

**RULES FOR DOCTORAL STUDY AT THE SCHOOL OF MANAGEMENT,  
STUDY PROGRAM: BUSINESS MANAGEMENT**

## **Article 1**

### **Introductory provisions**

1. The rules for PhD study set out the basic principles of study in the doctoral program at the School of Management (VŠM).
2. The standard length of study for the doctoral program is in the external (part-time) form four years.
3. Study in accordance with a doctoral study program (hereinafter referred to as "doctoral studies") is carried out according to individual study plan under the guidance of a supervisor. The condition of duly completed doctoral studies is to pass the dissertation examination, which belongs among the state examinations and defense of a dissertation (final) thesis.
4. The School of Management announces the dissertation thesis topics prior to the admission procedure for PhD study. Each topic has an advisor assigned. An applicant shall indicate in the application which topic he or she is signing up for. The advisor determines the individuálny study plan of the PhD student.
5. The entrance examination is held before a committee consisting of the School of Management members. Its members are appointed by the School of Management's rector.
6. The doctoral study consists of a study part (completion of subjects and a dissertation examination), a scientific part and finishes with a defense of the dissertation thesis and obtaining an academic degree "philosophiae doctor", "PhD." (behind the name).

## **Article 2**

### **Admission to the study**

1. The basic condition for an admission to study in the study program of doctoral studies is a completion of the graduate degree program (or an equivalent) and passing of the entrance exam. VŠM may set additional conditions for doctoral studies in individual study programs that will be published in advance.
2. The applicants send the application form on the prescribed form. The doctoral study candidate is required to list all the data required in the application and submit documents required at the bottom of the form.
3. The entrance examination consists of: a) the professional entrance examination, b) language entrance exam. The content of professional entrance examination for doctoral study is to verify the applicant's knowledge of the field, which is the content of dissertation topic the applicant subscribed to. For this purpose the applicant submits a project (theses) for the selected dissertation topic together with the application for the

doctoral studies, outlining the basic professional and scientific orientation for developing the dissertation topic. This is submitted to the relevant department.

4. The rector decides about an acceptance or rejection of candidates based on the opinion of the admission committee within 30 days from the entrance examination. In this decision the rector will confirm the supervisor and a dissertation topic.
5. The accepted applicants become the School of Management's students, with all rights and obligations, on the day of registering for the doctoral study.

### **Article 3**

#### **Course of study**

1. Registration for the study takes place at the School of Management. The date, set by the rector, is communicated to the applicant together with the acceptance decision. The applicant is obliged to appear to register in person.
2. An applicant who does not appear to register on a given date and fails to provide a proper excuse for not doing so within five days from this date doesn't become a doctoral student at the School of Management.
3. An applicant who cannot come to register due to serious reasons may apply in writing to the rector of the VSM for an alternative date.
4. After registration to the study the doctoral student will establish a contact with an advisor and they will jointly develop a proposal for the Study and Research Plan (individual study plan ISP). The student shall submit the ISP to the appropriate department within two weeks from the date of registration. The department will submit ISPs for approval of a study board. After approval from the committee, the ISP becomes binding and a doctoral student organizes his or her study according to it.
5. The study is organized based on a credit system. A student obtains credits after the successful completion of units of the study part (completion of courses), developing and defending a written dissertation thesis project, the scientific part (including publications) and developing and defending a dissertation thesis. The courses included in the study program are divided into required subjects and elective courses chosen by the student.
6. A required subject registered in a given academic year and completed unsuccessfully can be registered one more time during the study, in the next academic year. After a second unsuccessful attempt to complete a required course, the student is expelled from the study due to low academic standing.
7. An elective course entered and completed unsuccessfully can be registered again or a student can choose another course from elective courses.

