

FACULTY OF SOCIAL SCIENCES

UNIVERSITY OF SS. CYRIL AND METHODIUS IN TRNAVA



The Dean's Guideline No 2/2015 on Rigorous Procedure

Article 1

Rigorous procedure

1. Rigorous examinations and defences of rigorous theses at the Faculty of Social Sciences of the University of Ss. Cyril and Methodius (FSS UCM) in Trnava are held according to the relevant legal regulations. By means of the rigorous examination the applicants demonstrate their deep knowledge gained on the base of an independent study and professional work in a study field as well as their abilities to gain new scientific knowledge and experience and to develop them creatively and independently, and to apply the knowledge in practice.
2. The graduate of master study can take a rigorous examination which comprises a defence of a rigorous thesis in the study program Social and behavioural sciences or in a similar study field. The similarity is decided by the dean of the faculty.
3. The rigorous examination can be taken also by a graduate of a study program Social and behavioural sciences or a similar study program that graduated in abroad and meets the requirements defined by law and this guideline.
4. A rigorous procedure starts by a written admission of an application for a rigorous examination by the dean.
5. A written application for a rigorous examination (specimen is enclosed to this guideline) must be submitted to the dean through the Department of academic activities of UCM. The application is judged by the dean and, if admitted, is confirmed in a written form within 30 days from the delivery date. The dean announces the applicant the name of the consultant to negotiate the theme of the thesis. In the same term the dean returns the application in case the applicant had not submitted required documents or had not met any conditions for undertaking a rigorous examination at the Faculty of social sciences of UCM. A person appointed to negotiate a theme of a rigorous thesis with an applicant specifies further procedure related to the theme of a rigorous thesis within 30 days from the delivery of the application confirmation at the latest.
6. A rigorous procedure finishes by:
 - a) awarding an academic degree PhDr. ,
 - b) the decision of a committee that the applicant failed even after retaking the examination ,
 - c) the delivery of a written application of an applicant for the termination of a rigorous procedure,
 - d) not taking a rigorous examination within 2 years from the beginning of a rigorous procedure¹,
 - e) a written confirmation about rejecting the application for a rigorous examination,
 - f) not paying the fee within 30 days from the delivery of the dean's confirmation of the admission of the application.

¹ In cases defined in the points c) a d) the fee is not refunded

Article 2

Rigorous thesis

1. The themes of rigorous theses are approved by the dean of the faculty on a proposal of the head of a department. The applicant agrees the theme of the rigorous thesis with an appointed person after the confirmation of his or her application by the dean. The agreed theme is then binding. The theme can be changed only with the agreement of the dean. Such a change, however, does not have any influence on the duration of the procedure defined in the article 1, section 6 d).
2. The applicant submits a rigorous thesis in a recommended extent of 70 to 90 pages (126 000 to 162 000 characters) in writing processed by the text editor, in 2 hard copies and in an electronic medium. The author is obliged to proceed according to the valid regulations of the Guideline on writing theses at FSS UCM and to keep the terms given in the schedule of the academic year at FSS UCM.
3. The content of the thesis cannot be identical with the content of the diploma thesis of the applicant.
4. The dean can decide about writing the thesis and taking the rigorous examination in a foreign language. The applicant must submit the dean a proposal in writing within 6 months since the delivery of the confirmation of the admission of the application at the latest. The proposal submitted after this term is not accepted.

Article 3

Examination committee for rigorous examinations

1. A rigorous examination and the defence of a rigorous thesis are held on the same day in front of the examination committee for rigorous examinations which is appointed by the dean.
2. Only the faculty members in the positions of professor, docent, teachers (PhD, CSc.) and other professionals approved by the Scientific Board of the faculty have the right to be the members of the committee.
3. The committee is created by the chairman and at least three other members. The opponents can be the members of the committee. A secretary who is not a member of the committee also participates at the examination.
4. The dean appoints two opponents of the professors, docents, scientific workers, teachers with the degree DrSc., CSc., PhD and other professionals approved by the Scientific board of the faculty.
5. The opponents of a rigorous thesis are obliged to submit written opponent reviews within 1 month since the day when they were submitted the theses by the dean at the latest.
6. The opponent review is delivered to the applicant by the faculty 7 days before the rigorous examination at the latest, usually in an electronic form.

