



UNIVERSITY OF ECONOMICS IN BRATISLAVA

INTERNAL DIRECTIVE

1/2024

Final, Rigorous and Habilitation Theses

2024

The Rector of the University of Economics in Bratislava (hereinafter also referred to as "EUBA") is issuing, in accordance with Article 11(9) of the EUBA Constitution, this internal directive entitled Final, Rigorous and Habilitation Theses.

Article 1

General Provisions

1. This internal directive regulates a uniform procedure for processing, originality check, registration, storage, and disclosure of final, rigorous and habilitation theses at the University of Economics in Bratislava (hereinafter also referred to as "the thesis").
2. A thesis may consist in the final thesis, rigorous thesis or habilitation thesis.
3. This internal directive is binding on all EUBA students and EUBA employees.
4. This internal directive applies *mutatis mutandis* to rigorous thesis and habilitation thesis prepared by an applicant for admission to rigorous or habilitation procedure at EUBA.
5. The matter of final, rigorous and habilitation theses is governed by the following regulations, in particular:
 - Act No. 131/2002 on higher education institutions and on amendments and supplements of certain laws, as amended (hereinafter also referred to as "the Higher Education Act"),
 - Act No. 185/2015, Copyright Act, as amended (hereinafter also referred to as "the Copyright Act"),
 - Decree of the Ministry of Education of the Slovak Republic No. 614/2002 on credit system in studies,
 - Methodological Guidance No. 56/2011 on particulars of final theses, and on bibliographic registration, storage and availability thereof,
 - Decree of the Ministry of Education, Science, Research and Sports of the Slovak Republic No. 233/2011 implementing certain provisions of the Higher Education Act,
 - Decree of the Ministry of Education of the Slovak Republic No. 246/2019 on the procedure for award of the associate professor's and full professor's degrees, as amended,
 - STN 01 6910: 2011. Rules for Touch Typing and Text Presentation; STN ISO 2145: 1997. Documentation. Numbering of Divisions and Subdivisions in Written Documents,
 - Preparation of bibliographic references and citations to information resources, APA style,
 - Academic Regulations of the University of Economics in Bratislava,
 - Principles of Rigorous Procedure at EUBA,
 - Rules for Internal Higher Education Quality Assurance System at EUBA.
6. The final, rigorous and habilitation thesis must be original, created by its author in compliance with the Copyright Act and guidelines for working with information resources.
7. The final, rigorous and habilitation thesis must not infringe rights or legally-protected interests of third parties; particularly it must not violate third-party intellectual property rights or unlawfully treat third-party classified information, personal data, confidential information or trade secrets.

8. Pursuant to the Higher Education Act, the final thesis is part of higher education studies in every study programme. The final thesis involves a bachelor's final thesis in studies conducted under a first-level study programme (bachelor's study programme), master's final thesis in studies conducted under a second-level study programme (master's study programme) or dissertation thesis in studies conducted under a third-level study programme (doctoral study programme). The final thesis defence is considered a state examination, and constitutes one of the pre-requisites for successful completion of studies. Producing and defending the final thesis constitutes one subject. The final thesis is an independent work of a student.
9. Admission to final thesis defence or rigorous thesis defence, or successful completion of habilitation procedure, except for cases referred to in Article 63(11) of the Higher Education Act, is subject to the condition of a written consent to disclosure and making publicly available of the final, rigorous or habilitation thesis, granted by the final thesis, rigorous thesis or habilitation thesis Author within 30 days of the lapse of the standstill period specified in the license agreement, which standstill period may not exceed 12 months from the date of final, rigorous or habilitation thesis defence, and which period may be extended in exceptional cases, on serious grounds, by a maximum of 24 more months, following a favourable opinion of the Dean of the relevant EUBA faculty documented by the author prior to the license agreement's conclusion. The retention period for final, rigorous or habilitation theses is 70 years of the date of registration thereof. Disclosure and making available of the final, rigorous or habilitation thesis by the author carries no right to remuneration.
10. For the purposes hereof, the training unit is such EUBA unit or any organisational unit thereof (e.g. department or institute) that provides the student, EUBA employee, or applicant for admission to rigorous or habilitation procedure with technical arrangements allowing him/her to prepare the final, rigorous or habilitation thesis at a EUBA unit, or, if so mutually agreed, at an external entity. The doctoral student's training unit may also be an external entity (private company, state or public organisation etc.), if so agreed in writing with the University.
11. The authority to conduct rigorous examinations and rigorous thesis defence at EUBA is vested in those EUBA faculties that award the Master's degree to their graduates from one of the study programmes.
12. The final thesis Author is a EUBA student. The rigorous thesis Author is a EUBA employee or an applicant for admission to rigorous procedure who is not a EUBA employee. The habilitation thesis Author is a EUBA employee or an applicant for admission to habilitation procedure who is not a EUBA employee. The final, rigorous or habilitation thesis Author (hereinafter also referred to as "the Author") prepares his/her final, rigorous or habilitation thesis according to EUBA internal regulations, respecting copyright and bearing responsibility for final, rigorous or habilitation thesis originality.
13. The bachelor's and master's thesis advisor (hereinafter also referred to as "the Thesis Advisor") or the dissertation supervisor (hereinafter also referred to as "the Supervisor") or the contact person authorised to act as a rigorous thesis advisor is a person as determined in the final thesis assignment (hereinafter also referred to as "the Assignment") by the Dean of the relevant faculty or by a person authorised by such Dean. In the case of an external dissertation Thesis Advisor, EUBA may also assign the student a consultant from among the EUBA staff. Requirements for appointing the final Thesis Advisor are regulated by EUBA's internal regulation Rules for Internal Higher Education Quality Assurance System at the University of Economics in Bratislava, as amended by subsequent appendices.

14. The person authorised to designate the Thesis Advisor is the head of the appropriate training unit (usually head of a department or institute). The Supervisor for students in doctoral study programmes at EUBA faculties, along with the Assignment, is determined by the Dean of the relevant faculty.
15. The Assignment is a document determining academic obligations for the student as regards final thesis preparation.
16. The license agreement for the use of final, rigorous or habilitation thesis (hereinafter also referred to as "the License Agreement") is an agreement concluded under the Copyright Act and under Article 63 of the Higher Education Act between the Author and the Slovak Republic represented by EUBA, governing the method for using, disclosing and making available of the final, rigorous and habilitation thesis.
17. EUBA also requires that a special license agreement for making available of final, rigorous and habilitation theses via EUBA's website be concluded.
18. If it is required for the conduct of the thesis defence to acquaint the Thesis Advisor, or Supervisor, examiner or examination board with data that are not allowed to be disclosed in the final thesis, the author may provide such data, in compliance with the terms and conditions of special regulations, in a separate non-public documentation that is not part of the final thesis, and that is designated solely for the Thesis Advisor, or Supervisor, examiner and examination board. The provisions of this paragraph hereof apply to the rigorous or habilitation thesis *mutatis mutandis*.

