

Trnava University in Trnava  
Faculty of Education

Directive No. 1/2011  
on PhD Study Programme

## Article 1 Purpose of the Directive

This directive is part of the Code of Studies of the Faculty of Education of the Trnava University in Trnava (hereinafter "FoE"). Its purpose is to define the principles of PhD study at the Faculty of Education of the Trnava University in Trnava and application of respective provisions of Act No. 131/2002 Coll., on Universities and on amendment of certain acts, as amended (hereinafter "The Universities Act") in the conditions of the Faculty.

## Article 2 Basic Terms

- (1) **The PhD study** (hereinafter PhD study) is the third degree of academic education with the goal to prepare the PhD student for individual creative scientific and research, methodical and development, conceptual and programmatic work in the selected field through acquisition of theoretical knowledge in this and related field and through mastering the methodology of scientific and conceptual work. The PhD study is organised according to the accredited PhD study programme.
- (2) **The PhD study programme** is a set of educational activities and rules for which the Faculty has obtained accreditation. The study programme is set up so that the successful completion of these activities while maintaining set rules allows obtaining the third degree of academic education.
- (3) **The supervisor** is a teacher at the university or employee of other institutions approved as a supervisor by the Scientific Council of the Faculty.
- (4) **Dissertation examination** is a state examination (Section 51 (3) of the Universities Act) and is held after the acquisition of the prescribed amount of 60 credits from the educational and scientific part of the PhD study.
- (5) **Dissertation thesis** is a final thesis of the PhD study (Section 51 (3) of the Universities Act), its defence belongs to state examinations.
- (6) **Branch Council** is a council intended for monitoring and evaluation of the PhD study (Section 54 (17) of the Universities Act). It is composed of scientific and scientific-pedagogical employees of the Faculty and employees of other institutions approved as Council members by the Scientific Council of the Faculty. The Council members elect the chairperson from among their members. The Branch Council and the Council's Chairperson operate in terms of the Universities Act and in terms of this directive provisions.

## Article 3 Administrative Provision of the PhD Study

- (1) At the faculty management level, the Vice-dean for Science, Research and Foreign Relations is the officer responsible for the organisation and management of the PhD studies; he/she supervises the professional aspects of PhD studies, guarantees communication with sponsors of individual study programmes and chairpersons of Branch Councils.

- (2) The PhD study agenda is managed by the FoE student affairs office.

#### Article 4 Organisation of the PhD Study

- (1) The PhD study is executed at FoE TU as a full-time study with the standard length of study of three years, as a part-time study with the standard length of study no more than five years (Section 54 (2) of the Universities Act).
- (2) The PhD study consists of educational and scientific part and is carried out in accordance with the accredited study programme under the supervisor's guidance.
- (3) The educational part of the PhD study is supported by training consisting of lectures, seminars, group and individual consultations organised by teachers listed in the information sheets of individual units of the educational part of the respective study programme.
- (4) The scientific part of the PhD study is connected with the PhD student's dissertation thesis and consists of individual and team scientific work. This part of the PhD study is guaranteed from the professional point of view by the supervisor.

#### Article 5 Admission Proceedings

- (1) The Dean of the Faculty, the Chairperson of the Branch Council for the respective PhD study programme and the Head of the student affair office are responsible for preparation, organisation and course of the admission proceedings.
- (2) The admission proceedings are announced by the Dean of the Faculty at least two months prior to the deadline for submission of PhD study applications. It includes the publication of topics for dissertation theses which can be applied for in the admission proceedings. Each published topic contains the name of the supervisor and the type of study. The topics for dissertation theses together with the said parts are published en masse in accordance with the Universities Act. The Faculty also publishes the amount of fee for the admission proceedings in its information means.
- (3) The person interested in the PhD study applies by means of an application in terms of the Universities Act. Documents to be enclosed with the application: *curriculum vitae*, *verified copies of documents on the obtained education*, *list of publications*, *if appropriate* (publishing activity prior to PhD study is not a prerequisite for admission for PhD study, however, it can be scored in the course of admission proceedings in case more applicants apply for the study programme), *other documents required by the Faculty* (e.g. documents proving language skills).
- (4) In case the PhD study applicant does not meet requirements listed in the announcement of the admission proceedings or if the PhD study applicant applied for a study programme not offered by the faculty, the FoE shall return the application and enclosed documents to the PhD study applicant. The reasons for return will be clarified in the covering letter.

