



Catholic University in Ružomberok
Faculty of Education

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Revision no.:

**INTERNAL REGULATION
DEAN'S DIRECTIVE ON DOCTORAL STUDIES
AT THE FACULTY OF EDUCATION
OF THE CATHOLIC UNIVERSITY IN RUŽOMBEROK**

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**DEAN'S DIRECTIVE ON DOCTORAL STUDIES
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Pursuant to Act 131/2002 Coll. on Higher Education and on Amendments and Additions to Certain Acts, as amended (hereinafter referred to as the Higher Education Act), in accordance with the Standards for the Study Programme and the Study Regulations of the Faculty of Education of the Catholic University in Ružomberok (hereinafter referred to as the Study Regulations of the Faculty), which are applicable to doctoral studies, I issue this Directive:

Article 1

Introductory Provisions

1. Doctoral studies are the third stage of higher education. The Faculty of Education of the Catholic University in Ružomberok (hereinafter referred to as "the Faculty") provides doctoral studies in accredited study programmes in given fields of study. The aim of doctoral studies is to prepare doctoral students for independent creative scientific research work that fulfils sector-specific professional expectations for the performance of the profession. The graduate will gain access to up-to-date knowledge, skills and competencies, including transferable competencies, that influence the student's personal development and can be used in his/her future career in line with the graduate profile.
2. Doctoral studies are carried out in full-time or part-time form. Students enrolled in full-time doctoral studies, who have not yet obtained a third-level higher education qualification, are granted a scholarship. The external form of doctoral studies is fee-paying.
3. The relevant provisions of the Study Regulations of the Faculty apply to doctoral studies.
4. Doctoral studies are conducted according to an individual study and research plan under the guidance of a supervisor. It shall take place at the faculty or at an external educational institution with which the faculty has concluded a framework agreement on doctoral studies (hereinafter referred to as the 'external educational institution') and with which it concludes an individual agreement for each doctoral student.
5. Doctoral studies in individual fields of study shall be monitored and evaluated by the Branch Committee of the respective field of study, established in accordance with the internal regulations of the faculty. The members of the committee are appointed by the dean of the faculty. Details of the activities of the Branch Committee are regulated by the Organisational and Negotiating Regulations of the Branch Committee (in the given study programme).

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Article 2 Organisation of doctoral studies

1. The standard length of doctoral studies shall be three or four academic years in full-time form. The number of credits to be achieved as a condition for the proper completion of studies shall be 180 ECTS credits for a full-time doctoral programme with a standard duration of three academic years and 240 credits for four academic years. The standard length of a doctoral programme of part-time study shall be four or five academic years; the number of credits to be achieved as a condition for regular graduation shall be 180 credits for a doctoral programme of part-time study with a standard length of study of four academic years and 240 credits for five academic years.
2. A full-time doctoral programme may not exceed its standard length by more than two years. Doctoral studies in the part-time form may not exceed their standard length by more than three years (Section 65(2) of the Higher Education Act). The date of termination of studies when the standard length of studies is exceeded in this case shall be the end of the academic year in which the student should have completed his/her higher education studies (Section 66(2)(b) of the Higher Education Act).

Article 3 Admission procedure

1. At least two months before the deadline for the submission of applications, the Dean of the Faculty shall publish the topics of the dissertations for which applications may be submitted in the admissions procedure. For each topic published, the name and surname of the supervisor, including his or her academic title, shall also be indicated; if the topic is advertised by an external educational institution, the name of that institution shall also be indicated. The thesis topics shall be proposed by the doctoral supervisor. If the doctoral candidate has his/her own topic, it may be proposed by the supervisor after prior consultation. Dissertation topics will be published on the faculty's website after approval by the person who has the main responsibility for the implementation, development and quality assurance of the relevant study programme (hereinafter referred to as the guarantor). At the same time, the admissions committee together with the supervisor has the right to decide on the final version of the topic before the candidate is admitted.
2. The applicant shall complete the application form for doctoral studies in accordance with the Higher Education Act. The application form shall be accompanied by:
 - a) a handwritten and signed curriculum vitae, in which the applicant gives details of previous employment or current employment, educational qualifications, including merits, and the results of any interest-related activities related to the study programme for which the applicant is applying;



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- b) certified copies of evidence of educational qualifications; an applicant who has completed a master's degree at the same faculty of CU to which he or she is applying for a candidate who has completed his/her master's studies at one of the CU faculties and is applying for doctoral studies at another CU faculty, shall submit copies of the educational documents, together with the originals, for inspection and verification by a member of staff of the relevant science department;
 - c) if the educational document was issued by a foreign university, the applicant must apply for recognition of the educational document from a graduated university (No.422/2015 Act on the Recognition of Educational Documents and on the Recognition of Professional Qualifications and on Amendments to Certain Acts) established under the legislation of another state in a similar field of knowledge (Higher Education Act §59 (4) (b));
 - d) a proposal for the dissertation project, which includes: the rationale for the choice of the topic, the aim, the methods, a brief description of the state of research on the topic and the basic research questions,
 - e) an inventory of his/her own published articles or an inventory of the results of other professional or artistic activities, or, where appropriate, reviews of these works and activities;
 - f) a request for specific conditions, if these are necessary for the applicant's health reasons, and it is the responsibility of such applicants to inform the faculty of this fact when submitting their application;
 - g) other documents required by the faculty (proof of foreign language proficiency, proof of payment of the admission fee, etc.).
3. The basic condition for admission to doctoral studies is the completion of a second-degree study programme or a study programme pursuant to Section 53(2).
4. If the applicant does not meet the conditions published on the website of the faculty concerned, the faculty will return the application form together with the attached documents with a brief justification to the doctoral applicant.
5. The dean of the faculty shall announce the start of the admission procedure for doctoral studies on the faculty's website and on the faculty's official notice board at least two months before the last day for the submission of applications.

The content of the admission interview shall consist of the determination of the prerequisites for independent scientific work. The candidate submits and defends a written proposal for a dissertation project containing: the rationale for the choice of the topic, the aim, methods, terminological proficiency in the field, a brief description of the state of research on the topic and the basic research questions he/she would like to address. The committee shall also consider the extent and quality of the applicant's professional publications or artistic activity and the results of his/her other professional or artistic activity. The interview will also include a test of language skills in a world language of the applicant's choice.



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6. If the applicant for doctoral studies fulfils the conditions set out above, the dean shall invite him/her to an admission interview at least 14 days before the date of the admission interview and shall inform the applicant of the content of the admission interview. A copy of the invitation shall be included in the applicant's personal file. The admission interview shall take place before an admissions committee of at least five members appointed by the Dean of the Faculty on the proposal of the relevant departmental committee. The committee shall consist of a chairperson and at least two members holding the posts of professor or associate professor in the field of study concerned and one member examining a foreign language. The other members of the committee are usually experienced professionals from the relevant industry, social partners or representatives of employers. If the admission procedure is for an applicant to a subject advertised by an external educational institution, a representative of the external educational institution shall also be a member of the admissions board.
7. The PhD Admission Board shall evaluate the result of the admission examination in a closed meeting. If several applicants have applied for a single topic and the nature of the topic precludes several applicants from addressing it, the order of the applicants shall be determined according to the success rate of the entrance examination. In determining the order, the admissions board shall also consider the extent and quality of the applicant's professional publication or artistic activity and the results of his/her other professional or artistic activity (e.g. results in student scientific and professional thesis competitions or student art exhibitions, etc.). The faculty will publish the results of the applicant's scores with a numerical code on the faculty's website no later than the day following the admission examination.
8. A report on the result of the admission interview is drawn up and the admission proposals of the successful PhD candidates are submitted by the admissions committee to the Dean of the Faculty. The dean, on the proposal of the admissions committee, shall decide within 30 days of the admission interview whether to accept the candidate. A candidate who has received a decision on non-admission to doctoral studies may, within eight days of the date of receipt of the decision on the outcome of the admission procedure, submit a request to the Dean of the Faculty for a review of this decision. The decision shall be sent to the applicant by hand.


**Article 4
Start of doctoral studies**

1. An applicant who has received a final decision on admission to study shall become a student from the date of enrolment (Article 69(1) of Act No 131/2002 Coll. on Higher Education). If the enrolment of an applicant admitted to study takes place before the beginning of the academic year in which he/she is to start his/her studies, the applicant becomes a student from the beginning of the academic year. If the applicant is asked to indicate whether he/she will enrol and does not express interest in the study or does not provide the information

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within the specified time, his/her right to enrol in the study programme in question shall cease and the dean shall annul the decision not to admit the next applicant in the order of the results of the admission procedure and issue a new decision on his/her admission to the study programme.

2. The date, time and place of enrolment shall be determined by the Office for Science and the Arts. Information on enrolment shall be sent to the applicant together with the admission decision by registered post. A student who fails to appear for enrolment in the following period of study or who fails to reappear for enrolment after interruption of studies and who does not request permission to enrol on an alternative date shall be invited in writing by the faculty concerned to appear for enrolment within 10 working days of receipt of this invitation. If the student does not appear for enrolment within the specified period of time after the receipt of the invitation and does not request an extension of this period for medical reasons, the day by which the student should have enrolled for the next period of study or re-enrolled shall be deemed to be the day on which the student abandoned his/her studies.
3. At enrolment, the doctoral student shall receive basic information on the study programme in which the doctoral studies are being carried out, on the study units for the development of an individual study plan, on the conditions for the acquisition of credits and on the other requirements of the studies.
4. A record of the enrolment shall be made by the relevant faculty department in the doctoral student's registration file. The necessary data shall also be entered in the register of students in accordance with Section 73(3) of Act No 131/2002 Coll. on Higher Education.
5. A full-time doctoral student receives a decree stating the amount of the scholarship within two weeks of enrolment.
6. A doctoral student in the full-time form of study is guaranteed eight weeks of study leave by the individual study plan from the start of doctoral studies during the academic year, of which a maximum of six continuous weeks (during which he/she is exempted from the activities resulting from §54 (11) of the Act on Higher Education Institutions). The six continuous weeks are recommended to be taken during the summer months when no teaching is taking place at the faculty.
7. The study is carried out at the faculty. The attendance of a full-time doctoral student at the training site and the way of its recording are defined in the "Guideline of the Dean of the Faculty of Education of the CU on the attendance of full-time doctoral students".
8. Doctoral students are covered by the legislation on occupational safety.
9. The Faculty of Education of the Catholic University in Ružomberok also allows foreign nationals to study for a doctoral degree in accordance with Act No. 131/2002 Coll. on Higher

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Education and on Amendments and Additions to Certain Acts and Decree No. 614/2002 Coll. of the Ministry of Education of the Slovak Republic on the Credit System of Studies.

Article 5 Doctoral scholarship

1. The Catholic University in Ružomberok provides a scholarship within the meaning of §54 (18) of Act No.131/2002 Coll. on Higher Education and on Amendments and Additions to Certain Acts.
2. A full-time doctoral student is granted a scholarship by a higher education institution or an external educational institution during the standard duration of his/her studies, starting from the academic year beginning on 1 September of the relevant calendar year or from the date of enrolment until the date of completion of his/her studies, if he/she has not already obtained another higher education degree of the third cycle. The scholarship is awarded to the doctoral student by the Dean of the Faculty.
3. The scholarship for doctoral students shall end on the expiry of the standard length of studies or on the date of the defence of the doctoral thesis before the expiry of the standard length of studies.

Article 6 Doctoral student


1. A doctoral student admitted to full-time study has the rights and obligations of a student of a higher education institution (Sections 70 and 71 of Act No. 131/2002 Coll. on Higher Education).
2. An agreement shall be concluded with a doctoral student in part-time study who is being trained for other institutions, setting out the obligations of the doctoral student and the training institute. His/her external doctoral studies shall be carried out on a fee-paying basis.
3. The doctoral student shall carry out his/her duties according to an individual study and research plan. The doctoral student shall draw up an annual evaluation in cooperation with his/her supervisor on the prescribed form, which he/she shall submit to the relevant department by 30 June of the current year.
4. A doctoral student ceases to be a doctoral student on expiry of the time allowed for study, abandonment of studies, exclusion from studies for failure to fulfil the individual study and research plan or termination of studies.
5. Doctoral student:

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- a) in cooperation with his/her supervisor, draws up an individual study and research plan, oriented towards the fulfilment of the scientific part of the study programme, in connection with the dissertation, which is approved by the relevant departmental committee. He/she shall consult with the supervisor on the progress of the individual study and research plan and on the related publication and grant activities;
- b) deals with all matters relating to doctoral studies either in cooperation with the supervisor, with their knowledge, or through them;
- c) in the full-time form of study, carries out teaching or other professional activities for a maximum of 4 hours per week on average per academic year in which the teaching takes place. The content of the pedagogical and professional activity shall be determined for the doctoral student by the head of the department in which the study programme is being implemented;
- d) keeps personal records and archive copies of all teaching, scientific and publishing activities (invitations to scientific, artistic and professional events, certificates of participation, papers, published works, participation in grants, projects, etc.), which he/she submits to the supervisor as a basis for the award of credits for scientific and publishing activities. He/she shall also submit copies of his/her teaching, scientific and publishing activities to the relevant faculty office together with the doctoral student's annual evaluation by 30.06. of the respective academic year. Full-time and part-time doctoral students are obliged to submit each publication to the Central Register of Publication Activities (CREPČ) and each artistic activity to the Central Register of Artistic Activities (CREUČ). The PhD student is obliged to indicate the training institute, i.e. the FE CU in Ružomberok, in the case of published outputs. The given outputs must be registered under the title of the department at which the doctoral student is studying;
- e) he/she must demonstrate knowledge of a world language at least at B2 level by passing an examination before submitting the application for the doctoral dissertation examination. The method of passing the language examination shall be determined by the departmental committee. Knowledge of a world language is a condition for the proper completion of the doctoral studies.
- f) is obliged to undertake a foreign study or research stay in any form during his/her studies.

Article 7 Supervisor

1. The function of a supervisor in an accredited doctoral study programme shall be performed by a teacher at a university or an employee of another institution, who has been approved

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for this position by the CU Ružomberok Scientific Council (hereinafter referred to as the CU Scientific Council).

2. The supervisor for the topics announced by an external educational institution may be a person approved by that institution. The external educational institution shall provide the Faculty's Scientific Board with the scientific and pedagogical characteristics of its supervisors.
3. The supervisor for a given doctoral study programme may be a university lecturer or other practitioner, subject to the approval of the CU Scientific Council. The supervisor must be a holder of the scientific-pedagogical or artistic-pedagogical title of associate professor, professor or must be a researcher with the academic title of PhD, ArtD. and with the awarded qualification degree II a, or with the scientific rank of DrSc.
4. In addition to the qualification requirements and tasks defined in Article 7, paragraphs 1, 2 and 3 of this Directive, a supervisor in a doctoral study programme must meet the following conditions:
 - (a) his/her publishing, scientific research and other creative activities are related to the given or related field of study or study programme in which the supervisor works or is to work;
 - b) the quality and quantity of his/her published outputs, scientific projects and other creative activities are at the required level and guarantee the progress of the relevant field of study/programme; at the same time, they guarantee the quality of the doctoral student's scientific programme and publication outputs and his/her involvement in the supervisor's scientific projects or other projects in the given or related field.
 - c) he/she has achieved new results in science, technology, art and/or education which have significantly influenced the development of the given or related field and are equally valued by the professional community (e.g. citations of papers, art reviews, membership of scientific committees of conferences and scientific organisations, invited lectures, expert and refereeing activities, etc.).
5. A supervisor:
 - a) compiles, guides and ensures the doctoral student's individual study and research plan and the focus of the dissertation project and submits it to the thesis committee for consideration,
 - b) based on the annual evaluation of the doctoral student's study plan, recommends or does not recommend the doctoral student's continuation of his/her studies,
 - c) submits to the dean a proposal for the exclusion of a doctoral student from doctoral studies and expresses, together with the chair of the doctoral committee, his/her opinion on the doctoral student's request for a change of the dissertation