Article 2

Final Thesis Assignment

1. Topics for final theses are announced by EUBA's training units in accordance with the Academic Calendar of the relevant faculty. A final thesis topic must be specified so as to have the final thesis problem-oriented.
2. The final thesis topic is usually proposed by the Thesis Advisor, or Supervisor. The training unit may also accept as final thesis topics proposals made by various organisations and institutions, if such proposals match the training unit's professional and research focus. The accepted topic proposal submitted by organisations and institutions is subsequently assigned a Thesis Advisor from the training unit.
3. The final thesis topic may also be proposed by the Thesis Advisor, or Supervisor by agreement with the student. The student may contact a potential Thesis Advisor, or Supervisor, and submit a proposal for the final thesis topic even before the date set for topic announcement. Following mutual consultation, the Thesis Advisor, or Supervisor, may propose such topic as agreed by him/her beforehand with the student.
4. Final thesis topics must be discussed at the training unit's meeting, and are subsequently discussed and approved by the competent programme board for the given study programme. Persons responsible for study programme implementation, development and organisation bear responsibility for thematic focus of final theses at the given study level.
5. Topics for final (bachelor's and master's) theses are published through the Academic Information System (hereinafter also referred to as "AiS2") in accordance with the Academic Calendar of the relevant faculty so that they are disclosed no later 2 months prior to the start

- of the semester in which the student begins to prepare his/her final (bachelor's and master's) thesis according to the recommended study plan for the given study programme.
6. The training unit's head is responsible for the publication of final (bachelor's and master's) thesis topics. The name of the final thesis topic is part of the final thesis Assignment, and the responsibility for the completeness of the Assignment lies with the thesis advisor.
 7. The training unit's head (usually a department or institute head) may authorise specific Thesis Advisors to disclose final thesis (bachelor's and master's thesis) Assignments.
 8. The student applies for his/her final (bachelor's and master's) thesis through AiS2 at the times and in the manner as determined by the relevant faculty.
 9. The Thesis Advisor who has proposed the final thesis topic following mutual agreement with the student, or who in advance agreed with a specific student on preparing the final thesis on the given topic, may assign such topic to a specific student in AiS2, or may request the appropriate employee, usually being the local AiS2 coordinator, to assign the final thesis topic to the student with whom the Thesis Advisor agreed, in advance, either on its announcement or covering.
 10. Topics for doctoral dissertation theses are announced and published by the relevant EUBA faculty on its website in accordance with the faculty's Academic Calendar so that such topics are published no later than 2 months prior to the last date designated for filing doctoral studies applications. The faculty will also publish the method and deadlines for filing student applications for doctoral studies.
 11. The Assignment of a final thesis in AiS2 is approved by the person who has the main responsibility for implementation, development and organisation of the study programme. A student is accepted for the final thesis by the final Thesis Advisor.
 12. The Assignment of a bachelor' and master's thesis must be approved in AiS2 no later than the date designated by the appropriate faculty for choosing the topic of a bachelor's or master's thesis.
 13. Following the completion of the doctoral studies admission procedure, the Dean of the relevant faculty will authorise an employee responsible (the competent Vice-Dean) to prepare the Assignment for a doctoral dissertation thesis and to approve it in AiS2 so that the final thesis assignment is approved no later than the date of the student's registration for studies, unless the topic was announced and selected through AiS2 earlier.
 14. The final thesis Author will print the final thesis Assignment from AiS2 for his/her own use. The final thesis Assignment must contain mandatory data as specified below.

Article 3

Rigorous Thesis

1. The rigorous thesis topic, extent, specific requisites, language in which the rigorous thesis is to be written, rigorous thesis registration number and any other specific requirements concerning its preparation as well as submission date and procedure are determined for the applicant for admission to rigorous procedure by the Dean of the faculty that is authorised to conduct rigorous procedure, via AiS2, no later than 30 calendar days of the date of written confirmation of receipt of the application for rigorous procedure.

2. Rigorous thesis topics are proposed at the request of the Dean of the faculty that is authorised to conduct rigorous procedure by heads of departments (institutes or centres) that form part of the faculty's organisational structure or by chairs of rigorous examination boards.
3. The applicant cannot submit his/her master's thesis, any other qualification thesis or a text of compilatory nature as his/her rigorous thesis.
4. The applicant is obliged to contact the person stated in the written confirmation of receipt of the application for rigorous procedure no later than 15 calendar days of the date of delivery of the rigorous thesis written Assignment, and to proceed in preparing his/her rigorous thesis in collaboration with such person.

Article 4

Habilitation Thesis

1. The following may be submitted as a habilitation thesis:
 - a) monograph, or
 - b) monothematic work bringing new scientific knowledge, or
 - c) collection of published scholarly works fitted with a commentary.
2. It is recommended that habilitation thesis Authors submit their habilitation thesis preferentially as a monothematic work structured as per this Directive.

Article 5

Final, Rigorous and Habilitation Thesis Structure

1. The final, rigorous and habilitation thesis comprises the following main sections:
 - a) introductory section,
 - b) main text,
 - c) closing section.

The closing section may also contain annexes.
2. The introductory section of a final, rigorous and habilitation thesis possesses the following elements in the given order (examples of some of the elements are provided in annexes hereto):
 - cover,
 - title page,
 - acknowledgements (optional),
 - abstract in the Slovak language,
 - abstract in English, or in another major language (in accordance with the final thesis Assignment),
 - table of contents,
 - list of figures and list of tables (optional),
 - list of abbreviations and symbols (optional),
 - glossary of terms (optional).
3. The final and habilitation thesis cover includes:
 - name of the higher education institution,