8. A doctoral student is required to complete a study part in an external study form within 24 months from starting in doctoral studies. The study part ends by completing a dissertation examination, which is a state exam and it includes a defense of a written dissertation project.
9. After completing the study, the doctoral student obtains 60 credits, and for the creative activity in science has the obligation to obtain at least 45 credits. A PhD student obtains 30 credits for preparing and successfully defending a written dissertation project and 45 credits for developing and successfully defending a dissertation thesis.
10. A PhD student is required to register in the following year of study within the time prescribed by the VSM and submit a report on doctoral studies for an evaluation. For entry into the second year of study the doctoral student shall demonstrate obtaining a minimum of 36 credits (for the study part). In the second year of study the doctoral student must obtain all the prescribed credits for the study part to finish the study part in their external study form within 24 months from starting the doctoral studies. Failure to comply with these conditions shall result in dismissing the student from the PhD study program.
11. The student prepares and submits a written report on activities done to his or her advisor annually by the deadline set by the rector of the VSM, which is one of the documents for the advisor's assessment of the student. The annual assessment of the student's work results is carried out by the advisor using the annual report from the student; a result, in the form of a viewpoint is submitted to the president of the study board and to the rector of VSM.
12. An implementation of creative activity in science can be done continuously. Credits for scientific work are counted in at the end of study before applying for dissertation defense.
13. The PhD student can apply for the dissertation exam after obtaining 60 credits for the study part, at least 10 credits for the creative work in science and after submitting a written project of the dissertation thesis which has been evaluated as satisfactory by his or her advisor and it has to be done in the above-mentioned date.
14. If the doctoral candidate has obtained 135 credits, he or she applies for a final defense of a dissertation thesis. Study is finished by a successful dissertation thesis defense (for which the doctoral student receives 45 credits, i.e. 180 credits in total), after which the student receives the academic degree "philosophiae doctor", abbreviated PhD. behind the name.
15. An interruption of the study is approved by the rector of the VSM, on the written request of a student and a statement from an advisor. VSM Rector determines the beginning and end of interruption of studies. When the reasons for a study interruption expire the VSM rector may, on the student's request, resume the student's studies prior to the suggested time. At the same time the rector of the VSM sets terms and conditions for resuming the study. If the student does not register for the study within the specified time, the study will be terminated.

16. The total time of interruption must not exceed a period of one year. Interruption of studies shall not affect the validity of already fulfilled study requirements. The concerned person is not a VSM student during the time of study interruption.
17. All other conditions related to studies in the study program are regulated by the provisions of VSM Study Regulations.

## **Article 7**

### **Dissertation exam**

1. The dissertation examination consists of a written and an oral part. The written part consists from elaborated project of the dissertation thesis. The oral part consists of a presentation of knowledge of study field relating to the issues being examined by the student in the dissertation thesis. The main content of an oral dissertation examination is the debate on the written work, reflection on the comments of the opponent's report and answering questions formulated in accordance to the dissertation thesis topic.
2. An application for the dissertation examination is accepted and confirmed by the appropriate department if:
  - a) A doctoral student submits, together with an application, his or her written dissertation thesis project which indicates a level of progress. The project needs to be submitted in three copies together with an advisor's proposal for the project's opponent.
  - b) A doctoral student submitted also a doctors study report which demonstrates fulfillment of all required obligations (credits),
  - c) An advisor recommends the application acceptance.
3.
  - a) The project's cover page contains this information: an educational institution, the dissertation thesis topic (with the subtitle "written dissertation project"), the doctoral student's name, a study field, study program, the advisor's name, a date of submission.
  - b) The project contains the following parts: introduction to the topic, theoretical basis, the current state of the solved problems at home and abroad, goals and methods of work, partial dissertation thesis results, suggestions for further work, a list of references (in accordance with relevant STN = Slovak technical norm), appendices.
  - c) The scope of the project, without bibliography and appendices, is 2-3 AH (AH=an author's sheet) (1AH is 20 standard pages, where 1 standard page contains 1,800 characters per page).
4. The dissertation examination takes place before the commission for the dissertation exams. The date, time and place of the dissertation examination are determined in agreement with the other members of the committee by its chairman, so that the exam is held no later than six weeks from the date of application filing.

5. The result of the dissertation examination is evaluated by the expression "passed" or "failed". If the PhD student failed the dissertation exam he or she has the right to repeat the exam once, not earlier than three months from unsuccessfully completed dissertation examination before the same committee. The chairman of the examination committee shall determine the date of the examination.
6. If the result of repeated dissertation examination is "failed", the rector will dismiss the student from the doctoral study.
7. If the PhD student, due to some serious reasons, cannot come to the scheduled dissertation's examination he or she will apologize to the chair of the committee in advance who will determine an alternative date for the examination. If the PhD student does not attend the dissertation examination without good reason and justification, it has the same consequences as if the dissertation examination is failed. A withdrawal from dissertation examination has the same consequences.