- (5) Providing the applicant met the announced requirements, the faculty invites them to the admission proceedings with a written invitation sent no later than 30 days prior to admission examination. The invitation shall contain the contents of the admission examination. Faculty shall send the invitation via registered mail.
- (6) The admission examination takes place in front of an admission committee appointed by the Dean of the Faculty upon the motion of the Chairperson of the respective Branch Council. The committee has at least three members and consists of a chairperson and two members.
- (7) The admission committee shall assess the admission examination results in a non-public session. Should more applicants apply for the study programme, the committee shall determine their order according to the success rate in the admission examination and according to set additional criteria (publications, its scope and quality, applicant's participation in competition of student scientific and professional papers, the success rate in these competitions, knowledge of other foreign languages, etc.).
- (8) A report on the admission proceedings results is drafted with the proposal for admission of successful applicants. The committee chairperson submits the report signed by the chairperson and committee members to the Dean of the Faculty.
- (9) The Dean of the Faculty shall decide on admission or rejection of the PhD study applicant upon the admission committee proposal within 30 days of the admission proceedings. The decision contains a verdict of admission/rejection, the grounds and advice on the possibility to file an application for review. The decision shall be delivered via registered mail to the addressee's attention.

#### Article 6 Start of the PhD Study

- (1) The applicant who was delivered the final decision on admission to become a PhD student on the day of enrolment. The Faculty shall determine the date and time of enrolment. The Faculty delivers the information about enrolment via registered mail to be delivered to the addressee's attention.
- (2) On the day of enrolment the PhD student acquires the rights and obligations of university student, as stipulated by the Universities Act.
- (3) At the enrolment, the PhD student shall be given basic information about the study programme in which the PhD study takes places, about study units for creation of individual study plan, about conditions for acquiring credits and about other formalities of the study.
- (4) The PhD student in the full-time study shall be given a decree with designation of the amount of scholarship and the supervisor.
- (5) In compliance with the Universities Act and the Decree of the Ministry of Education of the SR No. 614/2002 Coll., of the credit system of the study, the FoE makes the PhD study also available for foreign nationals.

Article 7  
The PhD Scholarship

- (1) Providing the scholarship to the PhD student in the full-time study is governed by the Decree of the Ministry of Education of the SR No. 204/2002 Coll. on providing scholarship to PhD students in full-time study, as amended, and the Scholarship Regulations of the TU.
- (2) Providing the scholarship to the PhD students shall end on expiration of the standard length of the study or on the day of defence of the dissertation thesis prior to expiration of the standard length of the study.

Article 8  
The PhD Student

- (1) The applicant admitted to the PhD study shall become a PhD student on the day of enrolment to the study and acquires rights and obligations of university student as stipulated by the Universities Act. The PhD student in the full-time study has rights and obligations of a university student in terms of Section 70 and Section 72 of the Universities Act.
- (2) The PhD student:
  - a) consults with the supervisor the course of performance of scientific and educational part of the study programme and of related publishing activity (consultation of publishing activities and publishing outputs is required only for PhD students in full-time study). In cooperation with the supervisor the student develops an individual educational and scientific plan, focused mainly on performance of the scientific part of the study programme, in relation to dissertation thesis, which he defends each year in front of a joint Branch Council.
  - b) handles all issues related to the PhD study in cooperation with the supervisor, with his knowledge or through him.
  - c) in the full time study, carries out educational or other professional activity related to educational activity in the scope of no less than 4 weeks in average per academic year in which teaching takes place. The contents of the educational activity are determined for the PhD student by the Head of Department the PhD student is assigned to. The Head of Department assigns to the PhD student credits for the educational activity.
  - d) keeps personal records and archives copies of all educational, scientific and publishing activities (preparation for teaching, lecturing activities, invitations to scientific and professional events, proof of attendance at them, papers, published works, etc.), which he submits to the supervisor and records in the BIREP system as grounds for assignment of credits for scientific and publishing activity and for processing of annual assessment of the PhD student.

Article 9  
The Supervisor

- (1) The role of supervisor in an accredited PhD study programme is carried out by a university teacher or employee of other institutions approved for this position by the Scientific Council of the Faculty.

- (2) The supervisor:
- a) guides the PhD student during his PhD study from the professional point of view.
  - b) cooperates with the PhD student and guarantees the focus of the dissertation thesis from the professional point of view.
  - c) prepares his individual study and scientific plan in cooperation with the PhD student, focused mainly on the performance of the scientific part of the study in cooperation with the PhD student programme, in relation to dissertation thesis.
  - d) together with the Chairperson of the Branch Council issues a statement on the PhD student's application for change of dissertation thesis' topic, supervisor, type of PhD study, interruption of the PhD study.
  - e) each year develops an annual assessment of the PhD student in which he assesses the PhD student's performance of the study plan and the individual study and scientific plan. He discusses the assessment with the PhD student and submits it to the Branch Council for monitoring and assessment of the PhD study, no later than on 15 July of the academic year.
  - f) in cooperation with the Chairperson of the Field-of-study Council he proposes to the Scientific Council of the Faculty to appoint an expert supervisor with guidance of specific part of the scientific programme.
  - g) proposes the examiners of the dissertation thesis' project and the dissertation thesis.

