

**Methodological Guidelines
for the submission of final theses and organization of state exams in the Summer semester
of the academic year 2020/2021 at the Slovak University of Technology in Bratislava**

In accordance with Article 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 11 thereto, with regard to the crisis situation caused by the global COVID-19 pandemic, 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” in their valid wording (hereinafter referred to as “STU Study Regulations”),

I have issued

the following binding

Methodological 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 crisis 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 2020/2021, with focus on the students, to avoid the negative impact of the current crisis on the possibility of normal graduation in the academic year 2020/2021.
2. Unless any particular provision of these Methodological Guidelines states 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. **Language of preparation and defence of final theses and final theses originality check (Article 18 of the STU Study Regulations)**
 - 3.1. It is recommended to write and defend final theses in languages in which STU provides its university education, namely in Slovak or in English.
 - 3.2. Final theses written in Slovak are checked for their originality in the Central Register of Final, Doctoral and Habilitation Theses (hereinafter referred to as “CRZP”).
 - 3.3. Based on its originality check result in CRZP, the originality of any final thesis written in Slovak shall be commented on by the:

- a) supervisor of the final thesis in the final thesis supervisor's report (hereinafter referred to as "supervisor") or tutor in the tutor's report;
 - b) reader of the final thesis in the final thesis reader's report (hereinafter referred to as "reader");
 - c) state examination commission (hereinafter referred to as "examination commission") in the state examination – final thesis defence protocol.
- 3.4. The originality of any final thesis written in English shall be first verified in the Turnitin Similarity Enterprise anti-plagiarism system (hereinafter referred to as "Turnitin") and then the thesis shall be entered in CRZP for another originality check.
- 3.5. The thesis shall be entered in Turnitin by a workplace specified by the dean of the faculty.
- 3.6. Based on its originality check result in Turnitin, the originality of any final thesis written in English shall be commented on by the:
- a) supervisor in the final thesis supervisor's report or tutor in the tutor's report;
 - b) reader in the final thesis reader's report;
 - c) examination commission in the state examination – final thesis defence protocol.
- 3.7. If a final thesis is written in other than the Slovak or English language, the faculty shall ensure an originality check in a suitable anti-plagiarism system before the final thesis is entered in CRZP.
- 3.8. Based on its originality check result in a suitable anti-plagiarism system, the originality of any final thesis written in other than the Slovak or English language shall be commented on by the:
- a) supervisor in the supervisor's report or tutor in the tutor's report;
 - b) reader in the final thesis reader's report;
 - c) examination commission in the state examination – final thesis defence protocol.

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

- 4.1. The student submits his or her final thesis in electronic form via the Academic Information System (hereinafter only referred to as "AIS"). The study programme director, or in the case of dissertation thesis the chairman of the department's commission, shall enter an approved assignment generated from AIS into the electronic form of the final thesis. The student shall 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 to AIS (hereinafter only referred to as "the digital copy of the final thesis"). The faculty may request submission of the final thesis in paper form as well, namely in one copy, if this

is inevitable for the course of the defence of the final thesis and the situation allows for production of the final thesis in paper form.

- 4.2. The student shall submit a draft licence agreement generated through AIS to the faculty. If in the submitted draft licence agreement the student asks for a period of postponement of more than 12 months, he or she shall also submit a justification for the requested prolongation of the postponement period to the faculty. A licensing agreement shall be concluded and signed electronically through AIS within 30 days after its draft was delivered to the faculty.
- 4.3. 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 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 publication. The student shall sign the declaration on oath electronically through AIS. The declaration on oath shall be delivered to a CRZP operator through AIS.
- 4.4. The faculty shall determine a deadline until which the student shall be obliged to submit the documents per Sections 4.2 and 4.3 hereof, with such deadline to be set prior to the defence of the final thesis.
- 4.5. If the final thesis reports are to be made available in CRZP, the author of the relevant report (supervisor, tutor, reader) shall submit to the faculty a draft licence agreement, produced and signed electronically via AIS.

5. Common Guidelines for organization of state examinations (Article 19 in connection with Article 50a of the STU Study Regulations)

- 5.1. All state examinations shall be conducted before examination commissions using the distance form of study via video conferences, without physical presence, using information and communication technology. Compliance with all conditions in accordance with the STU Study Regulations in their valid wording is necessary for conducting a state examination (hereinafter also referred to as “online state examination”). If in addition to the state examination which is final thesis defence, in order to successfully complete a first- or second-degree study programme, it is necessary to pass a state examination consisting of several parts; 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. The public part of an online state examination may also be ensured via an audio recording available to the public to listen to on the premises of STU for three months following the end of the crisis situation.

- 5.2. The faculty shall announce the conducting of individual online state examinations by disclosure on its website within 14 calendar days before such event in order to ensure public attendance of online state examinations and announcement of their results.
- 5.3. The notification regarding the conducting of online state examinations, except for the defence of dissertation theses to which the provisions of Section 6.9 of these Methodological Guidelines applies, shall contain the following information:
 - 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 which is 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, if broadcasted.

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 connection to a particular state examination on behalf of members of the examination commission, thesis supervisors or 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 or an audio recording available to the public to listen to as referred to in paragraph 5.1 hereof.

- 5.4. 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 being 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 videoconference 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(10)(g) of the STU Study Regulations. Particulars relating to the dissertation thesis and the dissertation thesis defence are included in Section 6 of these Methodological Guidelines.
- 5.5. The faculty ensures that the protocol from the online state examination is signed by all members of the examination commission and its 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 by e-mail, which such members need to sign and return to the faculty without any delay via 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 an integral document.

6. Particulars related to the organization of dissertation theses and dissertation theses defence (Articles 36 to 43 of the STU Study Regulations)

- 6.1. 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).
- 6.2. 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). The reader's report may also be signed electronically with a qualified electronic signature. In such case, the reader of the written thesis for the dissertation examination shall deliver it by e-mail.
- 6.3. Dissertation examinations shall be conducted online (Art. 50a (5) of the STU Study Regulations); they shall be organized in terms of Section 5 of these Methodological Guidelines, observing all conditions for the conducting of a dissertation examination in accordance with Art. 36 to 38 of the STU Study Regulations. The chairman of the examination commission shall ensure the participation of the tutor in the non-public part of the online dissertation examination in terms of Section 5.4 of these Methodological Guidelines (Art. 38(2) of the STU Study Regulations).
- 6.4. 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.
- 6.5. 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.
- 6.6. 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).
- 6.7. For the purposes of Arts. 36 to 43 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.

- 6.8. Dissertation thesis defence shall be conducted online (Art. 50a (5) of the STU Study Regulations); they shall be organized in terms of Section 5 of these Methodological Guidelines, observing all conditions for the conducting of a dissertation thesis defence in accordance with Art. 42 of the STU Study Regulations. The chairman of the examination commission shall ensure the participation of the tutor and readers in the non-public part of the online dissertation thesis defence in terms of Section 5.4 of these Methodological Guidelines in accordance with Art. 42(10)(g) of the STU Study Regulations.
- 6.9. 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, if broadcasted.
- 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 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 that live public coverage or an audio recording be available to the public to listen to as referred to in paragraph 5.1 hereof.
- 6.10. Secret voting on the result of the dissertation thesis defence shall be conducted electronically via AIS. The record from the electronic voting shall be part of the state examination protocol.
- 6.11. Provisions of Section 5.5 hereof shall apply to dissertation examination and dissertation thesis defence protocols.
7. The provisions of these Methodological Guidelines shall only be applied in the Summer semester of the academic year 2020/2021, 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 the 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.

8. In the event of any change to restrictions on the attendance method of study, the Rector shall be entitled to issue an amendment hereto.

prof. Ing. Miroslav Fikar, DrSc.¹
Rector

¹ This document has been signed electronically.