## **Article 8**

### **Dissertation thesis and auto-review**

1. Dissertation thesis has a character of qualifying, written scientific work in which the PhD student demonstrates an ability and readiness for an independent scientific and creative work in the field of study. The dissertation thesis focus must match the profile of the doctoral study program. A necessary condition regarding the contents of the thesis is to present original and by appropriate scientific methodology proven evidences of which a substantial part has already been published.
2. Dissertation thesis must contain an abstract in the national language, English language, and if the work is prepared in a different foreign language from English also the third abstract in that language.
3. The dissertation thesis's cover page must include where it was developed, its title, author's name, and a date of completion and in which field of study. The dissertation thesis must be submitted in five copies, each of which must be hard book-bound.
4. Dissertation thesis generally consists of an introduction, analysis of the existing state of scientific knowledge of topics analyzed at home and abroad, objectives and methodology of work, the scientific results of PhD student, theoretical and practical benefits, reviewed literature and appendices. A list of PhD student's publications makes up a separate appendix.
5. If a student obtains 135 credits in the structure of the recommended study plan and submits a dissertation thesis which is accepted satisfying all the requirements, it may apply for its defense.
6. An application for the dissertation thesis defence approval can be submitted at the given department after fulfillment of the conditions stated in point 5. and the standard time of the study passing. If the doctoral student has had his study interrupted the overall length

of the study in accordance with the study program not exceed its standard length [§ 51] by more than two years [§ 65 par. 2].

7. The following documents are submitted together with an application for the dissertation thesis defense approval:
  - a) Confirmation on a dissertation examination result if the dissertation examination has taken place at a different education institution,
  - b) signed structured curriculum vitae,
  - c) dissertation thesis in five copies,
  - d) dissertation thesis on an electronic medium CD, or DVD
  - e) dissertation thesis' auto-review (in 15 copies),
  - f) advisor's evaluation of the dissertation thesis,
  - g) the result of dissertation thesis originality check assessed in a central repository of theses
  - h) the signed list of published works with full bibliographic details and unpublished scientific papers and their citations and research projects in which the PhD student has been involved,
  - i) the doctoral student submits published work separately at the appropriate department and provides the originals of published works on a day of the defence.
  - j) Other documents in accordance with Ministry of Education and the study board's requirements (licence contract, analytic letter, etc.).
8. A doctoral student prepares an auto-review of the dissertation thesis, which is a brief summary of its basic results, determining its benefits and details of any response to it.
9. Auto-review shall be in an A5 format. It's recommended that the auto-review should be about 1 – 2 author's sheets.
10. The auto-review shall be submitted in the language in which the thesis is written (if written in other than the Slovak language it also contains 5-10% of an RESUME in Slovak – as it is in the Dissertation Thesis) and includes a bibliography, an abstract in one of the world's languages (English, French , Spanish, German, Russian), and a list of all doctoral student's published works that are related to research problems and responses to them, providing precise bibliographic data. Research projects in which the student has been involved during the doctoral study are also a part of the auto-review.

## **Article 9**

### **Opponents and dissertation thesis defense**

1. The study board approves and the rector appoints three dissertation thesis opponents based on an advisor's proposal. The rector asks the opponets for their evaluation. Each opponent, at the end of the evaluation, states clearly whether he or she recommended or not the thesis for the defense and whether based on the submitted dissertation thesis he or she recommends or not the academic title "PhD." to be awarded.

2. The dissertation thesis defense is public and takes place before the dissertation thesis committee for the defense.
3. The chairman of the defense committee determines the time and place of the dissertation thesis defense within six weeks from obtaining the opponents' evaluations.
4. A written report from the dissertation thesis defense is prepared and then signed by chairman and all the members of the dissertation thesis defense committee.
5. After the defense, the members of the defense committee vote in the non-public part by secret ballot on whether or not to grant doctoral candidate an academic degree "philosophiae doctor". Voting is carried out by ballots.
6. A written report with the results of the vote is prepared and then signed by all voters. There must be a majority of present members of the committee entitled to vote voting for granting the academic title.
7. VSM grants an academic title („philosophiae doctor“), abbreviated „PhD.“ which is being used behind the name, to successful graduates of the doctoral study.
8. In case that the defense committee did not approve the awarding of an academic degree, a doctoral student has the right to submit the revised dissertation for a defense, if the defense is recommended by the original advisor and re-apply for a defense in the same study program. This shall be done in a way that the day of a dissertation thesis defense does not exceed the standard length of study by more than two years and not less than three months from the failed defense date.

v. r.  
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VŠM rector