Article 4

Rigorous examination and defence of a rigorous thesis

1. In accordance with the Schedule of the academic year at FSS UCM the date and place of the rigorous examination is announced to an applicant by the dean 15 days before it at the latest.
2. The rigorous examination consists of the defence of the thesis and oral examination. The examination can be taken also in the case when both opponents do not recommend the thesis to the defence.
3. The subjects of the rigorous examination are in accordance with the subjects of the state examination at master degree in the related study program.
4. The committee votes on the results of the rigorous examination at non public voting on the day of the examination. The chairman of the committee announces publicly the results of the rigorous examination by means of the assessment „passed“ or „failed“ for both parts of the examination. If the results are indecisive the Chairman's vote decides.
5. A report about the examination must be signed by the chairman, members of the committee and the secretary.
6. The student who failed at the examination retakes only the subject or subjects which are assessed by „failed“.
7. In case of an unsuccessful defence of the rigorous thesis the committee decides whether the thesis is “not defended temporarily” or “not defended finally”.
8. If the applicant does not come to the rigorous examination and apologizes his or her absence within 15 days, the dean, on the base of a written application and the agreement with the chairman of the committee, can give him or her another term for the examination.
9. If the applicant does not come to the rigorous examination and does not make an apology within 15 days he or she is assessed as „failed“.
10. If the applicant failed at the examination he or she can retake it twice, but not sooner than 30 days from the date of the unsuccessful rigorous examination. The total time of rigorous procedure cannot exceed the term given by the article 1 sec. 6, d).

Article 5

Fees

1. The fees for the rigorous procedure and the diploma are determined in accordance with the guideline about the fees related to the study at UCM in Trnava.
2. The fee for the rigorous procedure must be paid within 30 days from the delivery of the confirmation of the admission of the application in accordance with the regulations of the Department of academic activities.
3. The fee for the issue of the diploma must be paid within 10 days since the date of the rigorous examination, however, at least 5 days before the graduation ceremony.
4. Workers and full time PhD students of the FSS UCM may be fully freed of the fees related to the rigorous procedure if proposed by the dean.

Article 6

Awarding a degree

1. After a successful passing a rigorous examination the university issues a diploma with the indication of a study program and the academic degree „ doctor of philosophy“ (abbreviation PhDr.) provided the fee is paid in a given term.

doc. PhDr. Milan Čáky, CSc.
AS FSS UCM
Chairman

PhDr. Peter Horváth, PhD.
FSS UCM
Dean



Enclosure No 1
University of Ss. Cyril and Methodius in Trnava
Faculty of Social Sciences
 Nám. J. Herdu 2, 917 01 Trnava

I. PART (COMPLETED BY AN APPLICANT)

APPLICATION FOR A RIGOROUS EXAMINATION

<i>Personal data</i>			
Surname		Surname at birth	
Name		Degree	
Date and Place of birth			
Birth ID number		Number of ID card (passport)	
		Citizenship	
<i>Permanent Address</i>			
Street and number		City code	
Town		Telephone	
Contact address (if different from the permanent address)			
Email			
Employer		Work position	
<i>Higher education</i>			
University			
Faculty			
Seat of the university(faculty)		Diploma number	
Study field		Graduation year	
Theme of the diploma thesis			
Name of the Tutor			
<i>The Applicant applies for the rigorous examination</i>			
In the study field			
Theme of the rigorous thesis			

I declare that all data given above are complete and precise.

Agreement: In accordance with § 7 of the Act No 428/2002 coll. on the protection of personal data I agree that UCM and FSS can process my personal data for the purpose of the rigorous procedure. This agreement comprises the data in the application and its enclosures. UCM can publish my personal data like name, surname, place of birth and the academic degree at the graduation ceremony and put them to the list of graduates. I am aware of that my data can be processed only by authorized persons who are obliged to keep the regulations of the Act No 428/2002 Coll. and the processed data will be archived and liquidated in accordance with valid legal regulations.

.....
Date

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Signature

Enclosures (Copies must be officially verified)

- Officially verified copy of the higher education diploma
- Officially verified copy of the certificate of the state examination
- CV
- A graduate of a foreign higher institution submits copies of nostrificated documents about higher education in abroad and a nostrification supplement if required
- List of publications (if an applicant has some)

• **II. PART** (COMPLETED BY THE FACULTY OF SOCIAL SCIENCES UCM TRNAVA)

<i>Dean's decision about the admission of the application</i>	
Date	Signature

<i>Committee for the rigorous examination</i>	
Committee	
Chairman	

<i>Notes about the rigorous thesis</i>	
Theme	
Date of submission	Rigorous thesis submitted on
Opponents	
1.	
2.	
Announcement of the chairman about the admission or rejection of the rigorous thesis	to admit – not to admit
Rigorous thesis submitted to the opponents on	Rigorous thesis returned to the applicant on
Decision of the chairman of the committee about the admission of the rigorous thesis by the committee <i>(The chairman submits the reasons to the dean)</i>	to admit – not to admit

<i>Notes about the rigorous examination</i>	
Subjects of the oral rigorous examination	1. 2. 3.
Rigorous examination and the defence of the rigorous thesis is held on	at o'clock in the room No
The announcement about the rigorous examination sent to the applicant on	– without the opponent judgement – with the opponent judgement

Fee for the rigorous procedure in accordance with § 92 par. 8 of the Act on higher education	paid on
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Other notes:

