



Faculty of Public Policy and Public Administration

Addendum No. 1 to the Directive on PhD Studies of the Faculty of Public
Policy and Public Administration dated 11.10.2019

Full text of the Directive on PhD Studies of the Faculty of Public Policy
and Public Administration dated 11.10.2019

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Article 1 Introductory provisions

1. On 11.10.2019 the Directive on PhD Studies of the Faculty of Public Policy and Public Administration of Danubius University of Applied Sciences (hereinafter also referred to as the "Directive") was adopted.

Article 2 Changes to the directive

1. Effective as of the date of adoption of this Addendum No. 1 to the Guidelines, Article 8, **Tuition, Fees, Section 5**, of the Guidelines shall be amended to read as follows:

5. The amount of tuition and related fees is determined by the relevant Directive of the Rector of the Higher School of Education on Tuition and Fees Associated with Studies at Danubius University for the relevant academic year.

Article 3 Final provisions

1. Amendment No. 1 to the Directive was adopted by the Academic Senate of the DANUBIUS COLLEGE on 8 October 2019 and by the Scientific Council of the DANUBIUS COLLEGE on 11 October 2019.

In Sládkovičovo, the 29th of November 2019

Doc. PhDr. et Mgr. Peter Ondria, PhD.
Dean of FPP and PA

Full text of the Directive on PhD Studies of the Faculty of Public Policy and Public Administration dated 11.10.2019

PART 1 **ZÁKLADNÉ USTANOVENIA**

Article 1 Basic provisions

1. As a third-level study programme, the PhD study programme aims at acquiring knowledge based on the current state of scientific and artistic knowledge and, in particular, on the student's own contribution to it, which is the result of scientific research and independent creative activity in the field of science or technology or independent theoretical and creative activity in the field of art.
2. PhD studies are intended for graduates of the second cycle of higher education, teaching staff and researchers.
3. The Faculty of Public Policy and Public Administration of DANUBIUS COLLEGE provides PhD studies in the accredited study programme "Public Policy and Public Administration" in full-time and part-time form of study.
4. PhD studies are organized according to the credit system (ECTS).
5. PhD studies are conducted according to an individual study plan under the guidance of a supervisor and take place at the faculty (training workplace).
6. The agenda of PhD studies is administratively ensured by the faculty in accordance with the organizational regulations by the relevant department, which is managed by the vice-dean.

Article 2 **Departmental committee**

1. PhD studies in a given study programme are monitored and evaluated by the departmental committee that carries out studies in the relevant study programme (§54 (17) of the Higher Education Act).
2. The field committee is appointed by the dean on the basis of a proposal of the study programme guarantor after approval by the faculty's scientific council, if the study programme is carried out at the faculty.
3. The departmental committee consists of a chairperson and at least six other members. The members of the specialized committee shall elect a chairperson from among their members. The members of the branch committees may be scientific researchers, university teachers who have attained the scientific-pedagogical degree of at least associate professor and distinguished experts from practice and other universities with an academic degree of the third degree of study or more.
4. The chairperson of the disciplinary committee is usually the supervisor of the study programme.
5. The disciplinary committee according to the internal regulations of the faculty:
 - (a) Approves the topics of the dissertation,
 - b) Submits a proposal to the Dean of the Faculty for the appointment of the chairperson and members of the entrance examination committee,
 - c) Discusses proposals for supervisors for students admitted to the study programme with regard to the dissertation topic,
 - d) Comment at least once a year on the annual evaluation of the PhD student in the programme,
 - (e) Approve the PhD student's individual study plan,
 - f) Resolves problems related to the PhD studies in a given study programme (change of supervisor, change of topic, change of study plan, etc.),
 - g) Approve changes to the PhD student's study programme.
6. The chair of the departmental committee according to the internal regulations of the faculty or the internal regulations of the departmental committee:
 - a) approves the proposal of the supervisor for the opponent for the written thesis for the dissertation examination,

- b) Propose the chairperson and members of the dissertation examination committee,
- c) Proposes to the Dean of the Faculty the chairperson and members of the dissertation defence committee,
- d) Approve the supervisor's proposal for the dissertation referees.