- name of the faculty where the student is enrolled, or where the habilitation procedure is held,
 - registration number,
 - thesis title,
 - thesis sub-title, if used,
 - final thesis designation (type) (bachelor's, master's or dissertation thesis), or whether a rigorous or habilitation thesis is involved,
 - thesis Author's name, surname and titles,
 - year of submission of the final, rigorous or habilitation thesis.
4. The title page of the final, rigorous and habilitation thesis contains:
- name of the higher education institution,
 - name of the faculty where the student is enrolled, or where the rigorous or habilitation procedure is held,
 - thesis title,
 - thesis sub-title, if used,
 - final thesis designation (type) (bachelor's, master's or dissertation thesis), or whether a rigorous or habilitation thesis is involved,
 - thesis Author's name, surname and titles,
 - name of the study programme (not applicable to habilitation theses),
 - name of the field of study,
 - name of the training unit,
 - name, surname and titles of the Thesis Advisor, Supervisor, or the person entrusted to act as a rigorous thesis advisor (not applicable to habilitation theses),
 - if an external Thesis Advisor is involved, the consultant's name, surname and titles (not applicable to habilitation theses),
 - place and year of thesis submission.
5. The final thesis Assignment contains the following elements (the Assignment is optional both for electronic and hard copy versions of the final thesis):
- name of the higher education institution,
 - name of the faculty,
 - thesis Author's name, surname and titles,
 - name of the study programme,
 - name of the field of study,
 - final thesis type,
 - language of the final thesis,
 - full title of the thesis (in Slovak and also in a major world language as per the final thesis Assignment),
 - thesis annotation,
 - name, surname and titles of the Thesis Advisor, or Supervisor,
 - if an external Thesis Advisor is involved, the consultant's name, surname and titles,
 - name of the training unit (department, institute),
 - name, surname and titles of the training unit's head,
 - Assignment date,
 - date of the assignment's approval and name, surname and titles of the person who approved the Assignment.
6. Acknowledgements by the final, rigorous or habilitation thesis Author are optional. They contain expressions of gratitude to the Thesis Advisor, or Supervisor, or any other persons or institutions for their help in preparing the thesis.
7. The abstract includes a short, accurate, specific and to-the-point characteristics of the thesis. It provides substantial information on the thesis focus, objectives and hypotheses set, but in

particular on thesis results. The text in the abstract is fluent, concise, complete and readable. It is intended to accurately and quickly identify thesis content and results. It allows the reader to remember key data about the thesis. The abstract is written continually as a single paragraph, its extent being usually between 100 and 250 words.

8. The abstract in the English or any other major language is a translation of the Slovak version thereof. It is provided on the same or on a separate page of the final, rigorous or habilitation thesis.
9. The table of contents are an overview of numbered and non-numbered thesis sections (chapters).
10. The list of figures, list of tables, list of abbreviations and symbols, and glossary of terms serve to enhance the clarity of the thesis.
11. The main text of the thesis comprises:
 - a) introduction,
 - b) body,
 - c) conclusion,
 - d) summary (obligatory only if the thesis is prepared in a language other than Slovak),
 - e) references list (list of source documents or information resources used in the text; the list contains no references to source documents or information resources not used in the text),
 - f) annexes (optional).

This structure applies by analogy also to rigorous and habilitation theses.

12. In the introduction, the Author briefly and concisely characterises the current state of knowledge in the field that is the subject of the final, rigorous or habilitation thesis, and acquaints the reader with the importance, goals and objectives of the thesis. The Author uses the introduction to emphasise why the thesis is important and why he/she chose to cover the topic.

The body is the main section of the thesis, and its division is determined by the type of the thesis. In research and expert works, the body usually has the following main sections:

- current state of issues addressed - in Slovakia and abroad,
- thesis objective
- thesis methodology and research methods,
- thesis results,
- discussion.

In bachelor's and master's theses it is admissible to merge sections Thesis objective and Thesis methodology into one, and sections Thesis results and Discussion into one.

In the section Current state of issues addressed, the Author provides available topic-related information and knowledge. Currently published output from Slovak and foreign authors serves as a source for preparing the thesis. This section should constitute no more than 30% of the thesis.

The section Thesis objective provides a clear, concise and accurate characterisation of the subject of the solution. It also includes partial objectives addressed which are necessary for the main objective to be achieved.

The section Thesis methodology and Research methods as a general rule contains mainly a characterisation of the subject being researched, working procedures, data collection methods and data sources, methods used to evaluate and interpret the results, and statistical methods used.

Thesis results and Discussion are the most important sections of the final, rigorous or habilitation thesis. Results (the Author's own opinions or the Author's own solutions to factual problems) reached by the Author must be logically arranged and adequately evaluated in the process of description. Simultaneously, all facts and knowledge must be commented on, juxtaposed to results obtained by other authors. Where appropriate, Thesis results and Discussion may constitute one separate section; and together they generally make up 30 to 40% of the thesis.

In the thesis closing section, it is necessary to briefly summarise the results achieved in relation to the objectives set, and the value added of the thesis.

If the final or habilitation thesis is written in a foreign language, it must include a summary in Slovak amounting generally to 10% of the entire scope of the thesis.

The references list contains a complete list of bibliographic references. The scope of this section is determined by the amount of bibliographic sources used, which must match citations used in the text.

Annex is an optional thesis section. It contains materials which have not been included directly in the text. Each annex starts on a new page, and contains an identification. In annexes, page numbers are provided only on the first page. The remaining pages in annexes are not numbered, or are numbered, with page numbers having a different format than one used in the final, rigorous or habilitation thesis.

13. The final, rigorous or habilitation thesis registration number contains the following data:
 - training unit number (according to the EUBA Units Code List),
 - abbreviation designating the final thesis (B - bachelor's thesis, I - master's thesis, D - doctoral thesis), rigorous thesis (R - rigorous thesis) or habilitation thesis (H - habilitation thesis),
 - year of submission of the final, rigorous or habilitation thesis,
 - the student' identification number (the student's ID card number); if the habilitation thesis Author is a EUBA employee, he/she will state the employee ID number (employee card number); if the habilitation thesis Author is an applicant outside EUBA, the number will be assigned to him/her by the Department for Research of the appropriate faculty.

The final thesis code (registration number) may thus have the following form: (16100/B/2011/0001252620).

Article 6

Citations and Bibliographic References

1. Important factors concerning citations are citation ethics and citation technique. Citation ethics determines the manner of compliance with ethical standards in regard to other people's thoughts and results contained in other documents and in references. Citation technique expresses whether and how properly, pursuant to the relevant standard, the Author links a place in the text with document references included in the list of bibliographic references (citation examples are provided in an annex hereto).