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- topic, change of supervisor, change of the form of doctoral studies, expresses his/her opinion on the interruption of doctoral studies,
- d) proposes to the dean the doctoral student's study stay in other domestic or foreign scientific, artistic or educational institutions,
 - e) comment on the written thesis for the doctoral examination, draw up an opinion on the doctoral thesis and the working characteristics of the doctoral student entrusted to him/her,
 - f) proposes to the dean that he/she entrust a supervisor-specialist with the supervision of specific parts of the doctoral student's scientific programme of study,
 - g) arranges for the doctoral student to consult other specialists as necessary,
 - h) is a member of the examination committee for the doctoral examination and the defence of the doctoral thesis of the doctoral student and his/her participation in both procedures is essential,
 - i) the role of supervisor may be terminated by a decision of the Scientific Council, a decision of the Doctoral Committee, the death of the supervisor, or an official request to be relieved of the position of supervisor.

Article 8

Doctoral student's individual study and research plan

1. The doctoral student's individual study and research plan expresses the continuity of the doctoral student's studies with the scientific discipline within the framework of which his/her scientific training is carried out.
2. Doctoral studies consist of a study part and a scientific part. The study part consists mainly of lectures, seminars and individual study of the literature necessary for the focus of the doctoral thesis. The study part of the individual study plan should be designed so that the doctoral student acquires the most profound and up-to-date theoretical and practical knowledge in the given field of study, becomes familiar with the methodology of scientific work and is able to solve current scientific problems in the given field. In the study part, the doctoral student will complete the prescribed compulsory and selected compulsory elective courses. Successful completion of the study part of the doctoral student's individual plan is demonstrated by fulfilling the prescribed obligations, obtaining a sufficient number of credits and successfully passing the dissertation examination.
3. The scientific part of the doctoral studies consists of individual or team scientific work of the doctoral student, which is related to the topic of the doctoral thesis. The scientific part of the doctoral study is professionally supervised by the supervisor. The scientific part of the individual plan also includes the active participation of the doctoral student in domestic and

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foreign scientific seminars, scientific conferences and other professional events organised in the field of science or art, related to the topic of the doctoral thesis.


4. Part of the doctoral student's individual plan in the full-time form of study is the performance of teaching or other professional activities contributing to the broadening of his/her professional outlook, or the completion of part of his/her studies at another training institution or at a foreign university. For external doctoral students, this activity is replaced by another adequate activity (organisation of lectures, seminars, internships, etc.). In the case of a doctoral candidate who is registered for a dissertation topic announced by an external educational institution, the faculty's agreement with the institution includes where and how the study part of the programme and the doctoral candidate's teaching activity will take place.
5. At the suggestion of the supervisor, the doctoral student's individual plan may include foreign stays of the doctoral student, completion of a course or lectures beyond the recommended study part of the doctoral student's study plan in the full-time form of study.
6. The supervisor guides the doctoral student in publishing activities and involvement in research tasks and comments on the doctoral student's participation in internships and foreign stays.

Article 9

Credit system for doctoral studies and evaluation of learning outcomes


1. The credit system shall be applied in all forms of doctoral studies. A credit is a unit of the doctoral students workload.
2. A doctoral student shall earn credits for the following activities during his/her studies:
 - a) completion of the study part of the individual plan, which consists mainly of lectures and seminars,
 - b) passing the dissertation examination,
 - c) independent creative activity in the field of science, possibly also in the field of art (publishing and artistic activity, solving projects - the number of credits will be determined by the supervisor),¹
 - d) the performance of teaching or other professional activities at the faculty (e.g. conducting practical exercises and seminars, drafting referee reports, organising events, etc.),

¹ The individual assessed activities and the maximum number of credits for them are set out in Annex A to this Directive, which may be updated from time to time.

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e) defending a doctoral thesis.