PART 2

ORGANIZATION OF PhD STUDIES

Article 3

Form, length and methods of study

1. PhD studies are carried out in full-time and part-time forms of study.
2. The standard length of PhD studies is:
 - (a) full-time, three years (180 credits)
 - (b) four years (180 credits) in the part-time form.
3. PhD studies may not exceed their standard length by more than two 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. (§66(2)(b) of the Higher Education Act).
4. The same methods of education are used for full-time and part-time study programmes.

Article 4

Admission process

1. The basic condition for admission to PhD studies in the study programme is the completion of the second cycle study programme and successful completion of the entrance examination.
2. The dean of the faculty shall publish the topics of dissertations at least two months before the last day set for the submission of applications for PhD studies. A supervisor shall be appointed for each of the announced topics. The thesis topics and information on the number of applicants that the faculty plans to admit to the study of the relevant study programme shall be published by the faculty on the official notice board and in a mass manner in accordance with Act No 211/2000 Coll. on free access to information and on amendment and supplementation of certain acts.
3. The applicant shall fill in the application form for PhD studies in accordance with the Act on Higher Education. The applicant shall attach to the application form:
 - (a) a curriculum vitae,
 - (b) a declaration/certificate of permanent residence,
 - (c) certified copies of evidence of educational qualifications,
 - (d) a proposal for a dissertation project,
 - e) a list of his/her published articles or a list of the results of other professional or artistic activities, or reviews of these works and activities (publication activity prior to the start of PhD studies is not a prerequisite, but is taken into account in the admissions process),
 - f) other documents required by the faculty (proof of payment of the admission fee, etc.).
4. An applicant who fails to prove fulfilment of the basic conditions for admission to the study at the time of verification of fulfilment of the conditions for admission may be admitted to the study conditionally with the proviso that he/she is obliged to prove fulfilment of the basic conditions for admission to the study no later than on the date set for enrolment in the study.
5. Applicants for studies who have completed a previous degree abroad are obliged, pursuant to Section 106 of the Higher Education Act, to submit recognition of evidence of education obtained outside the territory of the Slovak Republic. The decision on the recognition of educational documents must be submitted by the admitted candidate no later than on the day of enrolment.
6. In the event that the applicant does not meet the specified conditions published on the website of the relevant faculty, the faculty will return the application form together with the attached documents with a brief justification to the applicant for PhD studies.

7. The faculty shall send the applicant a written invitation to the entrance examination at the latest 14 days before the date of the admission procedure, and shall also inform him/her of the content of the entrance examination. A copy of the invitation shall be included in the applicant's personal file.
8. The faculty decides on the method and content of the admission procedure for PhD studies.
9. The admission examination shall take place at the faculty before an admissions committee of at least three members. It shall consist of a chairperson and at least two members appointed by the dean on the proposal of the chairperson of the board.
10. The admissions board shall evaluate the result of the admission examination at a closed meeting. It shall determine the ranking of applicants according to their success in the entrance examination. In determining the ranking, it shall also take into account the extent and quality of the applicant's professional publishing 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 ranking with a numerical code on the official notice board or on the faculty's website.
11. A record of the result of the entrance examination shall be made. The Admissions Committee shall submit a proposal for the admission of successful candidates to the Dean.
12. The Dean's decision on admission to PhD studies shall specify the study programme, field of study, form of study, and period of study. The decision must contain a statement of the reasons for the decision, an indication of the possibility of applying for a review of the decision, and shall be delivered to the applicant by registered mail, in his/her own hand (Section 58 of the Higher Education Act) within 30 days of the date of the admission examination.
13. The Rector shall reverse the decision if it was issued in contravention of the Higher Education Act.
14. An admitted applicant becomes a PhD student on the date of enrolment, the date, place and time of which shall be determined by the Dean.

