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rektor

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Methodological Guidelines
for the submission of final theses and organization of state exams in the Summer semester
of the academic year 2019/2020 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 only referred to as "STU"), as amended by Amendments No. 1 to 9 thereto, with regard to the extraordinary situation caused by the global outbreak of Covid-19 and to the related limitation of STU's activities and of the attendance method of study at STU, No. 4/2013 "Study Regulations of the Slovak University of Technology in Bratislava" (hereinafter only referred to as "the STU "),

I have issued

the following binding

Methodical Guidelines:

1. These Methodological Guidelines are issued in order to mitigate the negative impacts of the related limitation of STU's activities and of the attendance method of study at STU due to the extraordinary situation in the Slovak Republic and in order to designate a single procedure for submission of final theses and organization of state exams in the Summer semester of the academic year 2019/2020, with focus on the students, to avoid the negative impact of the current crisis on the possibility of normal graduation in the academic year 2019/2020.
2. Unless any particular provision of these Methodological Guidelines state otherwise, the word "faculty" shall also mean the Institute of Management of STU and the word "Dean" shall, in connection with the Institute of Management of STU, mean "Rector"; unless contradictory to the nature of the particular provision, all words shall be in the relevant relation with the meaning of the particular provision.
3. **Submission of final theses (Article 18 of the STU Study Regulations)**
 - 3.1. The student submits his or her final thesis in electronic form via the Academic Information System (hereinafter only referred to as "AIS"). The electronic form of the final thesis is unsigned. The student does not submit his or her final thesis in paper form. For the purposes of retention in the Academic Library, the faculty shall produce a digital copy of the final thesis (identical with the version submitted via AIS) (hereinafter only referred to as "the digital copy of the final thesis").

- 3.2. Following submission of his or her final thesis into AIS in terms of Section 3.1. of these Methodological Guidelines, the student shall deliver to the faculty a signed title of the final thesis in paper form for archiving in the student's file. For delivery purposes, the student shall use the services of the Slovak Post or another delivery service.
 - 3.3. Together with the signed title of the final thesis, the student shall also deliver to the faculty a draft licence agreement in paper form, created using AIS and containing the student's authentic signature. If in the submitted draft licence agreement the student asks for a period of postponement of more than 12 months, together with the draft licence agreement he or she shall also send a substantiated application for prolongation of the postponement period (Art. 18(8) of the STU Study Regulations).
 - 3.4. If the final thesis or its part was issued as part of a periodical publication or as a non-periodical publication prior to sending the thesis to the central registry of final, doctoral and habilitation theses (hereinafter only referred to as "CRZP"), the student shall via AIS file a declaration on oath on the fact that the final thesis was published as part of a periodical or non-periodical publication, stating the details of such publishing. The student shall deliver such declaration on oath in paper form with his or her authentic signature, together with the documents as per Sections 3.2. and 3.3. of these Methodological Guidelines.
 - 3.5. The faculty shall determine a deadline until which the student shall be obliged to deliver the documents per Sections 3.2. to 3.4., with such deadline to be set prior to the defence of the final thesis.
 - 3.6. If the final thesis reports are to be made available in CRZP, the author of the relevant report (supervisor, tutor, reader) shall send to the faculty a draft licence agreement with his or her authentic signature, produced via AIS. The licence agreement for the final thesis report shall be delivered as specified in Section 3.2 or in person (Art. 18(11) of the STU Study Regulations).
 - 3.7. A detailed procedure for submission of final theses by students is set out in Appendix 1 to these Methodological Guidelines. The procedure for submission of final theses reports by supervisors, tutors and readers is set out in Appendix 2 to these Methodological Guidelines.
4. **Common Guidelines for organization of state examinations (Article 19 of the STU Study Regulations)**
- 4.1. All state examinations shall be conducted before an examination commission using the distance form of study via video conference, without physical presence, using information and communication technology, e.g. by means of online meetings via G-Suite by Google, observing all conditions for a state examination in accordance with the STU Study Regulations (hereinafter also referred to as "online state examination"). If in addition to the state examination - final thesis defence, in

order to successfully complete the study programme, it is necessary to pass a state examination consisting of several parts (as part of first- or second-degree study), it is recommended to conduct both state examinations on the same date. The public part of the online state examination and announcement of its results shall be broadcast online for the public (public coverage) and it will be possible for other persons (the public) to actively join the online state examination, taking into account the capacity of employed information and communication technology.

- 4.2. The faculty shall announce the conducting of individual online state examinations by disclosure on its website within 10 calendar days before such event in order to ensure public attendance of online state examinations and announcement of their results.
- 4.3. The notification regarding the conducting of online state examinations shall contain the following information, except for the defence of dissertation theses to which the provisions of Section 5.9 of these Methodological Guidelines applies:
 - a) date and time of the online 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 state examination - dissertation thesis defence);
 - e) code for electronic connection to the relevant online state examination and for viewing the public coverage of the online state examination.

The chairman of the examination commission or a person authorized by the chairman (e.g. a secretary if appointed for administrative purposes) shall ensure the possibility of software connection to a particular state examination on behalf of members of the examination commission, thesis supervisors, readers, students and other persons, taking into account the capacity of employed information and communication technology, and at the same time shall ensure live public coverage.

