

**Methodological Guidelines  
for the submission of final theses and the organisation of state exams  
at the Slovak University of Technology in Bratislava**

In accordance with Art. 4 (2) of the Statute of the Slovak University of Technology in Bratislava (hereinafter referred to as the “STU”), as amended by amendments No. 1 to 11 and in accordance with the relevant provisions of the internal regulation STU No. 4/2013 “Study Regulations of the Slovak University of Technology in Bratislava” as amended (hereinafter referred to as the “STU Study Regulations”)

**I have issued**

the following binding

**Methodological Guidelines:**

1. These Methodological Guidelines are issued in order to ensure compliance with a uniform procedure for the submission of final theses and the organisation of state examinations at the STU.
2. Unless otherwise stipulated in a specific provision of these Methodological Guidelines, anywhere the word “faculty” is mentioned is also understood to mean the Institute of Management of the STU, and where the word “Dean” is stated shall, in connection with the Institute of Management of the STU, mean the “Rector”. All phrases are relevant to the meaning of the provision in question, unless this is contrary to the nature of that provision.
3. The STU complies with the provisions of the Decree of the Ministry of Education, Science, Research and Sports of the Slovak Republic no. 233/2011 Coll., by which some provisions of Act No. 131/2002 Coll. on Higher Education Institutions and on Amendments to Certain Acts, as amended and the Methodological Guidelines of the Ministry of Education, Science, Research and Sports of the Slovak Republic No. 56/2011 on the requisites of final theses, their bibliographic registration, storage and access, are implemented.
4. **The language of writing and defending final theses and checking the originality of final theses (Article 18 of the STU Study Regulations)**
  - 4.1. It is recommended that final theses be written and defended in the languages in which the STU provides higher education, namely in Slovak or in English.
  - 4.2. Each final thesis, after being entered into the Academic Information System (hereinafter referred to as “AIS”), shall undergo a check of its originality in the Central Register of Final, Doctoral and Habilitation Theses (hereinafter referred to as the “CRZP”).
  - 4.3. Based on the result of the check of originality in the CRZP, the following will comment on the originality of the final thesis written in the Slovak language:

- a) the supervisor of the final thesis in the supervisor's report on the final thesis (hereinafter referred to as the "supervisor") or the adviser in the working characteristic of the doctoral candidate,
- b) the opponent of the final thesis in the opponent's report on the final thesis (hereinafter referred to as the "opponent"),
- c) the state examination commission (hereinafter referred to as the "examination commission") in the record on the state examination – final thesis defence protocol.

4.4. The originality of any final thesis written in the English language shall first be verified by entry into the AIS and simultaneously verified in the Turnitin Similarity Enterprise anti-plagiarism system (hereinafter referred to as the "Turnitin").

4.5. The submitting of a final thesis into the Turnitin system and at the same time the result of the check of its originality from the Turnitin system into the AIS will be provided by the workplace designated by the dean of the faculty.

4.6. The originality of a final thesis written in English will be based on the result of the check of originality in the Turnitin system and commented on by:

- a) the supervisor in the supervisor's report on the final thesis or the adviser in the working characteristic of the doctoral candidate,
- b) the opponent in the opponent's report on the final thesis,
- c) the state examination commission in the record of the state examination – final thesis defence protocol.

4.7. If the final thesis is written in a language other than Slovak or English, the faculty shall ensure a check of originality in a suitable anti-plagiarism system after submission to the AIS.

4.8. The originality of the final thesis written in a language other than Slovak or in English will be based on the result of the check of originality in a suitable anti-plagiarism system and commented on by:

- a) the supervisor in the supervisor's report on the final thesis or the adviser in the working characteristic of the doctoral candidate,
- b) the opponent in the opponent's report on the final thesis,
- c) the state examination commission in the record of the state examination – final thesis defence protocol.