Article 5

Schedule of PhD studies

1. The faculty delivers the information on enrolment in PhD studies to the applicant by registered mail. A copy of the enrolment information becomes part of the PhD student's file. If the student is unable to attend the enrolment on the due date for serious reasons, he/she shall notify the relevant faculty office in writing, but no later than 5 days after the due date, and request permission to enroll on an alternative date.
2. The student shall register for the academic year via the Academic Information System (AIS). The AIS shall record the subjects of the study part, the components of the scientific part of the PhD student's study programme and other activities. Assessments in the scientific part of the PhD programme are recorded in the AIS by the PhD supervisor. The results of the evaluation of the courses of the study part are recorded in the AIS by the guarantors of the courses.
3. The academic year begins on 1 September of the current year. It is carried out according to the academic year timetable approved by the relevant faculty.
4. A PhD student in the full-time form of PhD studies is guaranteed six weeks of study leave from the start of the PhD studies during the academic year, including a maximum of four continuous weeks (during which he/she is exempted from the activities resulting from Section 54(11) of the Higher Education Act) by his/her individual study plan. It is recommended that the four continuous weeks be taken during the summer months when the faculty is not in session.
5. The method of registration of a full-time PhD student within the standard length of studies shall be determined by the head of the department).
6. PhD students are subject to occupational safety legislation.

Article 6

Study programme of the PhD student

1. 1. The PhD student's study programme is implemented according to an individual study plan drawn up by the supervisor in cooperation with the PhD student (Annex 1 Individual study plan of the PhD student). The PhD student's individual study plan is approved by the departmental committee and forms part of the PhD student's personal documentation at the relevant department at the faculty.
2. The study programme of a PhD student in full-time or part-time form consists of a study and a scientific part.
3. The study part of the PhD student's study programme consists mainly of lectures and individual study of the literature necessary in terms of the focus of the dissertation. The study is carried out under the guidance of a supervisor in accordance with the study schedule. The study part of the PhD programme is concluded by the dissertation examination.
4. The individual study plan of the PhD student shall contain a list of courses to be taken by the PhD student. The PhD student's individual study plan shall also include the planned dates of completion of the study obligations and the planned date of the dissertation examination.
5. The study part of the PhD student's individual study plan shall also include the performance of pedagogical activities or other professional activities related to pedagogical activities (hereinafter referred to as pedagogical activities) of PhD students in the full-time form of study. The maximum number of hours per week shall be 4 hours on average per academic year in which the teaching takes place.
6. The pedagogical activity as well as other professional activity of a PhD student in full-time study at the department within the legally stipulated scope shall be determined by the head of the training institute or a person authorized by him/her. The training institute is obliged to provide the faculty with the premises and conditions for the PhD student's preparation for pedagogical activity. This obligation does not apply to a student in the external form of PhD studies.
7. The scientific part of the PhD student's study programme consists of individual or team scientific work. The scientific part includes the most important tasks characterizing the content and the procedure for solving the dissertation topic. The scientific programme of a PhD student includes mainly written work for the dissertation examination, elaboration of the dissertation, active participation in conferences, symposia, student scientific activities, seminars and other professional events, publishing and research activities.
8. The electronic version of the dissertation in PDF format shall be uploaded by the PhD student into the system of registration of theses in accordance with the current Directive on thesis, rigorous and qualifying theses at DANUBIUS COLLEGE.
9. Control of the PhD student's individual study plan is carried out annually during the PhD student's annual evaluation.