Article 7

Final and Habilitation Thesis Formatting

1. The final, rigorous and habilitation thesis is generally to be written in the Slovak language, using past tense, first person plural (*pluralis modestiae*). Subject to the consent of THE Dean of the relevant faculty and in the case of habilitation theses, subject to the consent of the Chair of the faculty's Scientific Council, the final, rigorous or habilitation thesis may be written and defended in a language other than Slovak. In such case, the thesis must include a summary in Slovak, generally amounting to 10% of the entire scope of the final, rigorous or habilitation thesis.
2. The recommended font type is Times New Roman, font size 12, and is uniform throughout the thesis. Recommended page settings: line spacing 1.5, left margin 3.5 cm, right margin 2 cm, top and bottom margin 2.5 cm, footer 1.25 cm, mirror margins for double-sided printing, first line indent 1.25 cm, justified text alignment, first-level numbering font size 16/font face bold, second-level numbering font size 14/font face bold, third-level numbering font size 14/font face italic, page format A4, portrait orientation. Double-sided printing is recommended for bachelor's and master's theses, starting from Introduction. Thesis numbering starts from the title page with page numbers being displayed from Introduction onwards. The numbering continues to the first annex page.
3. The recommended scope is around 30 - 40 pages (about 54,000 - 72,000 characters with spaces) for a bachelor's thesis, around 50 - 70 pages (about 90,000 - 126,000 characters with spaces) for a master's thesis, around 80 - 120 pages (about 144,000 - 216,000 characters with spaces) for a dissertation thesis, around 70 - 90 pages (about 126,000 - 162,000 characters with spaces) for a rigorous thesis, and up to around 150 pages (up to about 270,000 characters with spaces) for a habilitation thesis, excluding annexes.
4. The thesis is to respect formal and citation criteria as well as principles of referencing primary and secondary sources in accordance with general legal regulations and EUBA requirements.
5. If the final thesis is also submitted in hard copy, the thesis submitted must be identical to its digital version that has been entered in AiS2 and must be thermally bound (no spiral binding) to prevent removal of individual sheets.
6. Any further requirements concerning final, rigorous or habilitation thesis formatting and content may be determined by EUBA or EUBA faculties, as appropriate.

Article 8

Collection of Final, Rigorous and Habilitation Theses and Originality Check Thereof

1. Final, rigorous and habilitation theses are submitted in hard copy, thermally bound (no spiral binding) to prevent removal of individual sheets.
2. Final (bachelor's and master's) theses are submitted at the relevant training unit, in such number of copies as determined by the faculty.

3. Dissertation theses are submitted at the Department for Research and Doctoral Studies of the relevant faculty, in such number of copies as determined by the faculty.
4. Rigorous theses are submitted at the Science Section of the relevant faculty, in such number of copies as determined by the faculty.
5. Habilitation theses form part of the application for habilitation procedure that is submitted to Chair of the Scientific Council of the relevant faculty where the habilitation procedure is to be held, and are submitted in four copies.
6. The student or applicant for admission to habilitation procedure who is a EUBA employee also submits his/her final or habilitation thesis via the final thesis registration system in AiS2. The applicant for admission to habilitation procedure who is not a EUBA employee submits his/her habilitation thesis in electronic format at the faculty's Science Section, which in turn uploads the thesis to AiS2.
7. The applicant for admission to rigorous procedure submits his/her rigorous thesis in electronic format at the faculty's Science Section, which in turn uploads the thesis to AiS2.
8. The electronic version of the final, rigorous or habilitation thesis must be identical to the thesis in printed form.
9. The electronic version of the final, rigorous or habilitation thesis must be made in pdf format to allow text extraction. The document must not be a scanned version of the final thesis in printed form. The file name must have the following format: XXXXYYYSURNAME_Z (where XXXX - year of final, rigorous or habilitation thesis submission, YYY - faculty name abbreviation - NHF, OF, FHI, FPM, FMV, FAJ, PHF, UNI; SURNAME - the author's surname, Z - first letter of the author's name).
10. In addition to uploading the electronic version to the final thesis registration system, the student, or applicant for admission to rigorous or habilitation procedure, also submits his/her final, rigorous or habilitation thesis in printed form.
11. The submission by the Author of a final, rigorous or habilitation thesis, effected within the deadlines as determined by the relevant faculty, must also include the following:
 - a) written justification for extending the requested standstill period for disclosure and making available of the final, rigorous or habilitation thesis (if such extension is requested by the author), including a favourable opinion of the Dean of the relevant EUBA faculty, documented prior to concluding the license agreement; such written justification is generated by the author in AiS2, if possible.
 - b) license agreement for the use of final, rigorous or habilitation thesis concluded between the Author and the Slovak Republic represented by EUBA, generated in the AiS2 final thesis register (Annex 6) and signed, as a sign of approval with its entire content, electronically, by way of granting consent in AiS2, to serve the needs of the Central Registry of Final and Qualification Theses.
 - c) the Author's declaration of honour made in writing, whereby the Author demonstrates publication of the thesis or any part thereof in a periodical publication, or publication thereof as a non-periodical publication (if the final thesis was published in such manner) (Annex 7). The Author generates his/her declaration of honour in AiS2 and submits it to the registry operator via the EUBA information system. If the Author has no legal relationship with EUBA, particularly if he/she is in the position of a student, applicant in rigorous or habilitation procedure or employee, the Author will submit the declaration of honour to the registry operator in paper form.

- d) request to discontinue public availability of the final, rigorous or habilitation thesis or any part thereof published as part of a periodical publication, or published as a non-periodical publication (if the Author requests such discontinuation). The request to discontinue public availability of the final, rigorous, or habilitation thesis or any part thereof is generated by the Author in AiS2. The Author submits his request together with the declaration of honour to the registry operator through the EUBA information system. If the Author has no legal relationship with EUBA, particularly if he/she is in the position of a student, applicant in rigorous or habilitation procedure or employee, the Author will submit the declaration of honour to the registry operator in paper form; the request for discontinuing public availability must also contain the applicant's correspondence address and the extent of, and reasons for, such discontinuance, in addition to information concerning the name of the higher education institution, name of the relevant faculty, thesis identification number, final thesis title, final thesis type, the Author's name, surname and titles, and year of thesis submission.
 - e) special license agreement for the use of the work concluded between the Author and EUBA, generated in the AiS2 final thesis register (Annex 8) and signed, as a sign of approval with its entire content, electronically, by way of granting consent in AiS2, allowing final, rigorous and habilitation thesis to be made available through EUBA's website.
 - f) the Author's declaration on non-disclosure of the work (hereinafter "the Author's Declaration") on EUBA's website (if the Author requests such non-disclosure), including a specification of reasons wherefor the Author gives no consent to making the work available on EUBA's website (Annex 9). The Author may refuse to grant the license for disclosing the work via EUBA's website, even without giving a reason. Such Declaration is without prejudice to thesis disclosure through the Central Registry of Final, Rigorous and Habilitation Theses as defined by special regulation.¹ The Author generates the Declaration in AiS2.
12. The final thesis originality (matching rate between the text of the thesis and the database of original texts) is evaluated in the Central Registry of Final and Qualification Theses. Assessing the degree of originality is based on the following limits for the degree of overlapping with other works: for bachelor's theses - 30%, for master's theses - 30%, for dissertation theses - 20%, for rigorous theses - 20% and for habilitation theses - 20%.
 13. A thesis originality protocol for the final, rigorous or habilitation thesis (hereinafter "the Protocol") is drawn up on the originality check outcome. The outcome of the final thesis originality check is part of the state examination report. The outcome of the rigorous thesis originality check is part of the rigorous thesis records. The outcome of the habilitation thesis originality check is part of the habilitation thesis records.
 14. The thesis originality check is a necessary condition for thesis defence.
 15. If the final thesis originality exceeds the permitted limit, the student may obtain a course completion credit for preparing the final thesis, but such final thesis cannot be defended. The final Thesis Advisor notifies such fact to the person bearing main responsibility for the study programme, and the competent Programme Board determines further action and deadlines. The relevant decision for rigorous theses is made by the Chair of the Rigorous Thesis Defence Board. The appropriate decision for habilitation theses is made by the Chair of the Habilitation Procedure Board.

