the text of the Directive explicitly refers to these annexes, they are only of a recommendatory and application nature.

Attachments

Appendix No. 1 Proposal form for writing dissertation topics

Appendix No. 2 Form of the doctoral student's individual study plan

Appendix No. 3 Semester evaluation form for doctoral students

Appendix No. 4 Application form and response to the scope of work at home of a doctoral student in full-time study during the standard length of study