Article 7

Credit system for PhD studies and assessment of learning outcomes

1. For the proper completion of studies in the full-time PhD study programme, 180 credits must be obtained at the three-year standard length of the study programme. In the part-time form of PhD studies, 180 credits must be obtained at a standard length of study of 4 academic years.
2. The study and scientific parts of the study programme are mutually irreplaceable. A PhD student is obliged to obtain 60 credits for the study part and 120 credits for the scientific part of a three-year full-time and four-year part-time study programme during the course of his/her studies.
3. In the first year of PhD studies, a full-time student shall enroll in courses from the study part and activities from the scientific part totaling at least 60 credits. An external PhD student with a standard duration of 4 academic years shall enroll in courses totaling at least 45 credits. Enrolment in a higher year of study is subject to the completion of at least 40 credits of full-time study; at least 32 credits of part-time study with a standard length of 4 academic years. In the final year of PhD studies, students may enroll for a smaller number of credits if this number of credits is sufficient for them to complete their PhD studies.
4. In one year of full-time study, a student may enroll in courses with a total value of no more than 90 credits. The maximum of 45 credits (standard duration of 4 years) per academic year in part-time study does not include credits for carried-over study obligations from the previous academic year.
5. The study part of the study programme consists of compulsory courses, compulsory elective courses and elective courses. The conditions for the completion of the courses, including the number of credits awarded, are included in the information sheet.
6. Teaching or other professional activity of the PhD student is part of the study without the allocation of credits.
7. The number of credits in the study and scientific part of the study programme is proposed by the study programme guarantor. The proposal of the study programme, including the study plan to be implemented at the faculty, shall be approved by the faculty's scientific council (§30 (1) (c) of the Higher Education Act). The number of credits for the elaboration of a dissertation, which is considered as a course (§ 3 (5) of the Decree of the Ministry of Education of the Slovak Republic on the credit system of studies), is determined at the FPP and PA in the range of 40 credits.
8. Completion of the courses of the study and scientific part of the study programme is evaluated by a grade. The grade reflects the quality of the acquisition of knowledge or skills in accordance with the aim of the course stated in the course information sheet.

Article 8

Tuition, fees

1. DANUBIUS COLLEGE determines the annual tuition fees for individual PhD study programmes (§92 of the Higher Education Act). The annual tuition fee applies to the academic year and is determined on the proposal of the Dean of the Faculty in accordance with the internal regulations of DANUBIUS COLLEGE.
2. DANUBIUS COLLEGE determines the amount of tuition fees for full-time, part-time studies and tuition fees for foreigners.
3. The tuition fees are determined for all years of study during the standard duration of the study programme for students admitted to study in the relevant academic year.
4. Tuition fees beyond the standard duration of study shall correspond to the tuition fees specified in the study programme for the academic year in question.
5. The amount of tuition and related fees is determined by the relevant Directive of the Rector of DANUBIUS COLLEGE on Tuition and Fees Associated with Studies at Danubius College for the relevant academic year.

Article 9

Institute of self-paying, full-time PhD scholarship

1. DANUBIUS COLLEGE provides a PhD scholarship within the meaning of Section 54 (18) of Act No. 131/2002 Coll. on Higher Education and on Amendments and Additions to Certain Acts.
2. For full-time PhD students, the tuition fee is set at 1800 EUR/academic year, which represents the source of financing of the PhD scholarship (the faculty's own resources).
3. DANUBIUS COLLEGE provides a scholarship to a PhD student in the full-time form of PhD studies for the duration of this study, from the date of enrolment in the PhD studies until the date of completion of the study, up to the maximum standard duration of the study.
4. The scholarship is granted to students throughout the academic year.
5. During the interruption of PhD studies and after the expiry of the standard length of studies, the scholarship shall not be granted to a full-time PhD student.