¹ Article 63 of the Higher Education Act

16. Whether the final, rigorous or habilitation thesis will be published or not is decided by the relevant EUBA faculty, while respecting provisions of the special license agreement. In justified cases, however, the faculty may restrict availability of the final thesis.

Article 9

Evaluation of Final, Rigorous and Habilitation Theses

1. The final thesis (bachelor's or master's thesis) is evaluated by the thesis advisor and one thesis examiner.
2. The final thesis examiner (for bachelor's and master's theses) is appointed by the head of the training unit on the Thesis Advisor's proposal from among internal EUBA employees or from among persons in the external academic environment or from among practitioners. The final thesis examiner must hold an academic degree at least at the education level matching that of the final thesis under review.
3. The number and structure of dissertation thesis examiners is determined by the field of study committee according to the EUBA internal regulation Principles of Organisation for Doctoral Studies at the University of Economics in Bratislava, as amended.
4. The number and structure of rigorous thesis examiners is determined by the EUBA internal regulation Principles of Rigorous Procedure at the University of Economics in Bratislava.
5. The number and structure of habilitation thesis examiners is determined by special regulation².
6. The Thesis Advisor evaluates the final thesis (bachelor's or master's thesis) according to the specified criteria which are common for all theses of the given type at EUBA, by creating an examiner's report in AiS2. The Thesis Advisor submits to the appropriate training unit the printed and signed examiner's report in such number of copies and within such deadlines as determined by the relevant faculty. The examiner's report becomes part of the student's state examination report.
7. The examiner evaluates the final thesis (bachelor's or master's thesis) according to the specified criteria which are common for theses of the given type at EUBA. The examiner's report must contain a score and a verbal reasoning for the score in regard to all score sections.
8. If an examiner has been assigned to a specific student for final thesis (bachelor's or master's thesis) evaluation in AiS2, the examiner will generate his/her report in AiS2. In the case of external examiners, the report will be uploaded to AiS2 by the final Thesis Advisor.
9. The signed examiner's report is submitted to the appropriate training unit by the examiner in such number of copies and within such deadlines as determined by the relevant faculty. The examiner's report becomes part of the student's state examination report.
10. Preparation of reports for rigorous and habilitation theses is governed by relevant EUBA regulations related to rigorous procedure or by special regulations related to habilitation procedure.

² Decree of the Ministry of Education, Science, Research and Sports of the Slovak Republic No. 246/2019 of 22 July 2019 on the procedure for award of the associate professor's and full professor's degrees

11. An external examiner's report that was not generated in AiS2 must be subsequently processed in AiS2. Processing and conformity in AiS2 of such examiner's report in regard to bachelor's and master's theses is the responsibility of the Thesis Advisor, and in regard to dissertation, rigorous and habilitation theses, it is the responsibility of the appropriate faculty department.
12. If examiner's reports on final, rigorous or habilitation theses are to be disclosed, the author of the appropriate examiner's report will also submit, along with the report, a signed consent to use the report on the final, rigorous or habilitation thesis (Annex 10). The wording of such consent is generated by the examiner's report's author in AiS2.

Article 10

Joint Provisions

1. Obligations related to the collection of final, rigorous or habilitation theses and to license agreement conclusion are laid down by the EUBA Rector's Order (Annex 11).
2. When a final, rigorous or habilitation thesis is uploaded to the system, EUBA AiS2 generates an identification number unique within EUBA for each such thesis.
3. If the document generated through AiS2 (final thesis Assignment and final thesis itself) is also submitted in paper form, its author is responsible for both versions being identical.
4. Final theses, rigorous theses, habilitation theses and examiner's reports thereon are submitted to the Central Registry of Final and Qualification Theses collectively, through the EUBA Centre of Information Technologies (hereinafter also referred to as "the EUBA CIT"). Final theses are submitted within deadlines set for submission and originality check of final, rigorous or habilitation theses as laid down by the relevant faculty. Examiner's reports for final, rigorous and habilitation theses are submitted to the Central Registry of Final and Qualification Theses within 90 days of the date on which such theses were sent.
5. The EUBA CIT is responsible for performing data exchanges between AiS2 and the information system of the Central Registry of Final and Qualification Theses operator, in the format as stipulated by the Decree of the Ministry of Education, Science, Research and Sports of the Slovak Republic No. 233/2011.

Article 11

Temporary and Final Provisions

1. Theses submitted in the academic year 2023-2024 and defended in the academic year 2024-2025 and later are subject to the provisions of the internal regulation 8/2021 on final, rigorous and habilitation theses.
2. This internal directive shall become valid on the date of signing thereof, and effective on 1 September 2024.
3. Upon entry hereof into force, Internal Directive 8/2021 on final and habilitation theses of 24 November 2021, as amended, shall expire and cease to have effect.

Bratislava, on this 24th day of January 2024
PhD.

prof. Ing. Ferdinand Daňo,

Rector

Annexes

Annex 1 - Sample Cover of Final, Rigorous or Habilitation Thesis

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Annex 3 - Sample Abstract for Final, Rigorous or Habilitation Thesis

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Annex 7 - Sample Declaration of Honour on Final, Rigorous or Habilitation Thesis
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Annex 11 - Rector's Order on Final, Rigorous and Habilitation Theses Including Annex

Annex 1 - Sample Cover of Final, Rigorous or Habilitation Thesis

UNIVERSITY OF ECONOMICS IN BRATISLAVA
FACULTY NAME

Registration No.:

THESIS TITLE

THESIS SUBTITLE

Thesis designation (e.g. Bachelor's thesis, Master's thesis, Dissertation thesis,
Rigorous thesis, Habilitation thesis)

Year of thesis submission

Author's name, surname and titles

UNIVERSITY OF ECONOMICS IN BRATISLAVA
FACULTY NAME

THESIS TITLE

THESIS SUBTITLE

Study programme: (study programme name) (for habilitation theses, the field of habilitation and inaugural procedure is specified)

Field of study: (field of study name)

Training unit: (name of department, institute),

Final thesis advisor (for bachelor' and master's theses): (name, surname and titles)

Supervisor (for dissertation theses): (name, surname and titles)

Consultant: (name, surname and titles) (if appointed)

Person entrusted to act as a rigorous thesis advisor (for rigorous theses): (name, surname and titles)

Place and year of thesis submission
(e.g. Bratislava 2024)

Author's name, surname and titles

Annex 3 - Sample Abstract for Final, Rigorous or Habilitation Thesis

ABSTRACT

SURNAME, Name: *Final thesis name*. - University of Economics in Bratislava. Faculty name, Department name. - Final or rigorous thesis advisor (for dissertation theses, supervisor): titles before name, name and surname, titles after name. - Bratislava: faculty abbreviation (e.g. NHF EU), year, number of pages (e.g. 70 pp.)

The final thesis objective was to

.....
.....
.....
..... Data were obtained from The following method was used to process
the data Thesis
results are as follows
The thesis value added lies in

Keywords:

ABSTRACT

Render the Slovak version of the abstract into English or any other foreign language, and provide identification data at the beginning of the abstract.

Annex 4 - Sample Table of Contents of Final, Rigorous or Habilitation Thesis

TABLE OF CONTENTS	p.
Introduction	xx
1 Current state of issues addressed - in Slovakia and abroad	xx
1.1 (sub-chapter title) xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	xx
1.1.1 (section title) xxxxxxxxxxxxxxxxxxxxxxxxxxxxx	xx
1.1.2 (section title) xxxxxxxxxxxxxxxxxxxxxxxxxxxxx	xx
1.1.3	xx
1.1.4	xx
1.2 (sub-chapter title) xxxxxxxxxxxxxxxxxxxxxxxxxxxxx	xx
.....	xx
.....	xx
2 Thesis objective	xx
3 Thesis methodology and Research methods	xx
4 Thesis results	xx
4.1 (sub-chapter title) xxxxxxxxxxxxxxxxxxxxxxxxxxxxx	xx
4.1.1 (section title) xxxxxxxxxxxxxxxxxxxxxxxxxxxxx	xx
4.1.2 (section title) xxxxxxxxxxxxxxxxxxxxxxxxxxxxx	xx
4.1.3 (section title) xxxxxxxxxxxxxxxxxxxxxxxxxxxxx	xx
4.2 (sub-chapter title) xxxxxxxxxxxxxxxxxxxxxxxxxxxxx	xx
4.2.1 (section title) xxxxxxxxxxxxxxxxxxxxxxxxxxxxx	xx
4.2.2 (section title) xxxxxxxxxxxxxxxxxxxxxxxxxxxxx	xx
.....	xx
.....	xx
5 Discussion	xx
Conclusion	xx
Summary (only if the thesis has been prepared in a language other than Slovak)	xx
List of references	xx
Annexes (if included in the thesis)	xx

x - add relevant particulars

In bachelor's and master's theses it is possible to merge section 2 and 3 into one - Thesis objective & Thesis methodology and Research methods, and sections 4 and 5 into one - Thesis results & Discussion.

BIBLIOGRAPHIC REFERENCES

in accordance with the standard STN ISO 690: Information and documentation: Guidelines for bibliographic references and citations to information resources.

Citing is taking any text or part of a cited document:

1. verbatim text (quotation),
2. modified text or any part thereof (paraphrase),
3. research results,
4. tables, graphs, figures.

Citing is necessary also if there is a reference to a publication in the text.

Commonly used expressions (e.g. sayings, proverbs), generally recognised historical data and theoretical arguments that are frequently and publicly discussed are not cited.

General principles of citing

- Prescribed information is taken from the cited document: title page or its equivalent, masthead, table of contents, first page of an article, entire document etc.
- Information obtained from another source is provided in square brackets (e.g. translation of a title, additional information).
- If some mandatory elements are not found in the document, they are omitted.
- The prescribed order, data format, punctuation and spacing are preserved.
- Each citation element must be clearly separated from the next one with a punctuation mark. Data groups are separated with a period and a space.
- Data elements are provided in the language of the cited document (except for notes and additional information).
- It is not necessary to preserve capital letters or punctuation used in the cited documents, if this is not in keeping with the rules of the given language.
- In accordance with ISO 690 it is possible to use Slovak abbreviations (vyd., roč., č.), but it is also possible to use equivalent words in foreign languages (ed., vol., no.).
- The bibliographic reference ends with a period. If the last information element is the availability information (URL), the period is not used.

1. Printed books, monographs, scholarly and qualification works

Description elements:

Author's SURNAME, author's name - Co-author's SURNAME, co-author's name. Title: subtitle.
Edition. Place of publication: Publisher, date of publication. Number of pages. ISBN.

If there are three authors, they are separated with a dash. If there are more than three authors, only the first author is listed, appended with the abbreviation "a kol." or "et al.", if a foreign work is involved. The designation "First edition" must not be stated in the reference description.

Examples:

LISÝ, Ján et al. *Ekonomía*. 1st ed. Praha : Wolters Kluwer, 2016. 621 pp. ISBN 978-80-7552-275-7.

HOREHÁJOVÁ, Mária - MARASOVÁ, Jana. *Mikroekonómia 2 : teória spotrebiteľ'a*. Bratislava: Wolters Kluwer, 2014. 128 pp. ISBN 978-80-8168-054-0.

HALAŠOVÁ, Darina. *Analýza lexiky používanej v hospodárskych vzťahoch krajín Európskej únie: dissertation thesis*. Supervisor: Marta Grossmanová. Bratislava, 2017. 138 pp.

If the cited work is indicated in a footnote, instead of the total number of pages, only the page is provided from which the final thesis Author took the relevant idea, e.g.

OBERT, Viliam. *Návraty a odkazy*. Nitra: Univerzita Konštantína Filozofa, 2006. p. 129. ISBN 80-8094-046-0.

For final theses, it is also possible to use a citation method based on the first element (name) and date where the first element (the author's surname or the first title word) and the year of publication for the document cited is provided in brackets. If the first element is already given in the text, only the year is supplied in the brackets following the first element. If needed, the cited pages are provided in brackets after the year. If two or more documents have an identical first element and an identical year, they are distinguished from one another by adding lower-case letters (a, b, c etc.) after the year inside the brackets. The same applies to the list of bibliographic references.

2. Print journal article

Description elements:

Author's SURNAME, author's name - Co-author's SURNAME, co-author's name. Title: subtitle. In Source document title: subtitle. Place of publication: Publisher, year of publication, volume, issue, page range. ISSN.

Example:

LIPTÁKOVÁ, Katarína. Mobilita práce ako výrobného faktora vo vybraných krajinách Európskej únie. In *Ekonomické rozhľady: Scientific journal of the University of Economics in Bratislava*. Bratislava: University of Economics in Bratislava, 2017, vol. 46, no. 1, p. 60-78. ISSN 0323-262X.

3. Printed proceedings or monograph article

Description elements:

Author's SURNAME, author's name - Co-author's SURNAME, co-author's name. Title: subtitle. In Source document title: subtitle. Place of publication: Publisher, year of publication, page range. ISBN.

Example:

BARTOŠ, Adam – KOVÁČIKOVÁ, Anna. The principle of the influence of social conditions on the foundation and development of cooperatives. In *EDAMBA 2016: conference proceedings: international scientific conference for doctoral students and post-doctoral scholars: University of Economics in Bratislava, Slovak Republic, 10 - 12 April 2016*. Bratislava: Publishing House EKONÓM, 2016, p. 10-20. ISBN 978-80-225-4261-6.

4. Electronic documents - monographs, online proceedings on CD-ROM

Description elements:

Author's SURNAME, author's name - Co-author's SURNAME, co-author's name. Name: subtitle [medium designation]. Edition. Place of publication: Publisher, date of publication. Number of pages. [Date of citation]. ISBN. Availability information

Example:

SIVÁK, Rudolf - GERTLER, Ľubomíra - KOVÁČ, Urban. *Teória a politika rizika vo financiách a v bankovníctve* [e-source]. 1st ed. Bratislava: Sprint 2, 2015. 443 pp. ISBN 978-80-89710-19-5.

Available at: <ftp://193.87.31.84/0213987/2015.pdf>

GRISÁKOVÁ, Nora. *Mikroekonómia* [e-source]. Bratislava, [2012], online. 36 pp. [cit. 2017-06-06]. Available at: http://www.fses.uniba.sk/Maximalizacia_uzitocnosti.pdf

5. Articles in electronic journals and proceedings, and other papers

Description elements:

Author's SURNAME, author's name - Co-author's SURNAME, co-author's name. Title: subtitle [medium designation]. In Source document title: subtitle. Place of publication: Publisher, date of publication, volume, issue, page range [date of citation]. ISSN. Availability information

Example:

TKÁČ, Michal and BLAŠČÁK Pavel. Forex prediction using neural networks. In *Acta oeconomica Cassoviensia: scientific journal* [online]. Košice: PHF EU Košice, 20.10. 2016, vol. 9, no. 1, p. 29-39. ISSN 1337-6020. Available at: <http://acta.euke.sk/uploads/Acta20201620No201.pdf>

6. Standards

Description elements:

Designation and number of the standard: year of publication (not year of approval or year of coming into effect): Title of the standard

Example:

STN ISO 690:1998: Documentation – Bibliographic references – Content, form and structure.

APA citation style

The **APA** citation style developed under the auspices of the American Psychological Association determines the appearance of a citation and of the references list. The APA citation style uses only one method of in-text citation - the "**author, date**" format. The references list is sorted alphabetically by the reference, i.e. usually by the surname.

In-text citation - referencing

The cited document is referred in the text in parentheses enclosing as referencing information the first author's element and the year of the cited document's publication. If needed, the cited pages are provided after the year of publication.

If the author's name occurs naturally in the text, it is only supplemented by the year in parentheses.

Example: "Heretofore results show that Novák (2023) carried out ...".

If the first author's element has already been used in the text, only the year is provided in the next citation(s).

If there is more than one document having the same author and year of publication, they are distinguished from one another by lower-case letters appended to the year of publication. *Example: Novák (2023a), Novák (2023b)*. Such letters are then also supplied in the references list.

When there is a reference to several resources, such resources are provided in the parenthesis in alphabetical order, separated by a semicolon. *Example: (Hronová, 2003; Novák, 2020; Šmíd, 2018)*.

Name abbreviations are not used (e.g. Jr.).

Even if there is a more specific date provided in the source, only the year is used for citation.

Citation formats for multi-authored documents cited

Single author

(Surname, year of publication)

(Surname, year of publication, page numbers)

Examples:

(Novák, 2023)

(Novák, 2023, pp. 48-52)

Two authors - the conjunction **and** or character **&** is used

(Surname **and** Surname, year of publication)

(Surname & Surname, year of publication)

Examples:

(Novák and Červenáková, 2020)

(Novák & Červenáková, 2021, p. 38)

Three and more authors – only the first author is provided; the names of the remaining authors are replaced with the phrase **et al.**

(Surname **et al.**, year of publication)

Examples:

(Novák et al., 2018)

(Novák et al., 2018, p. 128)

If a corporation/institution is the author, the entire name and, as the case may be, the abbreviation thereof is supplied. If there is more than one reference to one institution, its abbreviation will be used for the first instance in addition to the entire name. For the next occurrence, it is sufficient to provide only the abbreviation.

Examples:

(Statistical Office of the Slovak Republic [ŠÚ SR], 2018)

(ŠÚ SR, 2023)

Creating a references list

General rules for creating bibliographic records in the references list:

1. The references list is not numbered.
2. All sources cited in the text must also be provided in the references list.
3. The spelling of author names in citations must match the spelling used in the references list.
4. The year of publication in a citation must match the year used in the references list.
5. If no author or copyright owner (organisation) is specified in the cited document, the item is ordered alphabetically by the name of the work.
6. Publication and range are provided in English irrespective of the language of the document.
7. The bibliographic record must contain the following data:
 - Author (person or institution)
 - Date of publication
 - Title of the work or a part thereof (journal article or proceedings paper)
 - Source - publisher, journal title, URL, DOI etc.

Data are entered as follows:

Author

- primary authorship - can be an author or editor
- inverted format is used, small capital letters are not used - *e.g. Surname, K.*
- two authors are joined with the character **&** - *e.g. Novák, A. & Červenková, F.*
- A maximum of 20 authors are given, i.e. "et al." is not used as in the case of in-text citations. Author names are separated by commas; the last two authors are joined with the "&" character
- if there are more than 21 authors, the first 19 of them are listed and the name of the last author is placed after three dots.
- the editor's role is indicated in capital letters in parentheses – *e.g. Paucher, J. V. (Ed.)* or *Paucher, J. V. & Nickman, H. (Eds.)*
- if the authorship information is missing, the record starts with the document title

Date of publication

- given in parenthesis, following primary authorship information
- if the document has not yet been published, the phrase "in press" is used
- if no date of publication is provided, the abbreviation "n. d." is used
- it can be provided in the following formats: year, year and month, entire date, range

Title of the work or a part thereof

- in the case of separate publications (monograph, book), the title is given in italics
- article titles or proceedings paper titles are not given in italics; italics is used to designate the source document

Edition

- only the second edition and higher are provided
- provided in English - e.g. *4th ed.*

Place of publication

- not listed

Publisher

- information such as "spol. s r. o.", "a. s.", "Ltd." are not provided.

