



TECHNICAL UNIVERSITY IN ZVOLEN

No. R-13296/2013

STUDY REGULATIONS

FACULTY OF WOOD SCIENCES AND TECHNOLOGY

TECHNICAL UNIVERSITY IN ZVOLEN

ZVOLEN 2013

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SECTION ONE

STUDY REGULATIONS FACULTY OF WOOD SCIENCES AND TECHNOLOGY TECHNICAL UNIVERSITY IN ZVOLEN

PART ONE GENERAL PROVISIONS

Article 1 Introductory provisions

- (1) These study regulations apply to studies in accredited study programmes conducted at the Faculty of Wood Sciences and Technology (hereinafter referred to as the Faculty or DF), Technical University of Zvolen (hereinafter referred to as the TU or TUZVO) pursuant to Section 60 of Act No. 131/2002 Coll. on Higher Education and on Amendments and Supplements to Other Acts, as amended (hereinafter referred to as the Higher Education Act).
- (2) The first section of the Study Regulations applies mutatis mutandis to studies in degree III programmes (Section 54 of the Higher Education Act) in all its forms and to studies in further education. Further principles and conditions are regulated in the second section of these Study Regulations, 'Study Regulations for Doctoral Studies at TU Zvolen'.

PART TWO STUDY REGULATIONS

Article 2 Admission to study

- (1) The basic conditions for admission to study are laid down in the Higher Education Act (§56, §57, §58 and §58a). The faculty may determine additional conditions for admission to the study of the relevant study programme and the method of their verification.
- (2) The faculty shall publish in due time, no later than 20 September of the academic year preceding the academic year in which the study is to commence, if it is a bachelor's study programme or a study programme pursuant to § 53 para. In the case of programmes of study referred to in Article 53(3) of the Higher Education Act, and in the case of other programmes of study no later than two months before the last day for the submission of applications for studies, the deadline for the submission of applications for studies, the conditions for admission, the date and method of verifying their fulfilment, and, if the verification of aptitude for studies includes an entrance examination, the form and framework content of the examination and the method of assessing its results, as well as information on the number of applicants it intends to admit to the study of the relevant programme of study.
- (3) The dean decides on admission to study a study programme implemented by the faculty.
- (4) The decision on the outcome of the admission procedure must be made in writing within 30 days of verification that the conditions for admission have been met. It must contain a statement of the reasons for the decision and an indication of the possibility of applying for a

review of the decision. It must be hand-delivered to the applicant. An applicant whose place of residence is unknown shall be served by posting the decision on the official notice board of the TU or the faculty for 15 days. The last day of this period shall be deemed to be the date of service.

- (5) An applicant may apply for a review of the admissions decision. The application shall be submitted to the authority which issued the decision within eight days of the date of its delivery (Section 58(8) of the Higher Education Act).
- (6) TU or the faculty has the right to request information from admitted applicants as to whether they will enrol. The applicant is obliged to provide such information to the TU or the faculty before the beginning of the academic year (Section 61 of the Higher Education Act). If the applicant does not express an interest in the study or does not provide the information within the specified time, the right to enrol in the study programme in question shall expire and the TU or the faculty shall revoke the decision by which the next applicant in the order of admission results was not admitted to the study and shall issue a new decision on his/her admission to the study.
- (7) An applicant who has received a decision not to be admitted to study has the right to consult his/her admissions file upon request.
- (8) The Faculty of Wood Sciences and Technology of the TU may accept a student of another university, including a foreign university, for a part of the study, usually for a duration of one semester within the framework of academic mobility without an admission procedure, in accordance with the conditions of the exchange programme or on the basis of an agreement between the receiving and sending university. Further conditions and requirements are regulated by Section 58a of the Higher Education Act.

Article 3 Enrolment for studies

- (1) Upon notification of the decision on admission to study pursuant to Section 58(7) of the Higher Education Act, the applicant becomes entitled to enrol in a study programme at the Faculty of Wood Sciences and Technology. The date, place and method of enrolment shall be determined by and communicated to the admitted applicant by the TU or the faculty.
- (2) At the time of enrolment, the student determines for himself/herself what part of the obligations prescribed by the study programme he/she wishes to complete in the following period of study to which the enrolment applies.
- (3) An applicant's right to enrol for studies under paragraph 1 shall be terminated if he/she answers in the negative to the question of whether he/she will enrol for studies from the TU or the faculty or fails to respond by the deadline set for enrolment. The right of an applicant who has been admitted conditionally to a course of study to enrol in the course of study pursuant to paragraph 1 shall be terminated if he or she fails to prove that he or she fulfils the basic conditions for admission no later than the date set for enrolment.
- (4) The TU or the faculty may allow, under the conditions specified in the rules of study of university study programmes or in the study regulations of the faculty, the enrolment of a student who has been admitted to study a study programme of the relevant degree in the same field of study or in a related field of study at another higher education institution, if he/she requests it in writing (Section 59 (4) to (6) of the Higher Education Act).
- (5) By enrolling, the admitted applicant acquires the rights and obligations of a TU student.

Article 4 Rights and obligations of TU students

- (1) A candidate admitted to study (Section 58 of the Higher Education Act) becomes a student of TU from the date of enrolment; a student whose studies have been interrupted becomes a

student from the date of re-enrolment. If the enrolment of an applicant admitted to study takes place before the beginning of the academic year in which his/her studies are to begin, the applicant shall become a student from the beginning of that academic year, unless he/she notifies the University in writing by 15 August before the beginning of that academic year that he/she is cancelling his/her enrolment.

- (2) A student ceases to be a student of TU from the date of termination of studies pursuant to Sections 65(1) and 66 of the Higher Education Act or from the date of interruption of studies pursuant to Section 64(1) of the Higher Education Act.
- (3) In particular, the student has the right to:
 - (a) study the programme of study to which he/she has been admitted,
 - b) form a study plan according to the rules of the study programme (Section 51(4)(g) of the HE Act),
 - c) enrol in the next part of the study programme if he or she has fulfilled the obligations specified in the study programme or study regulations,
 - d) respecting the time and capacity constraints imposed by the study regulations and the study programme, to choose the pace of study, the order of completion of subjects while maintaining their prescribed continuity and to choose a teacher for a subject taught by more than one teacher,
 - e) apply to study at another higher education institution, including abroad, as part of his or her studies,
 - f) participate in the research, development, or artistic and other creative activities of TU,
 - g) participate in the establishment and activities of independent associations operating on campus (societies, unions, professional associations) in accordance with the law,
 - h) at least once a year have the opportunity to comment on the quality of teaching and teachers by means of an anonymous questionnaire,
 - i) freely express opinions and comments on higher education,
 - j) for information and advisory services related to studies and to the possibility of graduates of study programmes being employed in practice,
 - k) if he or she is subject to the obligation to pay tuition fees pursuant to Section 92(5) of the Higher Education Act, to decide in which study programme he or she will study free of charge in the relevant academic year, if he or she is entitled to free university studies,
 - l) under the conditions laid down in the study regulations, to change the study programme within the same field of study or a related field of study.
- (4) The student's study obligations are derived from the programme of study he/she is studying and the study regulations.
- (5) The student is obliged to comply with the internal regulations of TU and its components.
- (6) The student is also obliged to:
 - a) protect and make economical use of the property, resources and services of the college,
 - b) pay tuition fees and fees associated with studies in accordance with Section 92 of the Higher Education Act directly to TU or the faculty at which he/she is enrolled and truthfully state the facts relevant for their determination,
 - c) notify the TU or the faculty, if enrolled in a study programme carried out at the faculty, of the address intended for the delivery of documents,
 - d) to appear in person at the written summons of the Rector, Dean or a staff member of TU or the Faculty authorised by them to discuss questions concerning the progress or termination of his/her studies or related to his/her rights and obligations,
 - e) notify the TU or the faculty, if enrolled in a study programme conducted at the faculty, in writing of the decision pursuant to Section 70(1)(k) of the Higher Education Act by 30 September of the relevant academic year.
- (7) A student may be subject to disciplinary action for a culpable violation of legal regulations, the TU Statutes or other internal regulations of TU or the faculty at which the student is studying.

- (8) The details of the disciplinary offence procedure are regulated by the TU Disciplinary Regulations.

Article 5

The academic year and its organisation

- (1) The academic year shall begin on 1 September of the current year and end on 31 August of the following year.
- (2) Study at TU in one academic year is divided into two semesters, namely winter and summer.
- (3) The Rector of TU sets the study schedule for the following academic year by 31 January at the latest.

Article 6

Degrees, forms and methods of study at the Faculty of Wood Sciences and Technology of the TU

- (1) The Faculty of Wood Sciences and Technology provides, organizes and ensures higher education in bachelor's, engineering, master's and doctoral study programmes.
- (2) The study programme can be carried out in the full-time form of study or in the part-time form of study.
- (3) The full-time form of study is organised in such a way that the study according to the recommended study plan corresponds, depending on the study programme in terms of time intensity, to the student's work in the range of 1500 to 1800 hours per academic year, including independent study and independent creative activity (Section 60(2) of the Higher Education Act).
- (4) The external form of study is organised in such a way that the study according to the recommended study plan corresponds, depending on the study programme in terms of time intensity, to the student's work in the range of 750 to 1440 hours per academic year, including independent study and independent creative activity (Section 60(3) of the Higher Education Act).
- (5) Educational activities pursuant to Section 51(2) of the Higher Education Act may be carried out
 - a) by the attendance method,
 - b) by the distance method; or
 - c) by the combined method.
- (6) The face-to-face method of learning is based on classes with direct contact between the teacher and the student.
- (7) The distance method replaces the direct contact between the teacher and the student by communication through communication means, especially those based on the use of computer networks.
- (8) The same methods are used for full-time and part-time study programmes. If the use of the same methods is not possible, any unavoidable differences in the delivery of the full-time and part-time programme of study must not adversely affect learning outcomes.

Article 7

Credit system

- (1) The organisation of all levels and forms of higher education at the TU is based on the credit system, which is implemented in accordance with the Decree of the Ministry of Education and Science of the Slovak Republic on the credit system of studies. The credit system of study uses the accumulation and transfer of credits. It enables the assessment of the student's

workload associated with the completion of courses in accordance with the rules contained in the study programme by means of credits.

- (2) Credits are numerical values assigned to courses, expressing the amount of work required to acquire the prescribed learning outcomes.
- (3) The standard student load for the whole academic year in the full-time form of study is expressed as 60 credits, per semester 30 credits. The standard student workload for a full academic year of part-time study is expressed as a maximum of 48 credits, depending on the standard length of study of the relevant study programme and the number of credits required for its proper completion.
- (4) The student receives credits upon successful completion of the course. Credits can be earned only once for a given subject during the study of one study programme.