Article 10

Position of the supervisor towards the PhD student

1. The function of a supervisor for an accredited study programme in a given field of study may be performed by DANUBIUS COLLEGE teachers in the position of professor or associate professor, a visiting professor, or other experts after approval by the Faculty's Scientific Council, meeting the conditions of §54 (4) of the Higher Education Act.
2. Supervisor:
 - a) proposes the topics of dissertation theses, which the faculty announces before the beginning of the admission procedure for PhD studies,
 - b) supervises the PhD student during the PhD studies,
 - c) draws up the PhD student's individual study plan in cooperation with the PhD student,
 - d) manages and professionally guarantees the implementation of the PhD student's study plan,
 - e) determines the focus of the PhD thesis project,
 - f) comment on the PhD student's request for a change of the dissertation topic, interruption of studies, change of study programme within the same or a related field of study, change to another form of study, and submit a proposal to the dean for the exclusion of the PhD student from the PhD studies,
 - (g) submit the PhD student's annual evaluation to the departmental committee,
 - (h) record the PhD student's specified number of credits for courses in the scientific part of the study programme in the Academic Information System (AIS),
 - i) in consultation with the PhD student, submit a written proposal to the dean for the implementation of a study stay of the PhD student in other domestic or foreign institutions of science, education, research, technology or art within the framework of the PhD student's individual study plan,
 - j) draws up an opinion on the written thesis for the dissertation examination, an opinion on the dissertation and the working characteristics of the PhD student entrusted to him/her,
 - k) submits proposals for the opponent of the written thesis for the dissertation examination and proposals for the opponents of the dissertation to the chair of the dissertation committee,
 - l) participates in the PhD student's state (dissertation) examination and in the defence of his/her dissertation, m) guides the PhD student in his/her publication activities and involvement in project tasks,
 - n) comment on the PhD student's participation in mobility.

Article 11

Duties of the PhD student

PhD student admitted to full-time and part-time form of PhD studies:

1. Acquires the rights and obligations of a student of a higher education institution pursuant to §70 and §71 of the Higher Education Act on the day of enrolment,
2. Draws up his/her own individual study plan in cooperation with his/her supervisor and actively cooperates in the annual evaluation. The evaluation of a PhD student in his/her absence or in the absence of the supervisor may only take place exceptionally, if he/she is unable to attend for serious reasons;
3. informs his/her supervisor continuously, at least once a month, about the fulfilment of the tasks in accordance with the individual study plan,
4. Consult with the supervisor on the procedure for the development and implementation of the study and scientific part of the individual study plan,
5. Submits projects, written work for the dissertation examination, dissertation to the supervisor for approval,
6. resolves all matters related to PhD studies with the knowledge or consent of the supervisor or through him/her,
7. Perform other tasks as assigned by the supervisor so as not to interfere with his/her individual study plan,
8. keep a record and file copies of all teaching, scientific and artistic activities related to the PhD studies (e.g. invitations to conferences, projects developed, lecture activities, publication outputs, ...), which he/she submits to the supervisor when awarding credits for the study and scientific part of the study programme,
9. performs the tasks assigned by the head of the department,
10. registers his/her publication activity in the library of DANUBIUS COLLEGE.

Article 12

Interruption and termination of PhD studies

1. The interruption of studies is regulated by § 64 of the Higher Education Act and the termination of studies is regulated by § 65 and § 66 of the Higher Education Act
2. PhD studies end with the defence of the dissertation. The defence must take place at the latest on the date of completion of the standard length of the PhD studies specified in the study programme, or within the framework of the extra length of the studies, which may not exceed the standard length by more than two years.

Article 13

Yearly evaluation of the PhD student

1. The annual evaluation of a PhD student is an evaluation of the status and level of scientific education of the PhD student, checking the fulfilment of the term tasks of the individual study and scientific plan of the PhD student. On the basis of the PhD student's annual evaluation, a possible modification of the individual study plan may be implemented. The PhD student's annual evaluation shall be prepared in writing by the supervisor in cooperation with the PhD student. The PhD student shall submit a completed annual evaluation form signed by the supervisor at the end of each academic year, but at the latest by the deadline set by the faculty and published on the faculty's website, in the PhD studies section.
2. The supervisor shall submit to the departmental committee an annual evaluation of the PhD student's fulfillment of the study plan with a statement as to whether or not he/she recommends the PhD student's continuation of his/her studies. The chair of the PhD committee shall submit the conclusions of the PhD student's annual evaluation to the PhD studies unit no later than 31 August of the academic year in question.

Article 14

Dissertation thesis

1. The dissertation examination is the first part of the state examination and is subject to the provisions of §63 of the Higher Education Act.
2. The PhD student shall submit an application for the dissertation examination to the relevant unit of the dean's office of the faculty in accordance with the timetable of PhD studies at the faculty.
3. The application for the dissertation examination shall be accepted by the relevant department of the faculty and its receipt shall be confirmed if

- a) the PhD candidate has attached to the application a written thesis (project) for the PhD dissertation in two copies,
- b) the supervisor has recommended the written thesis (project) in writing and has proposed an opponent of the written thesis for the dissertation examination.

4. The date, time and place of the dissertation examination, which are part of the timetable of full-time and part-time PhD studies for the respective academic year, shall be determined by the chairperson of the committee in agreement with the other members of the committee. The relevant department of the faculty shall arrange for the preparation of a written opinion from the opponent within 4 weeks from the date of submission of the application.

5. The PhD student must take the dissertation examination in due time no later than within 18 months in full-time studies with a standard length of 3 years and in part-time studies with a standard length of 4 years no later than within 24 months from the date of enrolment.

6. In situations worthy of special consideration, a PhD student may submit a request to the Dean of the Faculty for an extension of the deadline for the dissertation examination. The chair of the departmental committee shall set an alternative date for the dissertation examination.

7. The dissertation examination demonstrates the ability and readiness for independent scientific and creative activity based on the application of scientific methods in the field of research and development.

8. A condition for granting consent to take the dissertation examination is the fulfilment of the obligations prior to the dissertation examination in accordance with the PhD student's individual study plan.

9. The dissertation examination has a written and an oral part. The procedure for submitting the written thesis is the responsibility of the faculty. The faculty shall develop the procedure and requirements for the submission of the written thesis for the dissertation examination. This procedure shall be published on the faculty's website.

10. The content of the oral part of the dissertation examination shall be:

- (a) a discussion of the written thesis and an evaluation of the proposed objectives and hypotheses of the dissertation,
- b) answering comments from the referee's report on the written thesis,
- c) answering questions from the range of topics of the selected subjects of the dissertation examination determined for the PhD student in the individual study plan according to the focus of the dissertation topic.

11. The subjects of the dissertation examination and the defence of the dissertation examination project are evaluated with a mark and the overall result of the dissertation examination is evaluated as "pass" or "fail". If a PhD student fails the dissertation examination, he/she has the right to retake the examination once, not earlier than three months from the date of the failed examination. The date of the retake examination shall be determined by the chairperson of the State Examination Committee. Repeated failure in the dissertation examination shall be grounds for expulsion from PhD studies.

12. The Faculty shall draw up detailed instructions concerning the dissertation examination and publish them on its website in the PhD studies section.
13. During the course of the study and no later than one month after the dissertation examination, the PhD student may submit a request signed by the supervisor to change the title of the dissertation to the chairperson of the dissertation committee.

PART 3
DISSERTATION THESIS

Article 15

Application for permission to defend the dissertation

1. A PhD student may submit an application for permission to defend his/her PhD thesis during the PhD studies or within the time limit specified in the academic year schedule published by the faculty on its website.
2. The condition for submitting the application is the acquisition of credits, the sum of which, including the dissertation defence, will constitute 180 credits for the three-year full-time and four-year part-time studies.
3. The PhD student is obliged to submit his/her application in sufficient time for the dissertation defence to take place at the latest on the day of the completion of the standard length of study. The defence of the PhD thesis shall take place no later than three months after the application for permission to defend the PhD thesis has been submitted. A student who is continuing his/her studies at a so-called extra-standard length of study is obliged to submit an application for the defence of his/her dissertation within the time limit set by the faculty so that the defence of the dissertation is completed within the extra-standard length of study.
4. The PhD student shall attach to the application for permission to defend the thesis:
 - (a) a brief curriculum vitae,
 - b) the dissertation in a number of copies to be determined by the faculty,
 - c) an abstract of the dissertation in a number of copies to be determined by the faculty,
 - (d) a list of published works with full bibliographical data and unpublished scientific works or public and non-public displays of artistic works and performances and their reviews, including, where appropriate, testimonials about them from the relevant institutions of science, education, research, technology or the arts,
 - (e) a justification of the differences between the original and the submitted dissertation, if the PhD candidate submits a new dissertation in the same PhD programme after an unsuccessful defence.
5. The dean shall forward the request for permission to defend to the chair of the thesis committee and, on the basis of his/her opinion, request the preparation of opposing opinions from the proposed opponents.