#### Article 10

##### The individual Study and Scientific Plan of the PhD Student

- (1) The individual study and scientific plan is the expression of how the PhD student's study is related to the field of science within the framework of which his scientific preparation takes place.
- (2) The individual study and scientific plan:
  - a) determines the process and schedule of works on the dissertation thesis' topic.
  - b) contains the list of mandatory and obligatory literature related to the dissertation thesis' topic,
  - c) framework schedule of the PhD student's publishing activities and his participation in scientific events,
  - d) other tasks related to the dissertation thesis.
  - e) contains courses together with a period in which the PhD student shall take them.

#### Article 11

##### The Credit System of the PhD Study and Assessment of Study Results

- (1) The third degree of university education takes place in a credit system of study and is governed by valid legal regulations on the credit system of study (the Universities Act, the Decree of Ministry of Education of the SR No. 614/2002 Coll. On the credit system of study) and valid Code of Studies of the Trnava University.
- (2) The credit system under ECTS is applied in the full-time as well as part-time type of the PhD study.
- (3) If the PhD student completed part of his study at a workplace other than his own faculty, credits acquired at this external workplace shall be recognized in full providing he was

delegated to this workplace as a part of the study units performance of the accredited study programme.

- (4) Should a transfer from other educational institution, change of the type of PhD study or change of the study programme occur, the PhD student's credits so far acquired may be recognized based on the approval of the Chairperson of the Branch Council.
- (5) When taking partial exams, the PhD student shall be entitled to one resit. Should the student also fail the resit, he shall not acquire credits for the class. The student shall take the failed compulsory course again. The student shall take the failed elective course again or takes another elective class instead. After failing an optional class the student can take the same class again or take another optional class. If he has a sufficient amount of credits, he doesn't have to take any optional class. For retaking the class, the principles of the Code of Studies of the FoE TU for retaking class shall apply. For retaking the dissertation examination rules of the Code of Studies of the FoE TU for retaking the state examinations shall apply.

## Article 12

### Time Sections of the Study and Advancement to Next Year

- (1) Relevant provisions of the Code of Studies of the Faculty of Education TU shall apply for the division of the PhD study into time sections.
- (2) The advancement to next year of study is subject to the number of credits acquired.

The advancement to next year of study is subject to positive assessment of performance of the PhD student's individual study and scientific plan by the joint Branch Council.

The requirement for advancement to the second year of the PhD study in the full-time form is the acquisition of a minimum of 40 credits, in the part-time form a minimum of 30 credits.

The requirement for advancement to the third year is acquisition of a minimum of 90 credits in the full-time form and a minimum of 60 credits in the part-time form of the study.

The requirement for advancement to the fourth year in the part-time form of study is acquisition of a minimum of 90 credits.

The requirement for advancement to the fifth year in the part-time form of study is acquisition of a minimum of 120 credits.

The minimum amount of credits the student shall acquire from the study, scientific and educational part of the programme for the whole period of study is 180.

- (3) The student shall take classes in the study part and organize activities in the scientific part of the study so that the amount of credits he can acquire by passing them is sufficient in the given period to meet the requirement for continuing the studies.
- (4) Providing the PhD student does not finish the study in the standard length, the annual assessment of the PhD student shall be carried out also in the year of study, in which the studies should have been completed, as well as in following years up until the completion of studies.

- (5) The control of study is carried out in terms of provisions of Article 11 of the Code of Studies TU.

#### Article 13

##### Interruption, Termination and Change in the form of the PhD Studies

- (1) The interruption of the PhD studies is governed by Section 64 of the Universities Act.
- (2) Termination, leave and expulsion from the PhD study is governed by Section 65 and Section 66 of the Universities Act and the Code of Studies TU.
- (3) The change of the form of the PhD studies is governed by the Code of Studies of the FoE.

#### Article 14

##### Dissertation Examination

- (1) The PhD student in the full-time form of the PhD study shall take the dissertation examination **no later than** within 2 years after the commencement of the study. The PhD student in the part-time form of the PhD study shall take the dissertation examination **no later than** within 3 years after the commencement of the study. The dates of dissertation examinations are announced by the Faculty.