## **5. Submission of final theses (Article 18 in connection with Article 50a of the STU Study Regulations)**

5.1. The student shall submit a final thesis in electronic form through the AIS. The study programme director, or in the case of dissertation thesis, the chairman of the department's commission, shall enter the approved submission generated from the AIS into the electronic form of the final thesis. For the purposes of its storage in the academic library, the faculty shall prepare a digital copy of the final thesis identical with the version entered in the AIS (hereinafter referred to as the "digital version of the final thesis"). The faculty may also require the submitting of the final thesis in paper form in one copy, if this is essential for the defence of the final thesis.

- 5.2. The student shall submit a draft licence agreement generated through AIS to the faculty. If the student requests a grace period longer than 12 months in the submitted draft license agreement, he or she shall also submit a justification for the requested prolongation of the postponement period to the faculty. The license agreement is concluded and signed electronically via AIS within 30 days from the date of delivery of its proposal to the faculty.
- 5.3. If the final thesis or part of it was published in a periodical publication or as a non-periodical publication before being sent to the CRZP, the student through the AIS shall fill in a declaration on oath on the publication of the final work in a periodical or as a non-periodical publication, in which he or she shall provide the details of the publication. The student shall sign the declaration on oath electronically via AIS. The declaration on oath is delivered to the CRZP operator via AIS.
- 5.4. The faculty shall determine the date by which the student is obligated to submit documents according to points 5.2 and 5.3. of these Methodological Guidelines, which must be set before the defence of the final thesis.
- 5.5. If the reports on the final thesis in the CRZP are to be made available, the author of the relevant report (supervisor, opponent) shall submit a draft licence agreement to the faculty, which is created and electronically signed via AIS.

**6. Common guidelines for the organisation of state examinations (Article 19 in connection with Article 50a of the STU Study Regulations)**

- 6.1. State exams shall be conducted by the attendance method.
- 6.2. During a crisis situation, in justified cases, and on the basis of written consent of the guarantor of the study programme or the chairman of the department's commission in the case of doctoral study, the state examination may also be conducted via the distance method by videoconference, without physical presence, using information and communication technologies according to Art. 50a (5) of the STU Study Regulations. In such a case, all conditions in accordance with the STU Study Regulations must be observed (hereinafter also referred to as the "online state examination") in order to take the state examination. The public part of the online state exam and the announcement of its results will be broadcast online for the public (public live broadcast) and at the same time other people (the public) will be able to join the online state exam with the opportunity of active participation with regard to the capacity of the information and communication technologies used. The public part of the online state examination may also be provided by means of an audio recording available to the public for hearing on the premises of the STU for a period of three months from the end of the crisis situation.
- 6.3. The Faculty shall announce the holding of state examinations according to points 6.1 and 6.2 of these Methodological Guidelines by publishing it on its website in order to ensure the public course of state examinations and the announcement of their results.
- 6.4. Notice on the holding of state examinations, with the exception of dissertation defences to which the provisions of point 7.7 of these Methodological Guidelines apply, shall contain the following information:
  - a) date, time and place of the state examination,
  - b) degree of study,
  - c) study programme and field of study,

- d) type of state examination (state examination consisting of several parts or a state examination, which is the defence of the final thesis),
- e) if a State examination is held online, the code for the electronic connection to the relevant online State examination and for watching the public live broadcast of the online State examination, if the public live broadcast is broadcast.

6.5. If the state examination is conducted online, the chairman of the examination board or a person authorised by him (e.g. the secretary, if designated for administrative purposes) shall ensure that members of the examination board, supervisors or advisers of the dissertation, opponents, students and other persons the opportunity of connection to the specific online state examination, with regard to the capacity of the information and communication technologies used, and at the same time shall ensure its public live transmission or the making of an audio recording available to the public for the hearing in accordance with point 6.2. of these Methodological Guidelines.