Article 16

Dissertation abstract

1. The PhD student prepares an autoreferat of the dissertation, which is a brief summary of its main results, definition of its contribution and data on its response. It also includes an overview of the PhD student's publication activity.
2. The abstract is in A5 format. The recommended length is 20-30 standard pages. The faculty will publish the requirements of the abstract and the procedure for its submission on its website. The abstract is to be submitted in Slovak with a summary in one foreign language.
3. The abstract shall be reproduced in the necessary number of copies and sent no later than three weeks before the date of the defence to authorities, institutions and persons who may be interested in the issue under study. A list of these shall be determined by the Trade Union Committee. The abstract shall be sent in particular to:
 - (a) to the opponents of the dissertation,
 - b) the members of the PhD programme committee,
 - c) to selected organisations dealing with the issue as recommended by the thesis committee.
4. The distribution of autoreferences according to the instructions of the chair of the committee will be ensured by the relevant department of the faculty.

Article 17

Dissertation thesis and defense of dissertation thesis

1. The dissertation is a final thesis within the meaning of the Higher Education Act. The defence of the dissertation is a state examination (§ 54 (14) and § 63 of the Higher Education Act), it is public and takes place before a defence committee, which is appointed by the dean from among the members of the thesis committee on the proposal of the thesis committee. At least one member of the committee shall be from outside the faculty.
2. The dean of the faculty shall forward to the dissertation committee the application of the PhD student together with the dissertation, which contains the elements stipulated by the internal regulation of the FPP and PA, within 15 days after the receipt of the application for permission to defend the dissertation. In accordance with the internal regulation of the faculty, the chair of the dissertation committee shall, within 20 days, state whether he/she recommends the dissertation for defence, propose to the dean of the faculty the composition of the defence committee and the opponents of the dissertation.
3. If the chair of the subject-matter committee finds that the PhD student's application for permission to defend the dissertation or the dissertation does not meet the prescribed requirements, he/she shall invite the PhD student to eliminate the deficiencies within a specified period of time.
4. After receiving the proposal of the chair of the dissertation committee, the dean of the faculty appoints the dissertation defence committee and its chair, including the opponents of the dissertation.
5. The dean of the faculty shall send the dissertation to the appointed opponents together with a request for an opinion. Upon receipt of all reports from the opponents, the dean shall forward the PhD student's application for the defence of the dissertation together with all the requisites, including the reports of the opponents, to the chair of the defence committee within 7 days.
6. The chair of the defence committee shall propose to the dean the time and place of the dissertation defence no later than 20 days after receiving the materials for the defence of the dissertation. Based on the proposal, the Dean of the Faculty shall determine the time and place of the dissertation defence. The relevant faculty unit shall arrange for the publication of the announcement of the dissertation defence.
7. In addition to the chairperson, the defence committee shall have at least three other voting members. The supervisor and opponents shall participate in the dissertation defence without voting rights, unless they are appointed as members of the committee.
8. The PhD candidate shall submit his/her dissertation for defence in the Slovak language. With the written consent of the thesis committee, the thesis may also be submitted in another language.
9. The defence of the dissertation may also take place in the case of one negative opinion, however, the opponent who prepared the negative opinion must be present at the defence. If there are several negative opinions, the defence may be held only after the deficiencies mentioned in the opinions have been corrected and the dissertation has been reassessed by the already approved opponents.
10. The results of the dissertation defence in the Record of the State Examination shall be filled in by the chairperson of the defence committee (or a recorder authorized by him/her) in the AIS. The printed record will be signed by the chairperson and the members of the committee and handed over to the Dean of the Faculty together with the opinions of the opponents and the supervisor.
11. The result of the defence shall be valid on the basis of a secret ballot and the decision of the committee members present in accordance with the Faculty's rules for dissertation defenses and the Higher Education Act.
12. The Dean of the Faculty shall, on the basis of the results of the secret ballot of the dissertation defence committee, award or not award the academic degree (in writing).
13. The overall evaluation of the PhD study programme shall be expressed in grades:
 - (a) passed with distinction,
 - (b) passed
 - (c) failed
14. A student of a PhD programme shall be evaluated with the grade "passed with distinction" if

his/her weighted study average for the whole study and for all components of the dissertation examination (the first part of the state examination) is not more than 1.5 and he/she has achieved a grade A (1) in the dissertation defence (the second part of the state examination). In other cases, the student is assessed with a pass grade.

Article 18

Dissertation opponents and their opinions

1. The dean appoints opponents on the basis of a proposal by the chair of the departmental committee, which is based on the proposal of the supervisor. The opponents shall be selected from among experts in the field of study of the PhD student. No more than one of the referees may be from the training institute (faculty). The other two referees shall not be members of the same faculty (DANUBIUS COLLEGE) and shall be selected from another university or practice. It is recommended that one of the referees should be a member of the union committee.
2. The thesis is assessed by at least three referees. At least one of the referees shall be a holder of the scientific and pedagogical title of professor or a holder of the scientific degree of doctor of sciences or a researcher with the qualification degree I. The other referees may be holders of the scientific and pedagogical title of associate professor or eminent practitioners with at least the academic degree of PhD (or its equivalent).
3. The opponent's opinion contains an objective and critical analysis of the merits and shortcomings of the submitted dissertation, is brief and does not repeat the content. In particular, the referee's opinion shall include:
 - (a) on the topicality of the chosen topic,
 - b) the chosen methods of treatment,
 - c) the results achieved, indicating what new knowledge the dissertation brings,
 - (d) the contribution to the further development of science, technology or the arts,
 - (e) whether the dissertation has fulfilled its objective.
4. In the conclusion of the evaluation, the opponent shall clearly state whether or not, on the basis of the submitted dissertation, he/she proposes the award of the academic degree of PhD in the relevant study programme. The referee shall draw up his/her opinion no later than 30 days from the date of its request.

Article 19

Evidence of graduation

1. Evidence of completion of the study programme in the field of study of the third degree of higher education studies are:
 - (a) University diploma,
 - (b) a certificate of the state examination, which consists of the dissertation examination and the defence of the dissertation
 - (c) a supplement to the diploma.
2. A university diploma is a proof of graduation from an accredited study programme in a relevant field of study and of the award of an academic degree.
3. Graduates of DANUBIUS COLLEGE PhD studies are awarded an academic degree with a university diploma.

"Doctor" ("philosophiae doctor", abbreviated as "PhD", the abbreviation "PhD." appears after the name) pursuant to Section 54, Paragraph 15 of the Higher Education Act. The diploma is signed by the Rector of DANUBIUS COLLEGE and the Dean of the Faculty.
4. As a rule, the documents of graduation are handed over at the academic ceremony.
5. DANUBIUS COLLEGE provides for the issuance of the university diploma in a combination of the state language and the English language. 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. The diplomas shall be issued within 45 days of the regular completion of the studies, unless the graduate agrees to a later issue of the diplomas.

PART 4
FINAL PROVISIONS

Article 20

1. The Directive on PhD Studies FPP and PA was adopted by the Academic Senate of DANUBIUS COLLEGE on 8 October 2019 and by the Scientific Council of DANUBIUS COLLEGE on 11 October 2019.

In Sládkovičovo, the 29th of November 2019

Doc. PhDr. et Mgr. Peter Ondria, PhD.
Dean of FPP and PA

Annexes to the Directive:

Annex 1 PhD student's individual study plan

Annex 1a) PhD student's annual evaluation