The dissertation examination proves the PhD student's readiness for individual and team scientific work and creative activity. The requirement for obtaining consent with taking the dissertation examination is meeting the study obligations and obligations of the individual study and scientific plan prior to the dissertation examination, **primarily the successful passing of all partial exams and acquisition of a minimum of 60 credits. This requirement shall apply to both the full-time form and the part-time form of the study.**

- (2) The PhD student shall sign up for the dissertation examination at the Faculty's student affairs office.
- (3) Upon the registration for the dissertation examination the PhD student shall submit to the student affairs office:
- the dissertation thesis' project in three printed copies together with the supervisor's written statement on the project and the project examiner's proposal.
  - list of published works and outputs from participation in scientific events,
  - participation in scientific projects
- (4) The dissertation examination has written and oral part. The written part of the dissertation examination consists of the dissertation thesis' project. The PhD student elaborates it on his own under the supervisor's guidance. The project's scope is 40 - 50 standard pages without bibliography and annexes. With the project as the written part of the dissertation examination the PhD student proves the ability to formulate and outline own scientific text, the ability to work with literature on the subject, the ability to apply the acquired



methodology and method of research and present partial results of solution of the dissertation thesis' topic. The detailed project of further development of the topic is part of the written work. The written part's structure is as follows:

- a) title page
- b) introduction to the topic
- c) current state of solution of the issue, theoretical reflection of pursued issue, its analysis
- d) project of own research and solution to the issue, work's aims, selected methodological and methodical approach
- e) partial results of the solution of the dissertation thesis' topic
- f) list of bibliographical references and bibliography
- g) annexes

- (5) The examiner elaborates an opinion on the written part of the dissertation examination. An expert with a minimum of the scientific degree of PhD (Csc.) can become an examiner.
- (6) The content of the oral part of the dissertation examination is the response to observations from the examiner's opinion on the dissertation thesis' written project, individual presentation and evaluation of dissertation thesis' goals, methodological approach and working method, defence of own procedures of work. The successful defence of the dissertation thesis' project is followed by the answers to questions from the area of the chosen subjects of dissertation examination and focus of the dissertation thesis.
- (7) The dissertation examination is held in front of a committee consisting of a minimum of four members. They are members of the Branch Council. Upon the suggestion of the Chairperson of the Branch Council also experts from the respective field of science who are not members of the Branch Council can become members of the examination committee. The chairperson and members of the examination committee are appointed by the Dean of the Faculty upon the proposal of the Chairperson of the Branch Council. Also the PhD student's supervisor is present at the dissertation examination, he is member of the examination committee but does not take part in the grading process of the dissertation examination.
- (8) If any member of the committee cannot be present at the examination, the Dean of the Faculty shall decide on appointment of a new member, after consulting the Chairperson of the Branch Council. The committee shall decide on the examination's results in a non-public session of the present members. Consent of absolute majority of the committee members present is required for passing the dissertation exam. On tie of votes the vote of the committee's chairperson shall decide.
- (9) Individual parts of the dissertation examination are graded in terms of ECTS with standard grades.
- (10) The PhD student who failed the dissertation examination is entitled to two resits in terms of Article 20 (5) of the Code of Studies. Failing the second resit of the dissertation examination is a reason to terminate the PhD studies.
- (11) Minutes of the dissertation examinations are made together with the examiner's opinion on the dissertation thesis' project. The minutes are signed by the chairperson and members of the examination committee present.

Article 15  
Registration for the Defence of Dissertation Thesis

- (1) The PhD study is completed with the defence of the dissertation thesis.
- (2) Dates for defences of dissertation theses are announced by the Faculty. The PhD student who met the necessary conditions for completion of the study and acquired a minimum of 140 credits, submits to the officer for PhD study at the student affairs office on the registration for the chosen date:
  - a) the dissertation thesis in three printed hardcover copies and in electronic version on a CD; a licence agreement and the analytical sheet from the **EZP** system
  - b) 20 pcs of self-report
  - c) grading list of taken courses from the MAIS system
  - d) list of published works, expert opinions and appearances in scientific events
  - e) list of participation in scientific projects
  - f) brief curriculum vitae
- (3) Production costs of originals and copies of documents needed for the dissertation thesis' defence shall be borne by the PhD student.
- (4) The student affairs office, after it declared the documents are complete and necessary prerequisites are met, immediately announces to the Chairperson of the Branch Council registration of the PhD student for the dissertation thesis's defence date.

Article 16  
Dissertation Thesis

- (1) The dissertation thesis is the final thesis of the third degree of university education, written and submitted for defence in Slovak language. The PhD student can submit for defence also a dissertation thesis in a foreign language with the written consent of the Branch Council.
- (2) Recommended extent of the dissertation thesis is 100 - 180 standard pages (STN ISO 690).
- (3) After the defence the dissertation theses are archived in two copies. One copy is a part of the PhD student's personal file and is stored at the Faculty, the second is stored in the University library.
- (4) The dissertation thesis is the author's copyright and valid regulations on copyright protection shall apply accordingly.
- (5) The dissertation thesis is reviewed by a minimum of two examiners. Only professors and associate professors, senior lecturers, visiting professors or scientific workers with qualification level of first or second degree can be appointed examiners.

- (6) The direct superior or subordinate to the PhD student shall not be appointed to be the examiner of a dissertation thesis that was created in the part-time form of the PhD study.
- (7) No more than one examiner can come from the faculty where the PhD student's study takes place.
- (8) The examiners are appointed by the Dean of the Faculty upon the suggestion of the dissertation thesis' supervisor and with the consent of the Chairperson of the Branch Council.

Article 17  
Defence of the Dissertation Thesis

- (1) The defence of the dissertation thesis belongs to state examinations and shall take place on the date announced by the faculty for which the PhD student registered.
- (2) The defence takes place in front of the dissertation thesis defence committee appointed by the Dean of the Faculty upon the suggestion of the Chairperson of the Branch Council. The defence of the dissertation thesis is public.
- (3) The dissertation thesis defence committee has a minimum of five members. The committee members are members of the Branch Council, whereas one has to be from a workplace different from the faculty where the PhD student's study takes place and the examiners of the dissertation thesis appointed following the principles determined by this directive. The PhD student's supervisor is a member of the dissertation thesis defence committee, however he cannot vote. If one of the examiners cannot be present at the defence, it can take place if the absent examiner recommended the dissertation thesis for defence and the committee members present agree that the defence is held in the absence of this examiner. The opinion of the absent examiner shall be read by the chairperson of the defence committee or a member of committee appointed by him. In case the supervisor cannot be present at the dissertation thesis defence, he shall send a written opinion on the submitted dissertation thesis to the chairperson of the committee before the day of defence.
- (4) The date of defence is published on the Faculty's website.
- (5) The committee votes on the result of the dissertation thesis defence in a secret vote. The vote is carried out by ballot containing the name and surname of the PhD student, date and place of defence, name of the dissertation thesis and the text: **"I agree/disagree with conferment of the academic degree and I grade the dissertation thesis defence with the grade ..."**. The overall result of the dissertation thesis defence is calculated as the average of grades awarded by individual members of the committee, analogically to the procedure set by Article 20 (15) of the Code of Studies of the FoE TU.
- (6) The committee shall decide on the result of defence in a non-public session of the members present. The consent of absolute majority of the committee members present is required for conferment of the academic degree. On a tie of votes the vote of the committee's chairperson shall decide.

- (7) If the result of vote is negative, the student is entitled to two resits. In case both examiners opinions were favourable and the student failed to defend the thesis, he is entitled to defend the same thesis. In case the student failed to defend the work on which he obtained one negative opinion, he is obliged to rework the thesis under the guidance of the supervisor. Days of resits for dissertation thesis defences are determined by the Faculty in terms of study schedule for the respective academic year.
- (8) Minutes of the defence are made, containing the results of vote and signed by the chairperson of the committee. The attendance sheet of the members of dissertation thesis defence committee are attached thereto.
- (9) The graduates of the PhD study are conferred the academic title „philosophiae doctor“ (in abbreviated form PhD) with the university diploma. The diploma is signed by the Chancellor of the University and the Dean of the Faculty

Article 18  
Repealing Provision

On this directive's entering into force the directive No. 3/2006 dated 1 March 2006 is repealed.

Article 19  
Final Provisions

- (1) This directive comes into effect on the day of its approval by the Academic Senate of the Trnava University in Trnava.
- (2) This directive comes into force on the day of its publication on the FoE bulletin board.

**prof. PhDr. Ľubomír Held, CSc.**  
Chairperson of the Academic Senate of the  
Faculty of Education of the Trnava  
University in Trnava

**doc. RNDr. Pavel Híc, CSc.**  
Dean of the Faculty of Education of the  
Trnava University in Trnava

**doc. JUDr. Soňa Košičiarová, PhD., m. prof.**  
Chairperson of the Academic Senate  
of the Trnava University in Trnava

**This directive was approved by the Academic Senate of the Trnava University in Trnava on 6 October 2011 by resolution No. 6R-14/06102011. This directive was published on the bulletin board of the Faculty of Education of the Trnava University in Trnava on 7 October 2011.**