6.6. The decision of the examination commission regarding the results of an online state examination will take place in a closed session only with the participation of the examination commission (without the presence of the public). For this purpose, the examination commission shall disconnect from the public online state examination and will connect to a separate videoconference with only members of the examination commission (Art. 19 (5) of the STU Study Regulations); in the case of a dissertation examination and dissertation defence also with the participation of other persons (advisers and opponents) according to Art. 38 (2) and Art. 42(10)(g) of the STU Study Regulations. The particulars for the dissertation examination and the defence of the dissertation are listed in point 7 of these Methodological Guidelines.

6.7. The faculty shall ensure that the records of the state examination are signed by all members of the examination commission and its chairman.

## **7. Particulars related to organisation of the dissertation examination and the dissertation defence (Articles 36 to 43 of the STU Study Regulations)**

7.1. A doctoral candidate shall submit a binding application for the dissertation examination and the written work for the dissertation examination to the dean in electronic form (Article 37 (1) of the STU Study Regulations).

7.2. The opponent of the written work for the dissertation examination shall deliver the signed opponent's report in paper form (Article 37 (4) of the STU Study Regulations). The opponent's report may also be signed using an electronically qualified electronic signature. In such a case, the opponent of the written work shall deliver it by e-mail.

7.3. If the dissertation examination is to take place online (Article 50a(5) of the STU Study Regulations) according to point 6.2. of these Methodological Guidelines, all conditions for conducting a dissertation examination pursuant to Art. 36 to 38 of the STU Study Regulations must be observed. The chairman of the examination commission shall ensure the participation of the adviser in the non-public part of the online dissertation examination according to point 6.6. of these Methodological Guidelines (Article 38(2) of the STU Study Regulations).

7.4. A doctoral candidate shall submit his or her application for permission for the defence of their dissertation together with the requisites pursuant to Art. 41(3) of the STU Study Regulations in electronic form.

- 7.5. The Dean shall submit the doctoral candidate's file to the chairman of the department commission or make it available to the chairman electronically (Article 41(4) of the STU Study Regulations).
- 7.6. If the dissertation defence is to take place online (Article 50a(5) of the STU Study Regulations) according to point 6.2. of these Methodological Guidelines, all conditions for conducting the dissertation defence according to Art. 42 of the STU Study Regulations must be observed. The chairman of the examination commission shall ensure the participation of the adviser and opponents in the non-public part of the online defence of the dissertation according to point 6.6. of these Methodological Guidelines in accordance with Art. 42 pt. 10 (a) g) STU Study Regulations.
- 7.7. Notification on the holding of a dissertation defence shall contain the following information:
- a) name and surname of the author of the dissertation,
  - b) academic titles, scientific-pedagogical titles, artistic-pedagogical titles or scientific honours of the author of the dissertation,
  - c) title of the dissertation,
  - d) the name of the study programme at which the author of the dissertation is enrolled,
  - e) the name of the field of study in which the study programme is carried out in accordance with letter d) of this point,
  - f) date, time and place of the dissertation defence,
  - g) in the case of an online dissertation defence, also the code for electronic connection to the relevant online dissertation defence and for watching the public live broadcast of the online dissertation defence, if a public live broadcast is broadcast.
- 7.8. If the state examination is conducted online, the chairman of the examination commission or a person authorised by him (e.g. the secretary, if designated for administrative purposes) shall ensure that members of the examination commission, advisers, opponents, students and other persons have the opportunity to connect to the specific online dissertation defence with regard to on the capacity of the information and communication technologies used and at the same time ensure its public live transmission or make sound recordings available to the public for hearing in accordance with point 6.2. of these Methodological Guidelines.
- 7.9. Secret voting on the result of the online dissertation defence shall take place by electronic voting via AIS. The protocol from the electronic voting will be part of the minutes of the state examination.
- 7.10. The provisions of Section 6.7 shall apply to the registration of the dissertation examination and the defence of the dissertation of these Methodological Guidelines.

Dr.h.c., prof.h.c., prof. Dr. Ing. Oliver Moravčík<sup>1</sup>  
Rector STU

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<sup>1</sup> This document is signed electronically.