Article 8

Study programme, study plan

- (1) A study programme is a set of courses consisting of educational activities, which are mainly lectures, seminars, exercises, thesis, project work, laboratory work, internship, excursion, professional practice, major exercises, operational exercises, state examination and combinations thereof, and a set of rules designed in such a way that the successful completion of these educational activities, while observing the above-mentioned rules, enables a higher education degree to be obtained.
- (2) The final thesis, which together with its defence constitutes one course, is also part of the study according to each study programme; the defence of the final thesis is one of the state examinations. With the consent of the faculty, the thesis may also be written in a language other than the national language. In such a case, it shall include an abstract in the state language. Except in the cases under Section 63(11) of the Higher Education Act, the condition for admission to the defence of the thesis is the student's written consent to publish and make the thesis available to the public under Section 63(9) of the Higher Education Act for the period of its retention under Section 63(7) of the Higher Education Act, without any remuneration being payable.
- (3) The study programme must contain the elements listed in Section 51(4) of the Higher Education Act.
- (4) The study programme includes a recommended study plan, which is designed so that by completing it the student meets the conditions for successful completion of studies within the standard length of study corresponding to the study programme.
- (5) The student studies according to the study plan, which determines the time and content sequence of the study programme subjects and the forms of evaluation of study results. The study plan, in addition to the form of assessment of study results, is drawn up by the student himself or in cooperation with a study advisor within the specified rules and in accordance with the study regulations of the Faculty of Wood Sciences and Technology.
- (6) Study advisors are employed at the Faculty of Wood Sciences and Technology to provide students with an advisory service when drawing up their study plans. The study advisor is appointed from among the university teachers and dismissed by the dean of the faculty.
- (7) In justified cases, a student may apply to the Dean of the Faculty for an individual study plan (students with specific needs, mothers with children, top athletes, etc.). An individual study plan means that the student is not obliged to attend compulsory forms of teaching (exercises, studio exercises, major exercises) according to the planned schedule and may take examinations during the semester in agreement with the examiner. The other provisions of the study regulations for bachelor and engineering studies at the Faculty of Wood Sciences and Technology apply to the student studying individually to the full extent. If the Dean of the Faculty of Wood Sciences and Technology authorises an individual study plan for a student, the student is obliged to agree with the course coordinators on the conditions

of the courses he/she plans to take in a given semester no later than four weeks after the beginning of the semester or the authorisation of the ISP. An individual study plan may be granted for a maximum of one semester and a maximum of one academic year, even repeatedly.

Article 9 **Study programme subjects**

- (1) The study programme is divided into subjects. Each subject is uniquely identified at TU by its code and name. Basic information on the nature of the course is given in the course information sheet. A specimen of the course information sheet is given in the Decree of the Ministry of Education and Science of the Slovak Republic on the credit system of study.
- (2) Courses included in the study programme are divided into the following according to the obligatory nature of their completion
 - a) compulsory - their successful completion is a prerequisite for successful completion of part or the entire study programme,
 - b) compulsory electives - the condition for successful completion of part or the entire study programme is the successful completion of a specified number of these subjects according to the student's choice in the structure determined by the study programme,
 - c) elective - are other subjects that the student has the opportunity to enrol in order to supplement his/her studies and to obtain a sufficient number of credits in the relevant part of the study.
- (3) Students usually enrol in elective courses from the offer of elective courses of their study programme, as well as from the offer of other study programmes of other faculties or universities within the framework of the applicable rules.
- (4) Subjects included in the study programme are divided into:
 - a) courses without continuation; enrolment in such a course is not contingent on the completion of another course,
 - b) subjects conditional on successful completion of other subjects; enrolment in such a subject is conditional on successful completion of another subject (prerequisite subject, prerequisite) or other subjects.

Article 10 **Enrolment and completion of courses**

- (1) The student enrolls in courses in such a way that the number of credits he/she can obtain by successfully completing them is sufficient in a given period to meet the condition for continuing his/her studies.
- (2) When enrolling in courses, the student is governed by the conditions and rules prescribed by the relevant study programme of the faculty, or by the rules of study of study programmes (in particular, the continuity of courses and their inclusion in the winter or summer semester in accordance with the recommended study plan). Changes in the enrolment of courses are possible only in justified cases, within a maximum of two weeks from the beginning of the semester.
- (3) The enrolment of courses for a given academic year is already prepared during the previous academic year in the form of pre-registration of courses. The student follows the instructions of the faculty when pre-registering courses.
- (4) A student may re-enrol in a compulsory course during his/her studies which he/she has failed in accordance with the rules laid down in the study programme. After a second unsuccessful attempt to pass a compulsory subject, the student is expelled from the study (Section 66(1)(c) of the Higher Education Act).

- (5) A student may re-enrol in a compulsory elective course during his/her studies, which he/she has failed, or may enrol in another compulsory elective course instead, in accordance with the rules laid down in the study programme. After a second unsuccessful attempt to take a compulsory elective course, the student is expelled from the study (Section 66(1)(c) of the Higher Education Act).
- (6) A student may re-enrol in an elective subject during his/her studies, which he/she has failed, or may enrol in another elective subject or a compulsory elective subject from among the compulsory elective subjects not yet taken. If the student has achieved a sufficient number of credits, he/she does not have to enrol in any elective course. If the student has not achieved a sufficient number of credits, he/she shall be expelled from studies after a second unsuccessful attempt to take the selected elective course (Section 66(1)(c) of the Higher Education Act).
- (7) Students are lectured by professors and associate professors, and with the approval of the dean, at the suggestion of the head of the department, part of the lectures from selected chapters may also be given by assistant professors and researchers. Lectures may also be given by eminent experts from scientific and research institutes and from practice.
- (8) Exercises are led by professors, associate professors, assistant professors, doctoral students, lecturers, and researchers and experts from research and practice. During the exercises, the lectured part of the subject is applied in practical examples with the active participation of students, the knowledge and skills necessary for practical and theoretical mastery of the subject are practiced, the knowledge of students is refined and deepened.

Article 11
Assessment of learning outcomes

- (1) The assessment of the student's learning achievements in the course of studying the subject is carried out in particular
 - a) continuous control of study results during the teaching part of the study period (control questions, written tests, independent work assignments, term papers, seminar report, etc.),
 - b) by examination for a given period of study.
 The requirements in accordance with the study programme will be set out by the course coordinators in the course information sheets.
- (2) Completion of the course is assessed by a grade. The grade reflects the quality of the acquisition of knowledge or skills in accordance with the aim of the course as stated in the course information sheet. The results of examinations are recorded in the examination reports in the UIS and the study report (index) and can be shown by the student or graduate at any time.
- (3) The marking is based on a grading scale consisting of six grading levels:

Designation of classification level		Number of points scored or total percentage gain	Final grade (numerical value of the classification level)
Letters	verbally		
A	well done (excellent results)	100 - 95	1
B	very good (above average results)	94 - 85	1,5
C	good (average results)	84 - 75	2
D	satisfactory (acceptable results)	74 - 65	2,5

E	Enough (results meeting only the minimum criteria)	64 - 60	3
FX	Insufficient (results do not even meet the minimum criteria)	less than 60	4

- (4) The student receives credit for a course that is assessed by a grade and successfully completes that course.
- (5) The DF may decide for selected courses that they will not be evaluated with a grade and determine other criteria for their successful completion as conditions for obtaining credits.
- (6) A weighted grade point average is used to assess a student's overall academic performance over a defined period of time. It shall be calculated by adding the products of the number of credits and the numerical assessment referred to in paragraph 3 for all courses taken by the student in the assessment period and dividing the result by the total number of credits earned by the student in the period. A grade of 4 shall be included in the weighted grade point average for courses taken and not taken. Courses which are not assessed by a grade (paragraph 5) are not included in the calculation of the weighted average. That is to say, expressed by the formula:

$$V\check{S}P = \frac{\sum_{i=1}^n K_i \cdot Z_i}{\sum_{i=1}^n K_i}$$

GPA - weighted study average,
K_i - value of credits for the *i-th* subject,
Z_i - numerical value of the grade for the *i-th* subject
n - number of subjects of the evaluation period.

Article 12 Exams

- (1) The examination tests the student's knowledge and abilities in the relevant subject and his/her ability to creatively apply the theoretical knowledge and practical skills acquired through the study of the relevant subject within the study programme. The form and content of the examination must be in accordance with the course information sheet and the lecturer is obliged to acquaint students with them at the beginning of the semester. The examination may be written, oral based on written preparation, practical, or a combination thereof.
- (2) In a course in which the fulfilment of the conditions set by the continuous monitoring of learning outcomes during the teaching part of the period is prescribed, this fulfilment is a condition for participation in the examination.
- (3) The examiner is usually the course instructor or a university teacher in the capacity of professor or associate professor. The rector or dean may also entrust the examination to other university teachers who teach the subject in question.
- (4) A course whose overall assessment consists of a continuous assessment of learning outcomes and an examination has a set ratio in which a nominal 100% is divided between the continuous assessment and the examination. This distribution shall be under the responsibility of the course leader of the course concerned, and the ratio for the continuous assessment shall be between 20 % and 40 %.
- (5) The head of the department providing the course is responsible for setting a sufficient number of deadlines and for ensuring that they are met. In the event of the absence of an examiner, the head of the department providing the course is obliged to arrange for a

substitute. Examination dates are announced via the University Information System (UIS). During periods of study leave, the examiner is obliged to announce examination dates at least one week before the end of the semester and for at least 1.5 times the number of students being examined. Any additional examination dates, as well as the dates of examinations outside the study leave period, shall be determined by the examiner at least one week in advance and in such a way that teaching is not disrupted in accordance with the applicable timetable and study schedule. The examiner may, taking into account the results of the continuous study review, authorise the examination in the external form of study even before the end of the teaching period in the semester concerned, but only after the scheduled teaching (timetable events) has been completed, so that teaching according to the applicable timetable is not disrupted.

- (6) Unexcused absence from an examination on the date for which the student has registered shall be assessed by the examiner with a mark of "insufficient". The student may excuse himself/herself within 5 days after the examination date.
- (7) The examiner enters the final examination mark in the study report (index) and in the examination report in the UIS. The student is responsible for entering the mark in the study report, the teacher examiner is responsible for entering the mark in the examination report in the UIS within 5 working days of the examination. The printed version of the examination report shall be signed by the course leader and submitted to the Dean's Office of the Faculty of Wood Sciences and Technology for both semesters of the academic year concerned by 31 August at the latest. Each student has the right to a justification for the award of the relevant examination mark, to be informed of the errors made in the examination and to be informed of the correct solution.
- (8) The student has the right to take the examination in the regular term and in two make-up terms in each subject. If the student does not attend the regular term during the period of study leave, the right to the regular term is lost and this term is evaluated with the grade "FX - insufficient". The student registers for the examination through the UIS. The student is allowed to check out of the examination at the latest the day before the examination until 23:59. The student is allowed to check in for the exam until 6:00 a.m. on the day of the exam.
- (9) The student or the examiner may, in justified cases, request the Dean to conduct the examination by commission. A board examination is not an additional examination term. The Board shall have at least three members appointed by the Dean, after consideration of a proposal from the Head of the department providing the course. As a rule, the original examining teacher shall also be a member of the committee.
- (10) The period of validity of examinations and credits from previous studies for courses re-enrolled in further studies is determined by the maximum permissible period of study according to the study programme, which is determined by the sum of the standard length of study and its overrun by two years. Such a valid examination may be recognised by the study department of the Rector's Office, after approval by the Rector, in the case of university study programmes, or by the study department of the faculty, after approval by the Dean.
- (11) In the case of recognition of an examination in a case other than that dealt with in the previous paragraph 10, the student may apply in writing to the course tutor for recognition of a course successfully completed at TU or another higher education institution. The request shall be accompanied by an information sheet and the syllabus of the relevant course taken. The Rector or the Dean, if the study programme is carried out at a faculty, shall decide on the recognition of the examination and the awarding of credits in the number specified by the study programme, after receiving the opinion of the course tutor and the head of the department providing the course. In the case of recognition of an examination from a subject of another university, which is not related to the subjects at TU, the guarantor of the study programme shall express his/her opinion on the possibility of recognition of the examination.

Article 12a
Studio work

- (1) In the study programmes of the field of study 2.2.6 Design, the basic forms of teaching also include studio work.
- (2) Studio work (practical creative activity of students with individual original outputs), applied in art, architecture and design disciplines, has an irreplaceable function not only for the development of artistic talent, but also for the acquisition and refinement of specific creativity of design work.
- (3) Due to the synthesizing and profiling function, the participation of students in the teaching of studio courses is compulsory.
- (4) All subjects taught in the form of studio work are graded by commission. The date of the examination for each course is common to all students of the relevant year and is determined, together with the composition of the thesis evaluation committee, by the head of the department. The chairman of the committee is usually the course supervisor.
- (5) In justified cases (long-term illness, sudden illness at the time of the examination), on the basis of a written request of the student submitted within 5 working days of the board evaluation, the head of the department shall set an alternative date for the examination.
- (6) The possibility of a make-up examination in studio courses is excluded in the relevant academic year.

Article 13
Control of studies and conditions for continuing studies

- (1) Control of studies is based on the number of credits earned.
- (2) A student may continue his/her studies in the study programme at the 1st and 2nd level of study who:
 - a) obtained at least 10 credits for the first semester in the first level of study by the date of completion of the study leave for the first semester of study,
 - b) has obtained a minimum of 36 credits for each academic year of study of the relevant study programme.
- (3) A student who has not fulfilled the conditions for continuing his/her studies pursuant to paragraph 2 shall be expelled from studies pursuant to Section 66(1)(c) of the Higher Education Act.
- (4) The obligation to attend lectures, semester exercises, main exercises and all forms of practice is determined by the course coordinator at the beginning of the semester.

Article 14
Interruption of studies

- (1) The study programme may be interrupted at the written request of the student for personal or health reasons. The interruption of studies is authorised by the Dean of the Faculty.
- (2) A student who interrupts his/her studies ceases to be a student on the date of interruption. The decision to interrupt studies shall be delivered to the student in person or by post.
- (3) A student whose studies have been interrupted has the right to re-enrol. He/she becomes a student on the date of enrolment after the interruption.
- (4) You may interrupt your studies no more than twice during the course of your studies, with one interruption lasting no more than two years. The period of interruption is not counted towards the standard length of studies.

Article 15
Completion of studies

- (1) The study is properly completed by graduation according to the relevant study programme. The date of completion of studies shall be the date on which the last of the conditions prescribed for the proper completion of studies of a given study programme is fulfilled. The proper completion of bachelor and engineering studies in the credit system presupposes the acquisition of the prescribed number of credits (180 and 120 respectively), the completion of compulsory, compulsory elective or elective courses according to the respective study programmes and the successful completion of the state examination, including the defence of the bachelor or diploma thesis.
- (2) The study programme may not exceed its standard length by more than two years (Section 51(4)(h) of the Higher Education Act).
- (3) In addition to the regular termination of studies (§ 65 of the Higher Education Act), the studies will be terminated:
 - a) by dropping out,
 - b) by not completing the studies within the time limit set pursuant to Section 65(2) of the Higher Education Act,
 - c) expulsion from studies for failure to meet the requirements arising from the study programme and the study regulations of the faculty,
 - d) expulsion from studies pursuant to Section 72(2)(c) of the Higher Education Act,
 - e) cancellation of the study programme pursuant to Section 87(2) of the Higher Education Act if the student does not accept the offer of the university to continue studying another study programme,
 - f) death of a student.
- (4) The date of graduation is also:
 - (a) under paragraph 3(a) of this Article, the date on which the student's written declaration of withdrawal is received by the DF,
 - (b) pursuant to paragraph 3(b) of this Article, the end of the academic year in which the student was due to complete his or her undergraduate studies,
 - (c) under paragraph 3(c) and (d) of this Article, the date on which the decision to exclude the student from studies became final,
 - (d) pursuant to paragraph 3(e) of this Article, the date on which the DF TU notified the cancellation of the study programme.

Article 16
State examinations

- (1) Each study programme must include the passing of a state examination or state examinations as one of the conditions for successful completion. The student will be allowed to take the state examination, including the defence of the bachelor's or master's thesis, if he/she has fulfilled the following conditions:
 - has obtained the specified number of credits for the completed courses
 - handed in the bachelor's or master's thesis by the deadline.
- (2) The state examination shall be held before an examination board. The course of the state examination and the announcement of its results shall be public. The decision of the Board of Examiners on the results of the State examination shall be taken at a closed meeting of the Board of Examiners.
- (3) The right to sit for the state examination is limited to university teachers acting as professors and associate professors (Section 75(1) of the Higher Education Act) and other experts approved by the relevant scientific council (Section 12(1)(d) of the Higher Education Act); in

the case of bachelor's degree programmes, also to university teachers acting as assistant professors (Section 75(8) of the Higher Education Act) with a third-level university degree.

- (4) The composition of the examination boards for the state examinations shall be determined by the dean from among the persons authorised to examine pursuant to paragraph 3 of this Article for study programmes carried out at faculties, and by the rector for university study programmes. As a rule, the examination commissions for the state examinations shall also include eminent experts in the given field of study from other universities, from legal entities carrying out research and development in the territory of the Slovak Republic or from practice. At least two members of the examination board for state examinations shall be university teachers acting as professors or associate professors; in the case of bachelor's degree programmes, at least one university teacher acting as professor or associate professor.
- (5) The examination board for the state examinations shall have at least four members.
- (6) The number of commissions is determined by the Dean of the Faculty at least 10 days before the date of the state examinations and defences of bachelor's and master's theses. The members of the committees are appointed by the Dean of the Faculty on the basis of a proposal of the Head of the Department.
- (7) The state examination may be taken by the student after fulfilling the obligations stipulated by the study programme.
- (8) The content, organisation and course of the state examination are regulated by the Study Regulations of the Faculty in Articles 16a, 16b, 16c, 17, 17a.
- (9) The assessment of the state examination is carried out in accordance with the ECTS grading scale. The final grade of the state examination is based on the evaluation of its individual parts.

Article 16a

State examination of Bachelor's studies

- (1) The state examination is a board examination. It consists of two parts:
 - from the defence of the bachelor thesis,
 - an oral examination from professional subject units selected according to the focus of the study programme and the Bachelor's thesis.
- (2) Both parts of the state examination are held on the same date. As a rule, the duration of the bachelor's state examination should not exceed 60 minutes, of which the defence of the bachelor's thesis should last, as a rule, up to 30 minutes.
- (3) The thematic units will be prepared by the guarantors of the study programmes by the beginning of the winter semester of the final year at the latest.
- (4) The oral examination in the study programmes in **5.2.42 Woodworking** consists of two questions, one from each of the following thematic units:
 - a) Wood Science (includes topics from the profile subjects: Wood Structure, Wood Properties wood),
 - (b) Area of study according to the focus of the study programme
 - **The study programme Construction of Wooden Buildings and Furniture** includes topics from the profile courses Furniture Construction, Wooden Building Structures,
 - **The study programme Furniture Production** includes topics from the profile courses Furniture Construction, Secondary Wood Processing Technology,
 - **The study programme Wood Technology** includes topics from the profile courses Sawmill Production Technology, Drying and Hydrothermal Treatment of Wood, Technology of Agglomerated Materials, Technology of Plywood Materials, Wood Protection,
 - **the study programme Operation of Machines and Equipment** includes topics from the profile courses Fundamentals of Woodworking, Machines and Equipment for Wood

- Processing, Energy Management, Wood-cutting Tools, Transport Systems in the Wood Industry
- **The study programme Management of Wood and Furniture Production** includes topics from the profile courses Micro and Macroeconomics, Production Management, Business Economics, Quality Management, Marketing Basics, Accounting, Personnel Management, Corporate Finance and Investments, Taxation, Corporate Planning, Innovation Management.
- (5) The oral examination in the study programme in **8.3.1 Protection of persons and property** consists of three questions from the following thematic units:
- a) Fire safety of buildings (includes topics from the profile courses Fire safety of buildings, Fire-technical equipment and explosion protection),
 - b) the student chooses one thematic unit from the following according to the focus of the bachelor thesis
 - ba) Combustion of materials and extinguishing (includes topics from the profile courses Materials in PPE, Fundamentals of combustion, Fundamentals of extinguishing and extinguishing agent transport, Dynamics of fire),
 - bb) Technique and tactics of rescue activities (includes topics from the profile courses: technical means in OPP I and technical means in OPP II, tactics in PPE, management and organisation of firefighting units, basics of firefighting and transport of extinguishing agents),
 - c) the student chooses one thematic unit from the following according to the focus of the bachelor thesis:
 - ca) Crisis Management (includes topics from the profile subjects Crisis Management and Crisis Resolution, Occupational Health and Safety, Introduction to PPE and Legislation),
 - cb) Fire Prevention (includes topics from the profile courses: fundamentals of prevention in OPP, Detection of fire causes, Fire hazard analysis in technological processes, Fire-technical equipment and explosion protection).
- (6) The oral examination in the study programme in the field **3.3.16 Economics and Business Management** consists of three questions from the following thematic units:
- a) Economics (includes topics from the profile courses Microeconomics, Macroeconomics, Business Economics, Accounting, Calculations and Budgets; Corporate Finance, Corporate Investments, Marketing, International Business),
 - b) Management (includes topics from the profile courses: Management, Production Management, Enterprise Planning, Personnel Management, Quality Management),
 - c) Woodworking (contains topics from the subjects: Wood commodity management, First stage wood processing technologies, Wood science, Woodworking basics, Wood processing machinery and equipment, Furniture construction, Pulp and paper production, Sawmill technology, Composite wood materials, Secondary wood processing technology, Furniture making machines, Wooden building structures, Chemical wood processing, Adhesives and gluing of wood, Construction wood products, Wood protection) - the student chooses only one completed compulsory elective course.
- (7) The oral examination in study programmes in the field of **2.2.6 Design** has two parts:
- a) Furniture Design or Interior Design - according to the study programme
 - b) Theory, methodology and history of design.

Article 16b

State examination of engineering and master's studies

- (1) The state examination is a board examination, consisting of two parts:
- from the thesis defence,
 - an oral examination, which consists of professional thematic units selected according to the focus of the study programme and the diploma thesis.

- (2) Both parts of the state examination are held on the same date. As a rule, the duration of the state examination for engineering studies shall not exceed 70 minutes, of which the defence of the thesis shall normally take up to 40 minutes.
- (3) The thematic units will be prepared by the end of the summer semester of the first year at the latest by the guarantors of the study programmes.
- (4) The oral examination in study programmes in **5.2.42 Woodworking** consists of two questions, one from each of the following thematic units according to the focus of the study programme:
- **The study programme Design of woodworking products** includes topics from the following subjects:
 - a) Woodworking (includes topics from the compulsory profile courses: Physics of Wood)
 - b) Construction of wood products (includes topics from the profile courses Dimensioning of structural elements, Thermal engineering and energy performance of buildings, Hall and bridge structures),
 - **The study programme Furniture and Wood Products** includes topics from the following subjects:
 - a) Woodworking (includes topics from the profile subjects: Mechanical woodworking processes, Drying processes and hydrothermal treatment of wood)
 - b) Furniture and wood products (includes topics from the profile courses: typology and basics of furniture design, Technological processes of furniture production, Innovative tendencies in furniture production)
 - **The study programme Wood Engineering** includes topics from the following subjects:
 - a) Woodworking (includes topics from the profile courses: Mechanical woodworking processes, Design and construction of wood products)
 - b) Wood Engineering (includes topics from the profile courses: drying processes and hydrothermal treatment of wood, wood degradation and refinement processes, processes for the production of plywood materials, processes for the production of agglomerated materials)
 - **The study programme Wood Processing Technology** includes topics from the following subjects:
 - a) Woodworking (includes topics from the profile subjects: mechanical woodworking processes, drying processes and hydrothermal treatment of wood)
 - b) Wood Processing Technology (includes topics from the profile courses: theory of woodworking and wood cutting, Wood Processing Technology I, Wood Processing Technology II, Design of air handling equipment, Engineering thermal technology)
 - **The study programme Biomass Processing Technology** includes topics from the following subjects:
 - a) Woodworking (includes topics from the profile subjects: Mechanical woodworking processes, Drying processes and hydrothermal treatment of wood)
 - b) Biomass processing technologies (includes topics from the profile courses: fibre production, paper, cardboard and paperboard production, hydrolysis processes, biotechnology and biomass utilization)
- (5) The oral examination in the study programme **Technical security of persons and property in the field 8.3.1 Protection of persons and property** consists of three questions from the following thematic units:
- a) Industrial safety (includes topics from the courses Handling of combustibles, Process and technology safety, Hazardous substances),
 - b) the student chooses two units according to the focus of the thesis:
 - ba) Fire protection systems (includes topics from the profile courses Passive and active systems in OPP, Anti-explosion devices, Specialised buildings),
 - bb) Physico-chemical processes in fire (includes topics from the profile courses Physical Chemistry and Kinetics of Combustion and Explosions, Heat Propagation),

(bc) Management of activities in the PPE (includes topics from the profile subjects: Specialised buildings, Managed evacuation, Logistics in the PPE, Prevention and emergency planning).

(6) The oral examination in the study programme **PM in DSP in the field 3.3.16 Economics and Business Management** consists of 3 questions in the following thematic units:

- a) Business Management (includes topics from the profile courses International Management, Strategic Management, Quality Management, Financial Management, Investment Management)
- b) Business Economics (includes topics from the profile courses Controlling, Managerial Accounting, Marketing Strategy, Organization of Managerial Work)
- c) Woodworking (includes topics from the following subjects: Wood Processing Technology, Chemical Wood Technology, Wood Science, First Stage Wood Processing, Composite Wood Materials, Technological and Economic Designing, Second Stage Wood Processing Technology)

(7) The oral examination in the study programme Furniture **Design in the field 2.2.6 Design** consists of one question in the following thematic units:

- a) Design (includes topics from the profile course Design Studio and from the areas of design conception and design theory)
- b) Furniture Design (includes topics from the profile courses Historical Furniture, Design in the Environment and the field of furniture as a design category in context)
- c) Creation and realization (includes topics from the profile courses Design of furniture systems, Technological processes of furniture production, Fundamentals of marketing, Innovation management)

Article 16c

Conduct and evaluation of the oral part of the state examination bachelor's and master's and master's degrees

- (1) The student has a designated time for written preparation (about 30 min).
- (2) The oral part of the state examination is public.
- (3) The course of the oral part of the state examination shall be conducted by the chairperson or a member of the board authorised by him/her.
- (4) The content of the oral part of the state examination consists of two or three professional thematic units according to the field of study, the study programme and the final thesis.
- (5) If the assessment of at least one subject unit of the oral part of the final examination is graded FX, the result of the oral examination is FX. The student repeats the examination only for the subject unit in which he/she was graded FX.
- (6) In other cases, the final mark (classification) of the oral part of the final examination is calculated as a simple arithmetic average of the marks of the individual professional subject units. The resulting value shall be rounded to the nearest whole grade (A-E).

Article 17

Bachelor's thesis, master's thesis, their evaluation and defence

- (1) A Bachelor's thesis (hereinafter referred to as BP) or a Master's thesis (hereinafter referred to as DP) contains a solution to a professional problem, the nature of which requires knowledge at the level of the acquired qualification. The bachelor's and master's thesis is intended to demonstrate the student's ability to work creatively in the field of study in which he or she has completed the study programme. The BP or DP may also include textual and factual annexes.
- (2) Supervisors of bachelor theses can be professors, associate professors, assistant professors, researchers and doctoral students.

- (3) Bachelor's theses must be prepared in accordance with the profile of the graduate in the departments of the Faculty of Wood Sciences and Technology. The preparation of a bachelor thesis outside the Faculty of Wood Sciences and Technology is approved by the supervisor of the study programme on the basis of a written request of the student and the statement of the supervisor of the bachelor thesis.
- (4) With the bachelor's thesis the student demonstrates the professional knowledge and skills acquired during the study and the ability to apply them in solving specific appropriately demanding tasks of the study programme.
- (5) The topics of bachelor theses are announced by the bachelor thesis supervisors at the beginning of the fourth semester by publication in the UIS (summer semester of the second year of bachelor studies). The topics of the bachelor theses are approved by the supervisor of the study programme. The Head of Department is responsible for their publication in the UIS.
- (6) Students apply for a specific topic by the end of June of the relevant academic year to the supervisor of the bachelor's thesis. The student applies for the thesis through the UIS. The assignment for the bachelor thesis will be issued to the student by the supervising department by the beginning of the following academic year.
- (7) A bachelor's thesis is usually 30 to 40 standardized pages in length. The bachelor thesis does not have to include the elaboration of own research.
- (8) Thesis supervisors can be professors, associate professors, assistant professors and researchers with scientific rank, PhD, or CSc.
- (9) The diploma thesis verifies the student's knowledge and skills acquired during studies and his/her ability to apply them in solving tasks related to a specific study programme and the ability of independent creative work. The topics of the DP are based on the needs of social practice, on the plan of scientific research activities of the faculty (department), or are related to that plan. The DPs are developed at the DF departments in accordance with the graduate profile. The preparation of DPs outside the Faculty of Wood Sciences and Technology must be approved by the supervisor of the study programme on the basis of a written application from the student and the statement of the DP supervisor, who will assess whether the focus of the DP is in line with the profile of the graduate of the relevant study programme.
- (10) DP topics are published by the end of November in the winter semester of the first year of engineering studies via UIS. The DP topics are approved by the study programme sponsor. The Head of Department is responsible for their publication in the UIS.
- (11) The student applies for the announced DP topics by the beginning of the summer semester of the first year of engineering or master's studies with a specific thesis supervisor. The student will apply for the thesis through the UIS. The supervising department will issue the assignment to the student by the end of the summer semester of the first year of engineering studies.
- (12) A thesis is usually 50 to 70 standard pages in length. It should be focused on the processing of the results of own research or the analysis of a scientific problem of appropriate complexity.
- (13) The bachelor and diploma thesis includes a summary in Slovak and world language.
- (14) The costs associated with writing and binding the BP, DP are borne by the student.
- (15) The student is obliged to submit the BP or DP also in electronic form by uploading it to the UIS in accordance with the organizational directive on the formalities, bibliographic registration, originality control, storage and accessibility of theses and dissertations at the TU in Zvolen.
- (16) The deliberate use of any material that has been previously published by another author without clearly identifying such material by the use of quotation marks, citation, or other appropriate referencing method (plagiarism) is a violation of the rules of academic ethics and is unacceptable in the writing of bachelor's and master's theses and dissertations.

- (17) BP and DP are usually evaluated by the supervisor and at least one opponent. A student may defend a BP or DP only if at least one of the opponents classifies it with a better classification grade than FX. Otherwise, the student must revise the BP or DP in accordance with the instructions of the supervisor.
- (18) Opponents are appointed by the head of the relevant department, from among the experts of the university or faculty (in the case of diploma theses outside the thesis department), teachers of other faculties and universities or from practice, on the proposal of the head of the bachelor's thesis or diploma thesis.
- (19) The supervisor of the BP or DP and the opponent will prepare a written evaluation (opponent's opinion) of the submitted work through the UIS no later than 3 days before the start of the state examinations and defences of the BP or DP.
- (20) The student has the right to get acquainted with the opposing opinions through the UIS.
- (21) The submission of the thesis includes the conclusion of a licence agreement between the author and TU according to the current organisational guidelines of TU.
- (22) The originality of the thesis (the degree of conformity of the thesis text with the database of original texts) is assessed in the CRZP, where a Certificate of Verification of the Degree of Originality of the Thesis is issued.
- (23) The certificate of verification of the degree of originality of the thesis is distributed from the CRZP to the UIS of TUZVO where it is made available to the student and the supervisor of the thesis, who takes a position on it in his/her opinion on the thesis.
- (24) The certificate of verification of the degree of originality of the thesis is further provided to the State Examination Board for evaluation and forms an annex to the State Examination record. The result of the originality check of the thesis is included in the state examination record. It also includes the opinion of the examination board on the degree of accessibility of the thesis.
- (25) The defence of the BP or DP is conducted by the chairperson or a member of the committee authorised by him/her. The defence is public
- (26) At the beginning of the defence, the student introduces the committee with the assignment and the aim of the work, briefly describes the procedure and the chosen methods of solution and states the main results.
- (27) In the next part of the defence, the committee is acquainted with the opinions, the student responds to any comments, answers the questions of the opponent(s) and also answers questions from the committee members related to the topic of the bachelor's or master's thesis.
- (28) The expert debate shall be chaired by the chairman or a member of the commission designated by him. The members of the committee shall ask the student questions in the field of study. In the professional debate, the student's ability to apply the theoretical knowledge acquired, the manner of his/her argumentation, the level of his/her performance and the broader scope in relation to the topic addressed are also examined and evaluated.
- (29) The final grade (classification) of the BP or DP defence will be determined by the chair of the committee, in consultation with the committee members. The evaluation of the supervisor of the BP or DP and the evaluation of the opponent of the BP or DP are taken into account in the result of the evaluation. The final grade will normally be determined as the arithmetic mean of the sub-assessments.

Article 17a

Resulting assessment of the state examination

- (1) If one of the parts of the state examination (the defence of the BP or DP or the oral part) is graded FX, the final grade of the state examination is FX.

- (2) In other cases, the final grade (overall result) of the state examination is calculated as a simple arithmetic average of the classification of the BP or DP defence and the oral part of the state examination. The resulting value shall be rounded to the nearest whole grade (A-E).
- (3) A student may retake the state examination once. The student may take the make-up examination at the earliest 30 days after the date of the state examination and at the latest in the academic year following the year of the state examination in the regular term. The Dean decides on the announcement of the make-up date and it is not a requirement that it be announced in the same academic year as the regular term of the SS. A make-up term is only for students who have failed the regular term or in exceptional situations (maternity, illness, etc.) the Dean decides on the basis of the student's application whether to allow the student to take part in the make-up term. If the content of the subjects of the state examination changes on the date of the make-up examination, the candidate is examined on the new content of the subject.
- (4) The Examination Board, under the chairmanship of the chairman, shall draw up a detailed record of the proceedings of the State Final Examinations. If the commission decides (despite positive opposing opinions) that the BP or DP does not meet the required content, professional quality and the BP or DP is subsequently evaluated with the final grade FX, the minutes must contain a detailed opinion of the commission and a description of the entire course of the BP or DP defence with the subsequent recommendation of the commission whether the BP or DP needs to be revised, and also to what extent, or the student is assigned a new BP or DP, etc. The chair of the committee is responsible for the accuracy of the data given in the minutes of the state final examinations. The minutes are signed by all members of the examination board.

Article 18
Overall evaluation of the study

- (1) The overall result of the study is evaluated after the state examination according to the results achieved in the study and the final evaluation of the state examination. The assessment may be 'pass with distinction', 'pass' or 'fail'.
- (2) The criteria for the "passed with distinction" assessment shall be determined by the study regulations of the faculty or the rules of study of study programmes.

Article 19
Evidence of graduation

- (1) Evidence of completion of the study programme in the field of study are:
 - a) university diploma,
 - b) certificate of state examination,
 - c) Diploma Supplement.
- (2) A university diploma is a document of completion of an accredited study programme in a relevant field of study and of the award of an academic degree. It is issued by TU. A university diploma is usually awarded at an academic ceremony.
- (3) The state examination certificate is a document of the state examination, its components and its result. It is issued by TU.
- (4) A Diploma Supplement is a document that contains details of the degree programme completed. The particulars to be included in the diploma supplement shall be laid down in a general binding legal regulation to be issued by the Ministry. The Diploma Supplement shall be issued by TU. The graduate receives the diploma supplement at the same time as the diploma.
- (5) Evidence of graduation is a public record.