4. A doctoral student may re-enrol in a compulsory course during his/her studies which he/she has failed, i.e. assessed three times with a grade of FX or not taken at all, in the following academic year. After an unsuccessful attempt to retake a compulsory course, the student is expelled from the course.
5. A doctoral student may re-enrol during his/her studies in a compulsory elective course which he/she has failed, i.e. three times with a grade of FX or not at all, in the following academic year, or may enrol in another compulsory elective course instead. After an unsuccessful attempt to retake the selected compulsory elective course, the student is expelled from the course.
6. If a doctoral student has completed part of his/her studies at a workplace other than his/her own (e.g. abroad), the credits obtained at this workplace are counted in full if he/she has been seconded to this workplace in the framework of the fulfilment of his/her individual study and research plan and if the credit systems of the sending and receiving workplaces are compatible (transfer of credits).
7. If there is a change of training workplace, a change of form of doctoral studies or a change of study programme, the doctoral student may be credited with the credits previously earned if this is in accordance with his/her new individual study and research plan.
8. In the full-time or part-time form of doctoral studies, a doctoral student may register for the doctoral examination if he or she has obtained at least 80 credits for the prescribed requirements.
9. Advancement to a higher year is conditional on the number of credits obtained. Advancement to the higher year in both forms of study is conditional on a positive evaluation of the doctoral student's fulfilment of the individual study and scientific plan by the relevant departmental committee.
 - For advancement to the second year of doctoral studies in the full-time form, the condition is the acquisition of at least 50 credits, in the external form at least 40 credits.
 - For advancement to the third year, a minimum of 90 credits in the full-time form and a minimum of 60 credits in the part-time form is required.
 - For advancement to the fourth year, the condition is the acquisition of 140 credits in the full-time form of study and a minimum of 90 credits in the part-time form of study.
 - For advancement to the fifth year in the external form of study, the condition is the acquisition of a minimum of 120 credits.

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- The minimum number of credits from the study, scientific and pedagogical part of the programme that a student must obtain over the entire period of study is 180 or 240 credits (according to the standard length of study).


Failure to comply with these conditions shall be grounds for the exclusion of the doctoral student from the studies.

10. A doctoral student may apply for permission to defend his/her doctoral thesis if he/she has obtained at least 150 or 210 credits for the prescribed requirements. The supervisor shall comment on the permission to defend the dissertation.
11. The results of the completed unit of study shall be recorded in the Academic Information System (AIS2).
12. If a doctoral student does not complete the standard length of study, the annual assessment of the doctoral student shall be carried out in the year of study in which the study should have been completed, as well as in the following years until the completion of the study.

Article 10

Change of form of doctoral studies, interruption and termination of doctoral studies

1. A change in the form of doctoral studies, study programme, supervisor or supervising institution may be made during the doctoral studies in justified cases, if this creates more favourable conditions for the fulfilment of the doctoral student's individual study and research plan.
2. A doctoral student may apply in writing to the dean of the faculty for a change in the form of doctoral studies from full-time to part-time or vice versa. Changes in the form of doctoral studies are decided by the dean based on the doctoral student's application and after the opinion of the supervisor and the departmental committee.
3. A full-time doctoral student may not exceed a study period of five or six years, depending on the standard length of study. A doctoral student in the part-time form may not exceed six or seven years of study, depending on the standard length of study, even if the form is changed.
4. In case of a change of the doctoral study programme, the provisions of the Study Regulations of the Faculty shall apply.
5. Doctoral studies shall end with the defence of the doctoral thesis. If the defence of the doctoral thesis does not take place by the end of the doctoral studies, the doctoral student will be expelled from the studies for failure to fulfil his/her obligations.


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6. The Dean of the Faculty may, on his/her own or at the suggestion of the supervisor, exclude a student from studies if the doctoral student fails to fulfil his/her obligations (as laid down in this Directive and in the Dean's special guidelines on attendance).
7. The interruption of studies is regulated by Section 64 of the Higher Education Act and Article 18 of the Study Regulations of the Faculty of Arts. The interruption is authorized by the Dean based on a reasoned written request of the student and after payment of the study fees. Interruption of studies in the first year is possible only after the end of the winter semester. The interruption of studies applies to a complete part of studies (semester, year). The application for interruption of studies with the consent of the supervisor shall be addressed by the doctoral student to the Dean of the Faculty and submitted to the relevant Faculty office at least 3 weeks before the beginning of the semester. Exceptions in exceptional and unforeseen cases (e.g. sudden serious health problems) are decided by the Dean. The decision to interrupt studies is delivered to the student in person or by post in his/her own hands.
8. A doctoral student may request an interruption of studies in writing:
 - a) for a maximum of three academic years due to parental leave,
 - b) for a maximum of two academic years for medical or other serious personal reasons (on presentation of verifiable evidence),
 - c) for a maximum of one year without giving a reason.
9. A change of supervisor may occur during the doctoral studies. The change must be approved by the chair of the relevant departmental committee, and the new supervisor is appointed by the Dean.

Article 11

Dissertation examination


1. A full-time doctoral student shall register for the dissertation examination in the second year of study at the end of the winter semester at the relevant department after having fulfilled his/her obligations. A doctoral student in the part-time form of doctoral studies shall register for the dissertation examination in the third year of studies after the end of the winter semester at the relevant department. If the doctoral student does not register for the dissertation examination by the end of the second year (full-time) or the end of the third year (part-time) at the latest, he/she will be expelled from the study.
2. In situations worthy of special consideration, a doctoral student may submit a request to the Dean of the Faculty for an extension of the deadline for submitting the application for the dissertation examination.
3. The doctoral student is obliged to submit the application form together with the application for the dissertation examination:

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- a) a written thesis for the dissertation examination,
 - b) the supervisor's statement on the written thesis for the dissertation examination with the proposal of the opponent, and a statement on the doctoral student's study and scientific activity,
 - c) a list of published works and outputs from participation in scientific events, participation in research projects.
4. The condition for granting consent to conduct the dissertation examination is the acquisition of at least 80 credits for the prescribed duties, of which the doctoral student is obliged to demonstrate at least two scientific publication outputs - one Slovak and one foreign, one of them at the level of publication output of category B according to the criteria for comprehensive accreditation - to the application for the dissertation examination. The foreign scientific output may be replaced by four foreign professional outputs. All reported publications must have an affiliation to the Faculty of Education.
5. The dissertation examination consists of an oral part and a defence of the written dissertation. The topic of the defended thesis is determined by the topic of the dissertation. The written thesis is prepared by the doctoral student independently under the guidance of the supervisor.
6. The length of the written thesis is 40 - 50 standard pages excluding the list of references and appendices. The written thesis for the dissertation examination demonstrates the doctoral student's ability to formulate and conceive his/her own scientific text, the ability to work with the literature of the subject, the ability to apply the acquired methodology and research methodology and to present partial results of the solution of the dissertation topic. The written thesis includes a detailed project of further solution of the topic.

The structure of the written thesis is as follows:


- a) title page.
 - b) abstract.
 - c) an outline of the future dissertation.
 - d) introduction to the subject.
 - e) current state of the problem solving, theoretical reflection of the problem, its analysis.
 - f) the project of own research and problem solving, the objectives of the thesis, the chosen methodological and methodological approach.
 - g) partial results of the dissertation topic solution.
 - h) list of bibliographical references and literature used.
 - i) appendices.
7. If the written thesis for the dissertation examination is written in a foreign language, it must contain at least 20 % of the scope of the written thesis in the Slovak language (abstract, introduction to the problem, aim, methodology of the work and methods of solution, outline of the future dissertation, summary of the partial results of the solution of the dissertation topic).

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8. Department of Science and Arts submits the written thesis for the doctoral dissertation examination of the doctoral student to the chairman of the branch committee with all the annexes and the supervisor's statement on the dissertation examination. If the doctoral student is unable to attend the dissertation examination on the appointed date, he/she shall apologise in advance to the chair of the examination committee, who will set an alternative date for the examination. If a doctoral candidate fails to attend the dissertation examination without a serious reason, this shall have the same consequences as if he or she had failed the dissertation examination. Withdrawal from the dissertation examination shall have the same consequences.
9. The written thesis for the dissertation examination shall be reviewed by an opponent. The opponent may be a tenured or tenure-track professor or associate professor.
10. The content of the defence is the presentation and evaluation of the objectives of the dissertation, the methodological approach and methodology of the work and the response to the comments of the opponent's opinion on the written dissertation examination, and the defence of the own procedures of the work. The successful defence of the written thesis for the dissertation examination is followed by answering questions from the range of selected subjects of the dissertation examination and the focus of the dissertation.
11. The individual components of the dissertation examination are evaluated according to the ECTS standard classification grades.
12. A student may repeat the state examination twice, at the earliest after two months, but at the latest by the end of the last year of the standard length of the doctoral studies. He/she shall repeat the part of the state examination in which he/she obtained an FX grade. Failure to pass the second marking period of the doctoral examination shall be grounds for exclusion from doctoral studies.
13. Minutes of the dissertation examination shall be drawn up. The minutes of the dissertation examination shall include the attendance list of the members of the committee, the opinion of the opponent on the written work for the dissertation examination. The minutes shall be signed by the chairperson and the members of the examination committee present.

Article 12 Examination Board

1. The examination board before which the dissertation examination is conducted shall be composed of the chair, at least three members, the opponent and the supervisor, who shall be a member of the examination board but shall not take part in the classification process of the dissertation examination. At least one member of the committee shall not be from the doctoral student's training workplace. The examination committee and the opponent shall be

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proposed by the supervisor of the relevant study programme, who shall forward the proposal to the departmental committee or its presidency for approval. The chair of the examination board and its members are appointed and dismissed by the dean of the faculty, in the case of a faculty, or by the director, in the case of an external educational institution. At least one member of the Board of Examiners shall be a full professor.

- The examiner may not be a member of the doctoral student's family, his or her immediate superior or subordinate in an employment or similar employment relationship, or a supervisor or supervisor-specialist.
- The presence of an absolute majority of the members of the examination committee is required to decide on the overall result of the dissertation examination. The Examination Board shall evaluate the result of the dissertation examination in closed session and shall decide on the overall result of the dissertation examination by a majority vote of the members present. In the event of a tie, the Chairperson's vote shall prevail.
- The overall result of the dissertation examination shall be evaluated by classification grades A to FX (A - excellent, B - very good, C - good, D - satisfactory, E - sufficient, FX - insufficient).

Article 13

Application for permission to defend the dissertation

- The dissertation is a final thesis within the meaning of the Higher Education Act, and the defence of the dissertation is a state examination (§63 of the Higher Education Act), it is public and takes place before a defence committee appointed by the Dean on the proposal of the specialisation committee.
- A doctoral student may apply to the dean for permission to defend his/her dissertation if he/she has obtained at least 150 or 210 credits, depending on the study programme, excluding credits awarded for the defence of the dissertation. The application shall be submitted in sufficient time for the defence of the dissertation to take place in the final year of his/her doctoral studies.
- Each doctoral student must have obtained a minimum of 70 credits of creative activity in the sciences and, where appropriate, the arts before applying for permission to defend his or her doctoral thesis. Of these, the doctoral candidate must demonstrate at least five publications (including two publications at least at the level of publication output category B according to the standards for the assessment of creative activity for the given study programme) for the defence of his/her doctoral thesis.
- The doctoral student shall attach the following items to the application for permission to defend:

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- a) the supervisor's statement on the defence of the dissertation with the proposal of three opponents,
- b) a structured professional CV,
- c) the dissertation in writing in four copies,
- d) a dissertation abstract in 20 copies²,
- e) a list of published works with full bibliographical data from the CREPČ register, or artistic outputs from the CREUČ register, as well as evaluations of these, drawn up by the relevant institutions in the field of science, technology or the arts,
- f) a licence agreement for the use of the work 3 times,
- g) a licence agreement for the use of the thesis 3 times,
- h) originality check report (max. 15 pages),
- i) a justification of the differences between the original and the submitted dissertation, if the doctoral candidate submits a new dissertation in the same field of doctoral study after an unsuccessful defence.

5. The distribution of dissertation abstracts will be ensured by the relevant faculty office.

Article 14

Essentials of a doctoral thesis


1. The doctoral candidate shall submit his/her doctoral thesis for defence in the language in which the study programme is conducted. If the study programme is conducted in Slovak, the possibility of submitting the thesis in another language is subject to the consent of the Dean of the Faculty. In such a case, the thesis must contain at least 20% of its scope in Slovak (introduction, content of the thesis, summaries of individual chapters and conclusion of the thesis).
2. The formal editing of the dissertation must be carried out according to the current Dean's Directive on the formalities of qualifying theses and completion of studies at the Faculty of Education CU in Ružomberok.

Article 15

Preparation of the dissertation defence

1. Upon receipt of the application for permission to defend the dissertation, the dean shall forward the doctoral student's application together with the dissertation containing the required elements to the dissertation committee within 30 days. The branch committee, after

² A model dissertation abstracts is set out in Annex B to this Directive, which may be updated from time to time.

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having familiarised itself with the dissertation, shall propose to the dean within 30 days the composition of the defence committee and at least three opponents.

2. If the relevant branch committee finds that the doctoral student's application for permission to defend the dissertation or the dissertation itself does not meet the required requirements, it shall recommend that the doctoral student withdraw the dissertation and invite the doctoral student to remedy the deficiencies within a specified period.
3. The dean shall, no later than 30 days after receiving the opinion of the branch committee, appoint the opponents of the dissertation and send the dissertation to them for evaluation.
4. Once all the opinions from the opponents have been received, the dean shall appoint the chair of the dissertation defence committee and its other members. The date of the defence shall be specified in the letter of appointment.
5. The relevant faculty office will immediately invite in writing the opponents, the supervisor and the doctoral student to the defence. The dean or the relevant department of the faculty shall publish the announcement of the defence and information on where and how the candidates can get acquainted with the dissertation on the official notice board and in electronic form on the faculty's website.
6. Anyone who is interested in the subject under examination and in the defence of the dissertation may submit his/her opinion or comments to the chair of the defence committee at least one week before the defence or may make his/her remarks orally at the defence, unless the defence has been declared closed to the public. At the defence of the doctoral thesis, the doctoral student shall take a position on such opinions or remarks.
7. The university is entitled to publish in the announcement of the time and place of the dissertation defence
 - a) the name and surname of the author of the dissertation,
 - b) the academic degrees, scientific-pedagogical titles, artistic-pedagogical titles or scientific ranks of the author of the dissertation,
 - c) the title of the dissertation,
 - d) the name of the study programme in which the author of the dissertation is enrolled,
 - e) the name of the field of study in which the programme of study referred to in point (d) is pursued,
 - f) the date, time and place of the defence of the dissertation.

Article 16

Members of the committee and opponents for the defence of the dissertation



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1. The doctoral thesis defence committee shall consist of a chairperson, at least three members, one of whom must be from a department other than the faculty at which the doctoral student is pursuing his/her studies, three opponents and a supervisor. The doctoral supervisor shall be a member of the doctoral thesis defence committee but may not vote. The chairperson and at least one member shall be appointed from among the members of the branch committee. In the event of a tie, the chair's vote shall prevail. Approval of the dissertation defence committees will be by vote of the thesis committee (including per rollam voting).
2. No more than four defences may be held before the same committee on the same day.
3. The dean appoints the opponents based on a proposal from the supervisor and the thesis committee, which may be based on a proposal from the supervisor. The opponents shall be selected from among experts in the field or specialisation of the doctoral student's field of study who are not employees of the same institution, and only one of them may be from the department where the doctoral student is studying.
4. The thesis shall be assessed by three opponents. At least one of them shall hold a full professorship. Ethical principles shall be considered in the selection of the opponents. The opponent may not be a member of the doctoral candidate's family, the doctoral candidate's immediate superior or subordinate in an employment or similar employment relationship, or a (former) supervisor.
5. Other referees may be university lecturers in the function of associate professor or staff members with the academic title 'PhD', 'ArtD', or qualified practitioners, in exceptional cases without the academic title 'PhD'.
6. The opponent shall submit a written report and return the dissertation to the relevant faculty office within 6 weeks at the latest. In case the opponent is unable to produce the report, he/she shall notify the student within 15 days. Subsequently, the dean, on the proposal of the chair of the thesis committee, shall appoint a new opponent.
7. The report shall contain an objective and critical analysis of the strengths and weaknesses of the dissertation, shall be brief and shall not repeat the content of the dissertation. The opponent shall state in the referee's opinion:
 - a) on the topicality of the chosen topic,
 - b) whether the dissertation has fulfilled its objective,
 - c) on the chosen methods of processing,
 - d) on the results of the dissertation, indicating what new insights it brings,
 - e) its contribution to the further development of science, technology or the arts,
 - f) the protocol for checking the originality of the dissertation.
8. Each opponent shall draw up a separate opinion and in it shall clearly state whether, based on the submitted dissertation, he or she proposes the award of an academic degree and shall



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evaluate the dissertation in terms of the ECTS standard classification grades. The assessments shall be uploaded to the Academic Information System (AIS2).