- 4.4. The examination commission shall decide on the results of the online state examinations during a non-public meeting with only the members of the examination commission present (with exclusion of the public). For this purpose, the examination commission shall disconnect from the public online state examination and connect to a separate online meeting attended only by the members of the examination commission (Art. 19(5) of the STU Study Regulations); in case of a dissertation examination and dissertation thesis defence, with the presence of further persons (tutors and readers), in terms of Art. 38(2) and Art. 42(9)(g) of the STU Study Regulations. Particulars relating to the dissertation thesis and the dissertation thesis defence are included in Section 5 of these Methodological Guidelines.
- 4.5. The faculty ensures that the protocol from the online state examination is signed by all members of the examination commission and the chairman. If the faculty is unable to ensure the signatures of all members of the examination commission at

the faculty (in particular in case of involvement of other experts from outside of STU or members from outside of the faculty), the faculty may deliver to the relevant members of the examination commission a state examination protocol electronically, with such members to sign and return the written protocol to the faculty without any delay through the Slovak Post or another delivery service. If, for legitimate reasons, any member of the examination commission will not be able to deliver such signed written state examination protocol without undue delay, it is possible to accept a copy (scan) of the document in pdf format via e-mail and later, when such obstacles to its delivery cease to exist, such member shall deliver the signed written state examination protocol as well. In such case, the signatures of individual members of the examination commission may be on separate counterparts of the state examination protocol which together shall form and integral document.

5. Particulars related to the organization of dissertation theses and dissertation theses defence (Articles 36 to 42 of the STU Study Regulations)

- 5.1. The doctoral candidate submits a written thesis for the dissertation examination to the Dean in electronic form (Art. 37(1) of the STU Study Regulations).
- 5.2. The reader of the written thesis for the dissertation examination shall deliver a reader's report in paper form (Art. 37(4) of the STU Study Regulations).
- 5.3. Dissertation examinations shall be conducted online (Art. 38(5) of the STU Study Regulations); they shall be organized in terms of Section 4. of these Methodological Guidelines, observing all conditions for the conduct of a dissertation examination in terms of Art. 36 to 38 of the STU Study Regulations. The chairman of the examination commission shall ensure participation of the tutor in the non-public part of the online dissertation examination in terms of Section 4.4. of these Methodological Guidelines (Art. 38(2) of the STU Study Regulations).
- 5.4. The chairmen of field commissions shall allow doctoral candidates to submit dissertation theses outlines only in electronic (digital) form, as an appendix to the dissertation thesis via AIS (Art. 40(3) of the STU Study Regulations). Consent may be expressed via e-mail as well.
- 5.5. The doctoral candidate shall submit his or her application for permission for their dissertation thesis defence together with the details in terms of Art. 41(3) of the STU Study Regulations solely in electronic form.
- 5.6. The Dean shall submit the doctoral candidate's file to the chairman of the field commission or shall make it accessible to him or her electronically (Art. 41(4) of the STU Study Regulations).
- 5.7. For the purposes of Art. 36 to 42 of the STU Study Regulations, in the event it is not possible to deliver documents in paper form within the specified deadline for legitimate reasons, it is possible to accept delivery of a copy (scan) of the documents in pdf format via e-mail and later, when such obstacles to their

delivery cease to exist, the relevant documents shall be delivered in paper form as well, provided it is necessary for the purposes of retention or archiving.

- 5.8. Dissertation thesis defence shall be conducted online (Art. 42(15) of the STU Study Regulations); they shall be organized in terms of Section 4. of these Methodological Guidelines, observing all conditions for the conduct of a dissertation thesis defence in terms of Art. 42 of the STU Study Regulations. The chairman of the examination commission shall ensure participation of the tutor and readers in the non-public part of the online dissertation thesis defence in terms of Section 4.4. of these Methodological Guidelines in accordance with Art. 42(9)(g) of the STU Study Regulations.
- 5.9. The notification regarding the conducting of online dissertation thesis defence shall contain the following information:
 - a) name and surname of the author of the dissertation thesis;
 - b) academic degrees, scientific and pedagogical degrees, artistic and pedagogical degrees or scientific titles of the author of the dissertation thesis;
 - c) title of the dissertation thesis;
 - d) name of the study programme for which the author of the dissertation thesis is enrolled;
 - e) name of the field of study in which the study programme is conducted in terms of letter d);
 - f) date and time of the online dissertation thesis defence;
 - g) code for electronic connection to the relevant online dissertation thesis defence and for viewing the public coverage of the online dissertation thesis defence.

The chairman of the examination commission or a person authorized by the chairman (e.g. a secretary if appointed for administrative purposes) shall ensure the possibility of software connection to a particular online dissertation thesis defence on behalf of members of the examination commission, tutors, readers, students and other persons, taking into account the capacity of employed information and communication technology, and at the same time shall ensure live public coverage.

- 5.10. Secret voting on the result of the dissertation thesis defence shall be conducted electronically, e.g. using the HeliosVoting service. The record from the electronic voting shall be part of the state examination protocol.
6. Provisions of these Methodological Guidelines shall only be applied in the academic year 2019/2020, if the restrictions with relation to STU's activity and the full-time form of study shall persist at the time of submission of final theses and conducting of state examinations, or if such restrictions cease to apply shortly before these events and due to insufficient time it will not be possible to ensure all processes of the full-time form of study at STU.

7. The faculty may conduct state examinations using the full-time form of study in the extraordinary situation caused by the global Covid-19 pandemic, unless such form is prohibited by the regulations of the Public Health Authority Office of the Slovak Republic, Central Crisis Staff of the Slovak Republic, guidelines of the Ministry of Education, Science, Research and Sport of the Slovak Republic, with the obligation to strictly observe current anti-epidemic measures and measures prepared by the Institute of Operations and Crisis Management at the STU Rectorate.

prof. Ing. Miroslav Fikar, DrSc.¹
The Rector

¹ this document has been signed electronically