Article 20
Tuition fees and study-related fees

- (1) One of the student's obligations is to pay tuition fees and fees associated with studies in due and timely manner in accordance with Section 71 of the Higher Education Act and in accordance with the TU Organizational Directive on Tuition Fees and Fees Associated with Studies at TU.
- (2) Failure to pay tuition fees or fees associated with studies for the relevant academic year within the time limit set by the University in accordance with the Higher Education Act is a violation of the provisions of Section 71(3)(b) of the Higher Education Act and the internal regulations of the TU and will be treated as a culpable violation of the legislation and the internal regulations of the University pursuant to Section 72(1) of the Higher Education Act, with the consequences of the possibility of expulsion from studies pursuant to Section 72(2)(c) of the Higher Education Act in connection with Section 66(1)(d) of the Higher Education Act.

SECTION TWO

STUDY REGULATIONS FOR DOCTORAL STUDIES FACULTY OF WOOD SCIENCES AND TECHNOLOGY TECHNICAL UNIVERSITY IN ZVOLEN

PART ONE GENERAL PROVISIONS

Article 21 Introductory provisions

- (1) Doctoral studies are the highest level of higher education (Section 2 (5) of Act No. 131/2002 Coll. on Higher Education and on Amendments and Supplements to Certain Acts, as amended (hereinafter referred to as the Higher Education Act). TU in Zvolen (hereinafter referred to as "TU") or its faculty, provides doctoral studies in registered fields of study (Section 50(3) of the Higher Education Act) according to accredited study programmes (Section 51(1), Section 54(1) and Section 83(1) of the Higher Education Act).
- (2) Doctoral studies are carried out in full-time and part-time form. Students in the full-time form of doctoral studies are granted a scholarship (Section 54(18) of the Higher Education Act).
- (3) The full-time form of doctoral studies can also be carried out using the doctoral student's own funds or funds from other sources, e.g. various grants, etc.
- (4) Doctoral studies are conducted according to an individual study plan under the guidance of a supervisor. It takes place at the university or faculty (training centre) or at an external educational institution with which the university or faculty has concluded an agreement on doctoral studies (hereinafter referred to as the external educational institution) (Section 54(12) of the Higher Education Act) and with which it concludes an individual agreement for each doctoral student.
- (5) Standard length of study for a doctoral study programme
 - a) in the full-time form of study is three or four academic years; the number of credits, the achievement of which is a condition for the proper completion of studies, for a full-time doctoral study programme with a standard length of study
 1. three academic years is 180 credits,
 2. Four academic years is 240 credits,
 - (b) in the extramural form of study, four or five academic years; the number of credits, the achievement of which is a prerequisite for the proper completion of studies, for a doctoral study programme with a standard length of study
 - The 1st four academic years is 180 credits,
 2. five academic years is 240 credits.
- (6) The university or faculty establishes by special regulation (Section 54 (17) of the Higher Education Act; (TU - Organizational Directive No.3/2005 Establishment of the Doctoral Study Committee and Appointment of its Members)) a doctoral study committee for each field of study, which monitors and evaluates doctoral studies. The University may agree with another university or external educational institution to establish a joint disciplinary committee (hereinafter referred to as the disciplinary committee). If the doctoral programme is delivered in cooperation with an external educational institution, that institution shall be adequately represented on the doctoral committee.

- (7) The union commission is appointed by the Rector on the proposal of the University's Scientific Board, or by the Dean on the proposal of the Faculty's Scientific Board if the study programme is carried out at the Faculty or at an external educational institution with which the University has agreements pursuant to Article 21(4). The Trade Union Committee shall consist of a chairperson and at least four other members. At least one of the members of the committee shall hold the academic title of professor or the academic title of doctor of science, or shall be Researchers with a qualification level I. Other members may be associate professors, visiting professors, visiting assistant professors until the end of their term of office pursuant to Section 113a(6) of the Higher Education Act, staff with the academic degree of PhD or ArtD (or its older equivalent CSc., Dr.), or qualified practitioners who have been awarded this academic degree (or its older equivalent).

PART TWO STUDY PART OF DOCTORAL STUDIES

Article 22 Admission to doctoral studies

- (1) At least two months before the last day for the submission of applications for doctoral studies, the rector or the dean, if the study programme is carried out at a faculty, shall announce the topics of the dissertations that may be applied for in the admission procedure; if the topics are announced by an external educational institution, he or she shall also indicate the name of that institution. The topics proposed by the external training institution shall be subject to the approval of the relevant training institute. For each topic advertised, the title of the field of study, the programme of study, the name of the supervisor, the form of study (full-time, part-time) and the deadline for applications shall be indicated. The topics of the dissertation, together with the above-mentioned particulars, shall be published on the official notice board and in a mass manner in accordance with a special regulation (Section 57(5) of the Higher Education Act and Act No 211/2000 Coll. on free access to information and on amendment and supplementation of certain Acts (Act on Freedom of Information)).
- (2) In the application form for doctoral studies, the applicant shall indicate:
- a) first and last name, maiden name, titles, birth number, date and place of birth, marital status, place of permanent residence, sex and citizenship of the student and the first name, last name and maiden name of the student's parent; in the case of a foreigner, also the place of residence in the Slovak Republic,
 - b) details of previous employment or current employment,
 - c) the chosen programme of study in the field of study and the chosen dissertation topic,
 - d) the chosen form of doctoral studies,
 - e) details of educational attainment, including merit, and achievements in leisure activities related to the study programme for which the applicant is applying.
- (3) The application form must be accompanied by:
- a) curriculum vitae,
 - b) a copy of the proof of payment of the admission fee,
 - c) certified photocopies of evidence of completion of studies (university diploma, state examination certificate, diploma supplement),
 - d) a list of professional and scientific (artistic) works published to date,
 - e) confirmation of the applicant's professional experience for full-time study,
 - f) a framework project on the topic of the dissertation.
- (4) The rector or the dean, if the study programme is carried out at the faculty, shall invite the applicant to the entrance examination at least 14 days before the examination, and shall also

inform him/her of the content of the examination. The content of the admission examinations for individual study programmes shall be determined by the relevant departmental committee.

- (5) The entrance examination shall be held before an admissions board of at least three members. The admission board consists of a chairperson and at least two members appointed by the rector or the dean, if the study programme is carried out at the faculty, on the proposal of the chairperson of the specialisation board. If the admission procedure concerns an admission of a candidate to a subject offered by an external educational institution, a representative of the external educational institution shall also be a member of the admissions committee. A potential supervisor may be invited to the entrance examination and in such a case shall become a member of the admissions committee.
- (6) The Admissions Board evaluates the result of the admission examination in closed session. If more than one candidate has applied for one subject, it shall determine their ranking according to the success rate of the entrance examination. In determining the ranking, the extent and quality of the applicant's previous professional publication activity and the results of his/her other professional activities (e.g. results in student scientific and professional thesis competitions), etc., are also taken into account. It will also determine the ranking of all successful applicants.
- (7) A record of the result of the entrance examination shall be made. The committee shall submit a proposal for the admission of the successful candidate to the rector or the dean, if the study programme is carried out at the faculty. In the case of a subject offered by an external educational institution, the Dean must give his/her consent to the admission of the applicant.
- (8) The rector or the dean, if the study programme is implemented at the faculty, shall decide on the basis of the results of the admission examination on the admission of the applicant within 30 days from the date of the admission examination. If he/she decides to admit the applicant, he/she shall also indicate in his/her decision the name of the supervisor and the topic of the dissertation. In addition to the above, the written decision shall contain a statement of the reasons, an indication of the possibility of applying for a review of the decision and shall be delivered to the applicant in his/her own hand. A candidate who has received a decision not to accept the doctoral programme may submit a request for a review of that decision. The application shall be lodged with the authority which issued the decision within 8 days of the date of receipt of the decision. Further proceedings on this application shall be governed by the relevant provisions of the Higher Education Act (Section 58(8) of the Higher Education Act).
- (9) An accepted applicant becomes a student of doctoral studies on the date of enrolment, the date of which is determined by the Rector or the Dean if the study programme is carried out at the faculty.
- (10) In accordance with Section 59 (4) to (6) of the Higher Education Act, the dean (in the case of university study programmes, the rector) may permit the enrolment of a doctoral student who has been admitted to study a third-degree study programme in the same field of study or in a related field of study at another higher education institution if he or she requests it in writing, usually before the beginning of the semester. Before doing so, he/she shall request the written opinion of the supervisor of the study programme to which the doctoral student is applying, who shall assess the course of study to date and the capacity of the study programme.

Article 23 Study schedule

- (1) Doctoral studies are carried out in an accredited study programme according to an individual study plan.

- (2) The individual study plan consists of a study and a scientific part, it is compiled by the supervisor via the University Information System (UIS) and approved by the departmental committee (§ 54 (8) of the Higher Education Act). The individual study plan shall include a set of activities for the study part, in particular enrolled courses, seminars, scheduled examination dates and allocated credits, individual study of literature, tasks related to the performance of teaching activities, and a set of activities for the scientific part, in particular tasks related to individual or team scientific work, participation in scientific projects, activities, etc. The individual study plan also includes a deadline for the dissertation examination and a list of required and recommended readings.
- (3) Part of the full-time doctoral studies is the performance of pedagogical activities or other professional activities related to pedagogical activities to the extent of no more than four hours per week on average per academic year in which the teaching takes place (Section 54 (11) of the Higher Education Act).
- (4) The length of doctoral studies is determined by the accredited study programme.
- (5) The dean of the faculty (in the case of university study programmes, the rector) shall determine the schedule of the academic year for doctoral students in the full-time form of doctoral studies, which may be divided into several parts, for a total of 8 weeks in one academic year. Holidays may not be carried over to the next academic year.

Article 24 **Rights and obligations of a doctoral student**

- (1) The rights of the student are determined in the provisions of Section 70 of the Higher Education Act.
- (2) Other rights of a full-time student are in particular:
 - a) the right to suitable working conditions for study, scientific and pedagogical work,
 - b) the right to 8 weeks of holidays per academic year (Art. 23(5)),
 - c) the right to use SLDK services,
 - d) the right to a scholarship (Section 54(18) of the Higher Education Act),
 - e) the right to meals in the TU canteen, including the meal allowance,
 - f) the right to accommodation in the TU in Zvolen school according to the possibilities and conditions of the TU in Zvolen.
- (3) The student's obligations are specified in the provisions of Section 71 of the Higher Education Act.
- (4) Other duties of a full-time student are mainly:
 - a) observe the time allocated for the scientific and study part of the doctoral studies,
 - b) comply with the conditions of the study programme and the individual study plan and regularly, at least once a month, submit to the supervisor a report of the work performed (work performance),
 - c) to carry out teaching or other professional activity related to teaching in the scope of no more than 4 hours per week on average per academic year in which the teaching takes place (§ 54 (11) of the Higher Education Act),
 - d) to protect and make economical use of the property, resources and services of TU Zvolen,
 - e) to fulfil the instructions of the supervisor and the head of the training unit, related to the study plan and the tasks of the unit,
 - f) upon termination or interruption of studies, to withdraw from the accommodation in the ŠD (if the student has been accommodated),
 - g) to record his/her presence at the training site, including obstructions to work,
 - h) request in writing to the head of the training centre to take a leave of absence,
 - i) document absence from the training site without delay, and no later than within 3 working days.

Article 25

Attendance of full-time doctoral students and its recording

- (1) The PhD student is obliged to be at the place of his/her placement according to the requirements and instructions of his/her supervisor and the head of the department of the relevant faculty (director of the part) of TU in Zvolen. The minimum basic time of stay is from 9:00 a.m. to 2:00 p.m. , with the total time not exceeding 37.5 hours per week.
- (2) The department (institute) of the TU keeps a record of the doctoral student's stay outside his/her place of work, while his/her full-day or multi-day absence must be approved by the doctoral student's supervisor and the head of the department (director of the unit) of the TU.
- (3) The presence or absence (with the reason) of a doctoral student at his/her place of work, which results from the individual study plan of the doctoral student, is recorded and archived by the department (part) of the TU and the relevant study department.
- (4) Attendance records of doctoral students are kept electronically via a smart card. The control of the doctoral student's attendance is carried out by the head of the training centre or the head of the department (director of the unit) of TU, or an employee authorised by them.

Article 26

Credit system for doctoral studies and evaluation of learning outcomes

- (1) The credit system is applied in all forms of doctoral studies.
- (2) Credits are the units of a doctoral student's workload and in doctoral studies they are defined analogously to bachelor's and master's studies.
- (3) The standard workload of a doctoral student during the academic year is considered to be the performance of activities corresponding to 60 credits. The standard workload of a student for a full academic year in the external form of study is expressed as a maximum of 48 credits, depending on the standard length of study of the relevant study programme and the number of credits required for its proper completion.
- (4) The doctoral student earns credits for the following activities during his/her studies:
 - a) completion of the study part, which consists mainly of specialized doctoral lectures and seminars according to the doctoral student's study plan. The study part ends with the completion of the dissertation examination. The doctoral candidate shall be awarded at least 20 credits for successful completion of the dissertation examination. In addition, the doctoral student has the possibility to enrol in compulsory electives and elective courses offered in their study programmes, in particular in the Master's and Engineering degree programmes of the faculty, if they have not already been taken in the previous level of higher education. The study of these subjects and the individual study of scientific and professional literature do not replace the attendance of compulsory lectures and seminars specified in the doctoral student's study plan or the performance of teaching activities at the university or faculty.
 - b) independent creative activity in the field of science (publications, completion of a defined stage in their own research work, presentations at departmental seminars, etc.);
 - c) the performance of teaching activities at the college or faculty (e.g. conducting practical classes, etc.) of no more than 4 hours per week on average during the academic year in which the teaching takes place;
 - d) preparation of the dissertation; if the dissertation is accepted for defence, the doctoral student receives 30 credits.

- (5) The number of credits for the activities referred to in paragraph 4(a), (b) and (c) may be determined by the University's Scientific Board or the Faculty's Scientific Board if the study programme is carried out at the faculty.
- (6) Examples of assessed activities with their proposed credit assessment are given in the Annex. The number of credits for individual activities of the doctoral student cannot fall below the minimum values and cannot be higher than those indicated in the annex. A doctoral student may not receive more credits for multiple completion of a single activity than the upper limit for that activity indicated in the Annex.
- (7) The activities referred to in paragraph 4 shall be mutually irreplaceable. A doctoral student shall be obliged to obtain at least 40 credits under paragraph 4(a) and 40 credits under paragraph 4(b) during his/her studies.
- (8) 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 fully counted if he/she has been seconded to this workplace in the framework of the fulfilment of his/her study plan and if the credit systems of the sending and receiving workplace are compatible (transfer of credits).
- (9) If there is a change of training centre or a change of study programme (Section 70(1)(l) of the Higher Education Act), the doctoral student may be credited with the credits previously earned if this is in accordance with his/her new study plan.
- (10) A doctoral student who has come from a workplace that does not have a credit-based system of study may be allocated an adequate number of credits according to its system (credit allocation) by the new training workplace at the university or faculty. The new training institute may, if necessary, require the doctoral student to obtain additional credits for the activities he/she requests, e.g. for the completion of differential courses completed by examination.
- (11) The rector or the dean, if the study programme is carried out at the faculty, decides on the transfer or on the award of credits (according to paragraphs 8 and 10) after the opinion of the union committee.
- (12) In the full-time form of doctoral studies, a doctoral student must obtain a minimum of 45 credits for his/her progression from the first to the second year of study and a minimum of 52 credits per academic year for his/her progression from the second to the third year of study, taking into account the recommended credit structure. In the external form, the doctoral student must obtain a minimum of 25 credits for his/her progression from the first to the second year of study and 30 credits per academic year for his/her progression from the second to the third year of study.
- (13) The credits obtained are entered by the supervisor into the UIS by the end of the academic year at the latest and are included in the doctoral student's annual evaluation. The course supervisor shall enter the result of the PhD student's examination in the UIS no later than 5 working days after the examination date.
- (14) Failure to comply with the conditions referred to in paragraph 12 shall be grounds for the supervisor to submit a proposal to the Rector or the Dean, if the study programme is carried out at the faculty, for the exclusion of the doctoral student from the study in the annual evaluation.
- (15) In both full-time and part-time doctoral studies, a doctoral student may apply for the dissertation examination if he/she obtains 70 credits and no earlier than 12 months after his/her admission to the doctoral studies.
- (16) A successful doctoral graduate in both full-time and part-time study must obtain a minimum of 180 credits, including the credit evaluation of his/her dissertation. Once the doctoral student has obtained 150 credits during his/her studies and the supervisor has recommended that the doctoral student's dissertation be accepted for defence, the doctoral student may apply for permission to defend the dissertation.

Article 27
Trainer

- (1) The function of supervisor for a given study programme may be performed by teachers of the higher education institution where the doctoral study is carried out and other experts after approval by the scientific board of the higher education institution or faculty, if the doctoral study is carried out at the faculty (Section 54 (4) of the Higher Education Act).
- (2) Trainers approved by an external educational institution which has obtained the right to participate in the implementation of the study programme pursuant to Section 86 of the Higher Education Act may act as trainers for the topics prescribed by that institution. The external educational institution shall provide the scientific board of the university or faculty with the scientific and pedagogical characteristics of its supervisors (Section 54(4) of the Higher Education Act).
- (3) Trainer:
 - a) supervise the doctoral student during the doctoral studies,
 - b) draws up an individual study plan for the doctoral student and submits it to the specialisation committee for consideration and, after its opinion, to the rector or dean for approval, if the study programme is carried out at the faculty,
 - c) manages and professionally supervises the doctoral student's study and research plan and controls the performance of his/her teaching activities,
 - d) determines the focus of the dissertation project and refines its topic together with the doctoral student,
 - e) award the doctoral candidate a specified number of credits for the completed stages of individual study of scientific literature, for the completed stages of the scientific part of his/her curriculum, and for the dissertation, if it has been accepted for defence (Article 26(4)),
 - f) comment on the transfer of credits,
 - g) submits to the rector or dean, if the study programme is carried out at the faculty, the annual PhD student evaluation,
 - h) submits to the rector or dean, if the study programme is carried out at the faculty, a proposal for the exclusion of a doctoral student from doctoral studies and expresses its opinion on the doctoral student's request for interruption of studies,
 - i) propose to the Rector or Dean, if the study programme is carried out at the faculty, a study stay of a doctoral student in other domestic or foreign institutions of science, education, research, technology or art,
 - j) draws up a dissertation report and a job description of the doctoral student entrusted to him/her,
 - k) propose to the Rector or Dean, if the study programme is carried out at the faculty, to appoint a supervisor - specialist to supervise specific parts of the doctoral student's scientific programme of study,
 - l) arrange for consultations with other experts as necessary,
 - m) is a member of the doctoral dissertation examination committee and participates in the defence of the doctoral dissertation.

Article 28
Doctoral student's study plan

- (1) The doctoral student's study plan is drawn up as an individual study plan.
- (2) The study plan of a doctoral student consists of a study part, which ends with the dissertation examination, a scientific part and the defence of the dissertation. Part of the full-time doctoral studies is the performance of pedagogical activities or other professional activities

related to pedagogical activities. In the case of a doctoral student who is registered for a dissertation topic written by an external educational institution, the agreement of the university or faculty, if the study programme is carried out at a faculty, with that institution shall include where and how the study part of the plan and the doctoral student's teaching activity will be carried out.

- (3) The study part of the doctoral student's study plan consists mainly of participation in lectures, seminars and individual study of literature focused on the content of the dissertation. The individual study of literature may be divided into stages, which are concluded by the supervisor by awarding a specified number of credits. The doctoral student's study plan shall include a list of courses to be taken by the doctoral student, a list of dissertation examination courses selected from a list approved by the dissertation committee, and a list of required and recommended readings to be studied by the doctoral student as part of his or her individual preparation for the dissertation examination. The subjects approved by the thesis committee form the core of the relevant study programme. The doctoral student's study plan shall also include the dates by which the doctoral student is to complete the individual subjects and the dissertation examination.
- (4) The scientific part of the doctoral student's study plan consists of individual or collective (team) scientific work of the doctoral student, focused on the topic of the doctoral thesis. The doctoral student's study plan specifies the topic of the dissertation, which may be refined by the supervisor after the dissertation examination has been passed and with the consent of the rector or the dean if the study programme is carried out at the faculty.
- (5) The curriculum is approved by the departmental committee and the rector or dean if the study programme is carried out at the faculty.

Article 29

Annual evaluation of the PhD student

- (1) The supervisor shall submit to the rector or the dean, if the study programme is carried out at the faculty, an annual evaluation of the doctoral student's fulfilment of the study plan with a statement as to whether or not he or she recommends the doctoral student's continuation of his or her studies no later than 31 August of the academic year in question. In doing so, the supervisor assesses the status and level of the doctoral student's study plan, compliance with deadlines and, if necessary, submits a proposal for modifying the doctoral student's study plan. The rector or the dean, if the study programme is carried out at the faculty, decides on the basis of the doctoral student's annual evaluation whether the doctoral student may continue his/her studies and also on any changes to his/her study plan. In the case of major changes in the study plan, the approval of the departmental committee is required.

Article 30

Dissertation Examination

- (1) A doctoral student in the full-time form of doctoral studies shall register for the dissertation examination no later than 18 months after the beginning of his/her studies, a doctoral student in the part-time form no later than three years after the beginning of his/her studies. The doctoral student is obliged to submit a written thesis prepared for the dissertation examination together with the application for the dissertation examination. Approval for the dissertation examination is subject to the award of at least 70 credits (Article 26(15)).
- (2) The written thesis for the dissertation examination consists of a thesis (project) containing an outline of the theoretical foundations of its future solution, the current state of knowledge

on the topic and an analysis of the methodological approach to solving the problem. As a rule, the dissertation project should not exceed 4 author's sheets. The written thesis for the dissertation examination shall be reviewed by one referee.

- (3) The opponent of the written thesis for the dissertation examination may be an expert with at least the academic degree of PhD. or ArtD., (or an older equivalent), or the scientific rank of DrSc., a researcher with the awarded qualification degree I and II and who does not work at the doctoral student's workplace and does not have joint publications with him/her.
- (4) The dissertation examination is one of the state examinations. The dissertation examination consists of a part consisting of a debate on the written thesis for the dissertation examination and a part in which the doctoral candidate has to demonstrate theoretical knowledge in the specified subjects of the dissertation examination. Doctoral candidates may also take examinations in individual subjects of the dissertation examination during the study part of the doctoral studies before the dissertation examination, at the suggestion of the supervisor and after approval by the relevant field committee. In such a case, the examination is held before the committee in the presence of the subject supervisor, the supervisor and two other members of the relevant subject committee. If the supervisor is also the course leader, he or she shall assume the role of examiner. In other cases, for examinations outside the list of subjects of the dissertation examination, the examinations may be conducted only in the presence of the subject supervisor. Examinations of individual subjects are graded according to the ECTS grading scale.
- (5) The dissertation examination shall be held before a committee of at least four members. It consists of the chairperson, at least two other members (examiners) and the opponent of the written thesis for the dissertation examination. At least one member of the examination board shall not be from the training institute. The chairperson and the other members of the examination committee shall be appointed by the Rector or the Dean, if the study programme is carried out at the faculty, on the basis of a proposal by the chairperson of the specialised committee. The right to sit for the state examination shall be granted only to university teachers acting as professors and associate professors and other experts approved by the relevant scientific council. The doctoral student's supervisor shall also participate in the dissertation examination, without the right to vote on the result of the examination. If the topic has been written by an external educational institution, one member of the committee shall be from that external educational institution.
- (6) The presence of a supermajority of the members of the Examination Board, with all designated examiners present, is required for a valid decision on the outcome of the dissertation examination. If one of the examiners cannot attend the examination for serious reasons, the Rector or the Dean, if the study programme is carried out at the faculty, shall decide on his/her representation with the consent of the chairperson of the examination committee. The result of the examination shall be decided by the committee in a closed session by a majority vote of the members present. In the event of an equality of votes, the chairperson's vote shall prevail.
- (7) The overall result of the dissertation examination shall be evaluated by the committee comprehensively in terms of "pass" or "fail".
- (8) The dissertation examination shall be reported in minutes, which shall also include the opinion of the opponent of the written thesis. The minutes shall be signed by the chairperson and the members of the committee present.
- (9) The training institute shall issue a written certificate to the doctoral student about the completion and result of the dissertation examination.
- (10) If a doctoral student is unable to attend the dissertation examination on the appointed date for serious reasons and apologises in advance to the chair of the examination committee, the chair may appoint an alternative date for the doctoral student. Withdrawal from the examination or unexcused absence of the doctoral student from the examination shall be evaluated by the statement "failed".

- (11) A doctoral student who fails the examination may retake the examination only once, and then not earlier than after three months have elapsed. Repeated failure in the dissertation examination shall be grounds for expulsion from doctoral studies.

PART THREE DISSERTATION

Article 31

Application for permission to defend the dissertation

- (1) A doctoral student may submit an application for permission to defend his/her doctoral thesis to the Rector or Dean, if the study programme is carried out at the faculty, if he/she has obtained at least 150 credits, excluding the credits allocated for the acceptance of the doctoral thesis for defence, and has documented the submission of a scientific publication to the review process in a journal of the Web of Science database with an impact factor or an accepted application for industrial property rights. The application shall be submitted in sufficient time to allow the defence of the doctoral thesis to take place before the end of the standard period of study (Article 23(4)), or at the latest within two years of its expiry (Article 65(2) of the Higher Education Act).
- (2) The doctoral student shall attach to the application:
- a) the dissertation in quadruplicate,
 - b) self-report (20 pieces),
 - c) curriculum vitae,
 - d) the supervisor's opinion, which includes in particular an assessment of the doctoral student's contribution to the acquisition of new knowledge in science, the possibilities of its application and the doctoral student's working characteristics,
 - e) a list of published works with full bibliographical data and unpublished scientific works or public and non-public displays of the doctoral student's artistic works and performances, as well as their reviews,
 - f) 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.

Article 32

Essentials of a dissertation

- (1) The PhD student submits his/her dissertation for defence in Slovak language. With the consent of the chairman of the thesis committee, he/she may also submit the dissertation in one of the world languages.
- (2) A doctoral candidate may submit as a dissertation also his/her own published work or a set of his/her own published works, which elaborate on the topic of the dissertation in terms of their content. If the doctoral candidate submits a set of his/her own publications, he/she shall supplement it with a detailed introduction in which he/she explains the current state of the issue, the objectives of the dissertation and the conclusions that have been drawn from the dissertation topic. If the enclosed publications are the work of several authors, the doctoral candidate shall also enclose a statement by the co-authors of his/her authorship.
- (3) The dissertation has the character of an original scientific thesis, it usually contains a theoretical introduction, which analyses the current state of knowledge in the subject, a description of the objectives, a detailed description of the procedures used (methods of work, material), the results obtained, their evaluation, discussion, conclusion and a list of literature used.

- (4) If the dissertation is part of a collective work, the doctoral student will present his/her own results and put them in context with the results of the other members of the collective in the discussion.
- (5) As a rule, the dissertation should not exceed 8 author's sheets. The number of author's sheets does not include figures, diagrams, tables, etc., which may be included in an appendix, nor the list of literature used.
- (6) The dissertation shall be submitted in printed form in hardcover and in electronic form in accordance with the TU internal regulation on theses and habilitation theses, which regulates the requirements, the method of bibliographic registration, originality control, storage and access to dissertations at TU. The doctoral student is obliged to submit the dissertation in electronic form by uploading it to the UIS.
- (7) The deliberate use of any material that has been previously published by another author without clearly identifying such material by the use of quotation marks, citation, or other appropriate referencing method (plagiarism) is a violation of the rules of academic ethics and is unacceptable when writing a dissertation.

Article 33 **Dissertation abstract**

- (1) The PhD student prepares a dissertation abstract, which is a brief summary of the achievements, contributions and data on its response. If the dissertation is a collection of his/her own published works, a list of them shall be included in the abstract. The length of the abstract shall be no more than 1.5 author's sheets.
- (2) A list of all published works of the PhD student that are related to the researched issue, as well as the responses to them with bibliographic data, a list of used literature and a summary in at least one world language are part of the autoreferee.
- (3) The self-report is sent to the opponents, members of the union committee, relevant departments according to the instructions of the chairman of the union committee and the head of the training department.

Article 34 **Preparation of dissertation defence**

- (1) Upon receipt of an application for permission to defend the doctoral thesis, the rector or the dean, if the study programme is carried out at a faculty, shall forward the doctoral student's application together with the doctoral thesis, which contains the elements pursuant to Article 32, to the specialised committee within 15 days. Within 30 days, the thesis committee, represented by the chair of the thesis committee, shall state whether the thesis meets the requirements in terms of its level and form and whether it recommends it for defence. If its opinion is positive, it shall at the same time propose to the Rector or the Dean, if the study programme is carried out at the Faculty, the composition of the defence committee. The chair of the thesis committee shall take responsibility for ensuring that the thesis meets all the requirements before forwarding it for consideration.
- (2) If the submitted dissertation is of an interdisciplinary nature, the rector or the dean, if the study programme is carried out at a faculty, shall submit the application and the doctoral dissertation of the doctoral candidate pursuant to paragraph 1 for the opinion of the disciplinary committee in the field in which the results of the submitted dissertation are intended to make a major contribution and in which the doctoral candidate is to be awarded the academic degree of "Doctor" (philosophiae doctor, abbreviated as "PhD." or artis doctor, abbreviated as "ArtD."). The thesis committee shall also nominate, in agreement with the thesis committee concerned, representatives of another discipline or disciplines in which the thesis has a significant impact, as members of the thesis defence committee and as referees.

- (3) If the subject-matter committee, represented by the chairperson, finds that the doctoral student's application for permission to defend the doctoral thesis or the doctoral thesis itself does not comply with the requirements of Article 31 or 32, it shall invite the doctoral student to remedy the deficiencies within a specified period of time.
- (4) If the departmental committee, represented by the chairperson, finds that the dissertation does not meet the requirements of Article 32, it shall recommend that the doctoral candidate withdraw the dissertation. If the doctoral student disagrees with this opinion, the departmental committee shall propose to the rector or the dean that the doctoral thesis be defended.
- (5) The rector or the dean, if the study programme is carried out at the faculty, shall appoint the chairperson of the dissertation defence committee, its other members and opponents no later than 30 days after receiving the opinion of the departmental committee. It shall send the dissertation to the appointed referees together with a request for an opinion.
- (6) After receiving all the opinions from the opponents, the rector or the dean, if the study programme is carried out at the faculty, shall forward the doctoral student's application for the defence of the doctoral thesis together with all the requisites, including the opinions of the opponents, to the chair of the defence committee within 15 days.
- (7) The chair of the defence committee shall, no later than 15 days after receiving the materials under the previous paragraph, propose to the rector or the dean, if the study programme is carried out at the faculty, the time and place of the defence of the dissertation. The place and time of the defence shall be determined by the Rector or the Dean, if the study programme is carried out at a faculty.
- (8) The rector or the dean, if the study programme is carried out at the faculty, shall immediately invite in writing the participants - members of the specialised committee and the defence committee, the opponents, the supervisor and the doctoral student - to the defence, and shall publish a notice of the defence as well as information on where and in what manner the candidates may become acquainted with the dissertation on the official notice board and in a mass manner in accordance with a special regulation.
- (9) Anyone who is interested in the subject under study 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 present his/her comments orally at the defence, unless the defence has been declared closed. At the defence of the doctoral thesis, the doctoral student shall take a position on such opinions or remarks.
- (10) The dissertation defence may be held even in the case of one negative opinion. If there are several negative opinions, the defence may be held only after the deficiencies mentioned in the opinions have been eliminated and the dissertation has been reassessed.

Article 35
Dissertation opponents and testimonials

- (1) The rector or the dean, if the study programme is carried out at the faculty, appoints the opponents on the basis of a proposal by the chair of the departmental committee, which is preceded by their approval by the departmental committee. The proposal of the referees may be based on the proposal of the supervisor. The referees shall be selected from among experts in the field of study of the doctoral degree.
- (2) The dissertation is assessed by three opponents. At least one opponent must be from another institution. At least one opponent must be a holder of the scientific-pedagogical title of professor (to hold the post of professor), or be a holder of the scientific degree of doctor of sciences, or a researcher with the qualification degree I. Other opponents may be holders of the scientific-pedagogical title of Associate Professor (holds the post of Associate Professor), eminent experts in the capacity of Visiting Professor, Visiting Associate Professor,

or staff with the academic title of PhD or ArtD or an older equivalent of an academic title, or qualified experts from practice.

- (3) The provisions of Article 34(2) shall apply to the nomination of opponents for the defence of a dissertation of an interdisciplinary nature.
- (4) As a rule, the referee cannot be a co-author of the doctoral student's publication, a member of the doctoral student's family, a direct supervisor or subordinate in an employment or similar employment relationship, or another member of the doctoral student's or supervisor's department.
- (5) The opponent shall submit his/her written opinion to the Rector or the Dean, if the study programme is carried out at the faculty, and return the dissertation no later than 30 days after its receipt. If the referee is unable to provide an evaluation, he/she shall notify the Rector or the Dean within 14 days from the date of receipt of his/her appointment.
- (6) If the opponent fails to submit his/her report within the time limit under paragraph 5 and fails to do so even 14 days after receiving the reminder, the Rector or the Dean, if the study programme is carried out at a faculty, shall appoint a new opponent.
- (7) The opponent's opinion contains an objective and critical analysis of the strengths and weaknesses of the submitted dissertation, it is brief and does not repeat the content. In particular, the opinion of the opponent shall:
 - a) the topicality of the chosen topic,
 - b) the processing methods chosen,
 - c) on the results achieved, indicating what new knowledge the dissertation brings,
 - d) a contribution to the further development of science, technology or the arts,
 - e) whether the dissertation has met the objective pursued.In the conclusion, he/she shall clearly state whether or not, on the basis of the submitted dissertation, he/she proposes the award of the academic degree of PhD. or ArtD.
- (8) The supervisor shall submit a written report on the dissertation to the training institute no later than 1 week after the doctoral student's application for permission to defend the dissertation.

Article 36 **Defence of the dissertation**

- (1) The defence of the dissertation is one of the state examinations and in the standard length of studies the doctoral student has to take it in the last month of the last academic year of his/her standard length of studies. The defence of the doctoral thesis must take place at the latest within two years of the end of the standard period of study. During this period, the full-time doctoral student is not entitled to a stipend, continues to fulfil his/her obligations at his/her place of employment and pays the tuition fees for exceeding the standard length of studies.
- (2) Only university teachers serving as professors and associate professors and other experts approved by the relevant scientific council have the right to sit for the state examination. The dissertation defence committee shall consist of a chairperson and at least three other members and opponents. The chairperson and at least two members shall be appointed from among the members of the thesis committee. At least one member of the committee must be from another institution. The PhD student's supervisor shall also participate in the defence, without the right to vote. The doctoral thesis defence committee shall be appointed by the Rector or the Dean, if the study programme is carried out at the faculty, within 30 days after receipt of the proposal for its members. The proposal shall be submitted by the chairperson of the thesis committee.
- (3) The rector or the dean, if the study programme is carried out at the faculty, shall ensure that the defence of the dissertation takes place no later than five months after the application for its authorisation has been submitted.

- (4) The chair of the defence committee will send the opinions of the opponents to the members of the committee, including the supervisor, to the doctoral student and to the department at which the study programme was carried out.
- (5) The defence of the dissertation is public; in exceptional cases, the Rector or the Dean, if the study programme is carried out at the faculty, may declare it to be closed.
- (6) The dissertation defence takes place in the form of a scientific debate. The doctoral candidate shall present the content of his/her dissertation, results and contributions. The opponents shall present their opinions on which the doctoral candidate shall take a position. In the debate, the correctness of the justification and the scientific originality of the knowledge contained in the dissertation shall be verified.
- (7) The defence may be conducted only in the presence of at least two thirds of the number of members of the defence committee entitled to vote, including at least two opponents. In the case where the topic has been announced by an external educational institution, one member of the committee shall be from that external educational institution. The negative referee must be present at the defence.
- (8) If a doctoral student is unable to attend the defence on the appointed date due to serious health reasons, he/she shall apologise in advance to the Rector or the Dean, if the study programme is carried out at the faculty, and also to the chairperson of the defence committee. In such a case, the rector or the dean, if the programme of study is carried out at the faculty, shall, in agreement with the chair of the defence committee, set an alternative date for the defence and notify the participants of the date of the defence in accordance with Article 34(7).
- (9) A record of the defence shall be written and signed by the chair of the defence committee.
- (10) After the defence, a closed meeting of the defence committee shall be held in which the members of the defence committee, including the opponents and the supervisor, shall be present. The closed meeting shall evaluate the course and outcome of the defence and the possibility of using the results of the dissertation in practice. The committee and the opponents shall decide by secret ballot whether to propose to award the doctoral candidate an academic degree.
- (11) The result of the vote with the reasons shall be announced by the Chairperson of the Commission at a public meeting of the Commission.
- (12) The defence committee shall submit the proposal for the award or non-award of an academic degree to a doctoral student, together with the minutes and the doctoral student's file, to the rector or dean, if the study programme is carried out at a faculty, within 15 days of the date of the defence.
- (13) A doctoral student who, on the basis of the result of the dissertation defence or because of his/her unexcused absence from the defence, has been proposed by the defence committee not to be awarded an academic degree, shall be given an alternative date in writing by the Rector or the Dean for the defence of his/her dissertation in the same study programme.
- (14) The dissertation defence may be repeated only once, within two years of the expiry of the standard length of the study period at the latest.

Article 37

Deciding on the award of an academic degree

- (1) The proposal of the dissertation defence committee for the award or non-award of the academic degree "doctor" (Section 54 (15) and (16) of the Higher Education Act) to a doctoral graduate, as well as the documentation on the defence and the complete material of the doctoral student, is assessed by the rector or the dean if the study programme is carried out at the faculty.
- (2) If the programme of study is carried out at the faculty and if the defence committee has proposed that the doctoral degree be awarded to the doctoral student, the dean shall

forward the materials to the rector with a proposal for the award of the academic degree to the doctoral student.

- (3) The academic title "doctor" ("philosophiae doctor", abbreviated "PhD.", "artis doctor", abbreviated "ArtD.") is awarded by the Technical University of Zvolen.
- (4) The Rector shall send the doctoral student a written notification of the award or non-award of the academic degree.

Article 38 Evidence of graduation

- (1) The documents of completion of the doctoral study programme are the university diploma, the state examination certificate and the supplement to the diploma (Section 68 of the Higher Education Act).
- (2) The documents of graduation are handed over to the doctoral graduate according to the traditions and customs of TU Zvolen.

Article 39 Change of doctoral study programme

- (1) A student has the right to change the study programme within the same field of study or combination of fields of study under the conditions specified in the study regulations (Section 70, Paragraph 1, Letter I of the Higher Education Act). A change of supervisor or supervisor's workplace may be made during the doctoral studies in justified cases, especially if this creates more favourable conditions for the fulfilment of the doctoral student's study programme.
- (2) A doctoral student may apply to the Rector or the Dean for a change of the doctoral study programme, supervisor or training institution for reasons of good cause.
- (3) A change of the doctoral study programme, supervisor or training centre is decided by the Rector or the Dean, if the study programme is carried out at the faculty, on the basis of a doctoral student's application and after the opinion of the supervisor and the departmental committee.
- (4) The proportionate part of the duration of the completed study programme before the change of the form or study programme of the doctoral programme shall be included in the time of doctoral studies.
- (5) When changing the study programme, the Rector or the Dean, if the study programme is carried out at the faculty, may, on the basis of the recommendation of the departmental committee, decide on the recognition of the doctoral dissertation examination of the doctoral student and of the courses of the study part that he/she has taken before this change.

Article 40 Interruption and termination of doctoral studies

- (1) A doctoral student may apply for interruption of doctoral studies in both standard and extra-standard length of studies due to maternity leave, health reasons, due to his/her study abroad, which is not part of his/her individual study plan, or other serious reasons. During the interruption of studies, the doctoral student loses his/her rights and obligations as a student.
- (2) Interruption of studies is authorised by the Rector or the Dean if the study programme is carried out at the faculty. In the case of a doctoral student who has applied for a dissertation topic written by an external educational institution, he/she shall do so only after a positive statement from the statutory representative of the external educational institution.

- (3) As a rule, the total time of interruption of doctoral studies does not exceed 24 months. In special, justified cases, e.g. maternity leave, the Rector or the Dean may decide to interrupt doctoral studies for a longer period of time, but not longer than 36 months.
- (4) Doctoral studies end with the defence of the dissertation (Section 54(3) of the Higher Education Act), or with the abandonment of studies, failure to complete studies within the prescribed time limit, exclusion from studies, cancellation of the study programme in the field of study, or death of the student (Section 66 of the Higher Education Act).
- (5) The length of full-time study during which a doctoral student receives a scholarship may not exceed the standard length of study according to the specific study programme. The scholarship is granted for the entire academic year (Section 61 of the Higher Education Act). No scholarship shall be granted to a full-time doctoral student during a break in his/her doctoral studies. The grant for full-time doctoral students shall end on the date of the first defence of the doctoral thesis, the end of the standard length of studies, or the date of other termination of studies (§ 54, § 65 and § 66 of the Higher Education Act).

Article 41

Tuition fees and fees associated with doctoral studies

- (1) One of the student's obligations is to pay tuition fees and fees associated with doctoral studies properly and on time in accordance with Section 71 of the Higher Education Act and in accordance with the internal regulations on tuition fees and fees associated with studies at TU.
- (2) Failure to pay tuition fees or fees associated with doctoral studies for the relevant academic year within the time limit set by the University in accordance with the Higher Education Act is a violation of the provisions of Section 71(3)(a) of the Higher Education Act. b) of the Higher Education Act and the internal regulations of the TU and will be considered as a culpable violation of the legal regulations and the internal regulations of the University pursuant to Section 72 (1) of the Higher Education Act with the consequences of the possibility of expulsion from studies pursuant to Section 72 (2) (c) of the Higher Education Act in connection with Section 66 (1) (d) of the Higher Education Act.
- (3) The provisions of the Higher Education Act (§ 92, § 113a of the Higher Education Act) and the TUZVO Organizational Directive on Tuition Fees and Fees Associated with Study at the TUZVO apply to tuition fees and fees associated with doctoral studies and the issuance of a diploma.

THIRD SECTION

COMMON, TRANSITIONAL AND FINAL PROVISIONS

Article 42

Study Regulations of Faculties

- (1) The Study Regulations of the Faculty are approved by the Academic Senate of the Faculty on the proposal of the Dean and enter into force on the date of their approval by the Academic Senate of the TU.

Article 43

Transitional and final provisions

- (1) The second section of the Study Regulations of the Doctoral Faculty of the TU: "Study Regulations for Doctoral Studies at the Doctoral Faculty of the TU" applies to all newly admitted doctoral students from the academic year 2013/2014. The existing regulations apply to the course of doctoral studies of doctoral students enrolled before the entry into force of these TU Study Regulations.
- (2) The Study Regulations of the Faculty of Wood Sciences and Technology of the Technical University of Zvolen come into force on the day of their approval by the Academic Senate of the Technical University of Zvolen.
- (3) Study Regulations of the Faculty of Wood Sciences and Technology of the TU No. R-13296/2013 were approved by the Academic Senate of the Faculty of Wood Sciences and Technology of the TU on 23 October 2013 and approved by the Academic Senate of the TU in Zvolen on 13 November 2013.
- (4) The Study Regulations of Bachelor and Engineering Studies of the Faculty of Wood Sciences and Technology No. 5/2009/5, Technical University of Zvolen approved by the Academic Senate of TU on 12 January 2009 are hereby repealed.

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TU in Zvolen

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prof. Ing. Milan Saniga, DrSc.
Chairman of the AS TU

Annex
Allocation of credits to individual types of doctoral student activities

1) Study and pedagogical-educational activities

Activities	credits
• completion of a compulsory subject	5 - 7
• completion of another course offered by the faculties of the university or another faculty or college	χ ¹⁾
• individual study of scientific literature	2 - 5
• authorship or co-authorship of teaching aids and texts	2 - 6
• the doctoral student's own teaching activity of up to 2 hours per week on average per academic year (10 credits), 2-4 hours per week on average per academic year (20 credits) in which the teaching takes place	10 - 20
• conducting a thesis presented at a student scientific conference	5
• conducting the final thesis of bachelor studies	10
• elaboration of a testimonial for the final thesis of the bachelor's study	3
• passing the dissertation examination	20 - 30

2) Creative activity in the field of science

Activities	credits
• scientific publication in a journal registered in the Web of Science database with an impact factor, industrial property right registered ²⁾	20 - 35
• scientific publication in a journal registered in the Web of Science database without impact factor, in a journal registered in the SCOPUS database and in a peer-reviewed foreign journal ²⁾	18 - 25
• active participation in a foreign scientific event ³⁾	15 - 20
• publication in a peer-reviewed scientific journal ²⁾	12 - 25
• active participation in a domestic scientific event (article in the proceedings, poster, extended abstract, abstract, independently, co-authorship) ³⁾	12 - 15
• participation in the solution of a scientific project with presentation of own results	10 - 17
• other activities (e.g. member of the conference organising committee, etc.)	2 - 4
• lecture at a professional seminar within the workplace	3 - 6
• completion of a defined stage of own research work	5 - 10
• for each citation (distinguish domestic, foreign, SCI, authorship and co-authorship)	2 - 8
• solo or collective exhibition at home	7 - 10
• solo or collective exhibition abroad	15 - 30
• dissertation	30

1) Depending on the specific credit evaluation of the course.

2) The number of credits should be differentiated mainly according to the author's share, the quality of the journal and its impact.

3) Number of credits distinguished by type, oral presentation, poster, published abstract, published alone or co-authored.