9. If the opponent's opinion does not meet the conditions, the branch committee shall return it to the opponent for completion or reworking, with a deadline for submission of no more than one month.
10. If at least two negative evaluations are made on the thesis, the defence cannot take place, and the thesis is returned to the doctoral student for reworking.
11. The committee shall decide on the outcome of the dissertation defence in a closed meeting of the members present in a secret ballot. The vote shall be taken by ballot papers containing the name and surname of the doctoral candidate, the date and place of the defence, the title of the dissertation and the text: 'I agree/disagree with the award of the academic degree'. The approval of a majority of the members of the committee present shall be required for the award of the academic degree.
12. The overall evaluation of the dissertation defence shall be expressed in terms of ECTS standard classification grades.
13. The defence may only take place in the presence of two-thirds of the members of the defence committee entitled to vote, including at least two opponents, at least one opponent and at least one other member of the committee must be from another institution. If one of the opponents cannot attend the defence for serious reasons and recommends the thesis for defence, the defence may be held without him/her, provided that all the members of the committee present agree to this before the defence. In this case, the opinion of the absent opponent will be read in full at the defence. The defence of the dissertation shall always take place in the presence of the supervisor; only in an exceptional case may the Vice-Dean for Science and Arts decide otherwise at the request of the supervisor.
14. A record of the defence shall be drawn up, which shall include the result of the vote and shall be signed by all members of the committee present. In addition, the minutes shall include the voting record and the attendance list of the members of the dissertation defence committee.

**Article 17
Decision on the award of the academic degree**

1. The proposal to award or not to award the academic degree to the doctoral student, together with the minutes, attendance list and voting record, as well as the complete dossier of the doctoral student, shall be submitted by the defence committee within 30 days of the date of the defence to the dean, who shall have the diploma drawn up.



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2. A doctoral student who, on the basis of the result of the defence of his/her thesis or because of his/her unexcused absence from the defence, is proposed by the defence committee not to be awarded an academic degree may reapply for permission to defend his/her thesis in the same degree programme at the earliest six months after the date on which the defence of his/her thesis was held or was due to be held. The defence of the doctoral thesis may be repeated twice.
3. Graduates of doctoral studies shall be awarded the academic degree of 'doctor' ('philosophie doctor', abbreviated PhD.). The diploma is signed by the Rector of the University and the Dean of the Faculty.
4. The dean shall notify the doctoral candidate in writing of the award or non-award of the academic degree. The notification shall be hand-delivered.
5. Graduation certificates shall be issued within 30 days of the regular completion of studies, unless the graduate agrees to a later issue of such certificates. If the diploma is issued in two languages, a supplement to the diploma shall also be issued in those languages, either as a single document in two languages or as two documents in separate languages.
6. After the successful defence of the dissertation, the graduate of doctoral studies at FE CU is recommended to publish at least one scientific study in an indexed or at least peer-reviewed journal with the affiliation of FE CU in Ružomberok. After the publication is published, he/she is obliged to register it in the University Library of CU in Ružomberok.

**Article 18
Tuition fees**

1. CU determines the annual tuition fees for the individual doctoral study programmes (§92 of the Higher Education Act). The annual tuition fee shall apply to the academic year and shall be determined on the proposal of the Dean of the Faculty in accordance with an internal regulation of CU (Rector's Directive on the amount of tuition fees and fees associated with education at CU for the relevant academic year).
2. In accordance with the regulations (the Higher Education Act, the Directive of the Rector of CU in Ružomberok on tuition fees for the respective academic year), CU determines the amount of tuition fees for exceeding the standard length of studies, for study programmes in the external form of doctoral studies and tuition fees for foreigners.
3. The tuition fees shall be set for all years of study during the standard duration of the programme of study for students admitted to the programme of study in the academic year in question.

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4. Tuition fees beyond the standard duration shall correspond to the tuition fees specified in the study programme for the academic year in question.
5. Foreign nationals who are not citizens of an EU Member State or who do not reside permanently in an EU Member State shall pay tuition fees for the full duration of their studies for the academic year in question.

Article 19 Final provisions

The Directive shall enter into force and take effect on 24 June 2025. At the same time, the validity of the previous Dean's Directive on Doctoral Studies at the Faculty of Education of the Catholic University in Ružomberok No. S-PFKU-2/2024 is repealed.

In Ružomberok, 24. 06. 2025

PaedDr. Peter Krška, PhD.
 Dean of FE CU in
 Ružomberok

Attachments:

- Annex A Credit evaluation of individual activities of a doctoral student
- Annex B Structure of the dissertation abstract