Source document - proceedings, journal, periodical publication

- shown after the word "In"
- the title is provided in italics
- the volume is provided in italics; the issue is given as a number enclosed in parentheses, without a space, e.g. *28(6)*

Range

- not provided in monographs and books as a whole
- it is provided only when a page range is to be indicated
- the page range is indicated using the abbreviation **pp.**; for a specific page **p.** is used

ISBN, ISSN and any other standard international numbers

- are not provided

DOI (Digital Object Identifier)

- specified for each document that has a DOI assigned

Document type

- specific document types are given in square brackets - e.g. [master's thesis]

Electronic documents

- if a document can be identified through its URL or DOI, the medium type is not provided
- if the electronic document is available on a data medium, the medium type is provided in square brackets - e.g. [DVD], [CD-ROM]
- for specific documents, the document type is given in square brackets - e.g. [Computer software], [Poster presentation], [Data file]

Examples of bibliographic records in references list**Monograph / book / proceedings / encyclopaedia as a whole**

Báraňová-Čiderová, D. (2007). *Rozšírenie EÚ na východ: prínosy a riziká rozšírenia Európskej únie o krajiny strednej a východnej Európy pre EÚ*. Vydavateľstvo EKONÓM.

Baláž, P., Ferencíková, S., Filip, J., Gaval'ová, V., Knapik, P., Pavelka, L., Poliačik, I., Šaková, B., Šíbl, D., & Zorkóciová, O. (2005). *Medzinárodné podnikanie*. 4th ed. Sprint vfra.

Riadenie ľudí v digitálnom svete: zborník abstraktov z medzinárodnej vedeckej konferencie, 1. február 2023 - Zvolen. (2023). Univerzita sv. Cyrila a Metoda v Trnave.

OECD. (2009). *Creating effective teaching and learning environments: First results from TALIS*. <https://www.oecd.org/education/school/creatingeffectiveteachingandlearningenvironmentsfirstresultsfromtalis.htm>

Short, J. R. (2022). *Geopolitics*. Rowman & Littlefield. <https://search.ebscohost.com/login.aspx?direct=true&db=nlebk&AN=2996541&lang=sk&site=ehost-live>

Soares da Silva, A. & Waradzin, E. (Eds.). (2021). *Figurative Language - Intersubjectivity and Usage*. John Benjamins Publishing Company. <https://doi.org/10.1075/ftl.11>

Proceedings paper / Book chapter

Novák, J. (2023). Systém vyhodnocovania študentských ankiet ako nástroj podpory učenia sa študentov: Student Survey Evaluation System As a Tool for Supporting Student Learning. In *Pedagogica Actualis XIV.: podpora a inklúzia vo vzdelávaní I*, pp. 197-211.

Journal article

Korcsmáros, E. & Kinczerová, A. (2023). The Role of Customer Orientation in the Operation of SMEs. In *Ekonomické rozhľady: vedecký časopis Ekonomickej univerzity v Bratislave*, 52(2), pp. 72-80. <https://doi.org/10.53465/ER.2644-7185.2023.2.72-80>

Website

University of Economics in Bratislava. (2024). *Projekty a ich manažment*. <https://euba.sk/veda-vyskum/projekty/projekty-a-ich-manazment>

Contribution on a webpage

World Health Organization. (2024, January 18). *WHO releases AI ethics and governance guidance for large multi-modal models*. <https://www.who.int/news/item/18-01-2024-who-releases-ai-ethics-and-governance-guidance-for-large-multi-modal-models>

Standard

Office for Standardisation, Metrology and Testing of the Slovak Republic. (2012). *Information and documentation. Guidelines for bibliographic references and citations to information resources (STN ISO 690:2012)*.

Additional guidelines for the use of the citation standard APA, 7th edition

AUCKLAND UNIVERSITY OF TECHNOLOGY (2020). *APA 7th Referencing Style Guide*. AUT Library. <https://aut.ac.nz/libguides.com/APA7th>

CSUDH University Library. (n.d.). *About APA 7th Edition*. CSUDH Library. <https://libguides.csudh.edu/citation/apa-7>

Olympic College. (2019). *APA Citation Style, 7th Edition*. OC Libraries. https://libguides.olympic.edu/ld.php?content_id=52126614

University of Newcastle. (2020). *Quick Guide to APA 7th Referencing*. University of Newcastle Library Guides https://libguides.newcastle.edu.au/ld.php?content_id=47712050

Annex 6 - Sample License Agreement for Use of Final, Rigorous or Habilitation Thesis to Make Thesis Centrally Available

LICENSE AGREEMENT FOR USE OF FINAL, RIGOROUS AND HABILITATION THESIS³

concluded under Article 65 *et seq.* of the Act No. 185/2015, Copyright Act, as amended (hereinafter "the Copyright Act") and under Article 63 of the Act No. 131/2002 on higher education institutions and on amendments and supplements of certain laws, as amended (hereinafter "the Act")

by and between:

Title, name and surname:

Date and place of birth:

Address of permanent residency:

(hereinafter "the Author")

and

the Slovak Republic represented by the higher education institution:

Higher education institution: University of Economics in Bratislava

Faculty:

Address: Dolnozemska cesta 1, 852 35 Bratislava 5

Registration No.:

(hereinafter "the User" or "the Licensee")

Article 1

Subject Matter of Agreement

The subject-matter hereof is granting of the Author's consent to the User to use the work specified in Article 2 hereof (hereinafter "the License") under the terms and conditions as agreed upon herein.

Article 2

Work Specification

Work title:

Work type⁴:

Study programme No.⁵:

Study programme name:

Thesis identification No.: generated by the higher education institution's information system

³ delete as applicable

⁴ bachelor's final thesis, master's final thesis, dissertation final thesis, rigorous thesis, habilitation thesis

⁵ first four numbers of the code according to the Decree of the Statistical Office of the Slovak Republic No. 114/2011 whereby the Branches of Study Statistical Classification is issued

Article 3

Use of Work and Scope of License

1. The Author agrees with the publication of the work and grants the User consent to making of the digital copy of the work available to the public in a manner allowing wholesale access⁶, solely via the Central Registry of Final, Rigorous and Habilitation Theses (hereinafter "Register").
2. The User is entitled to make the work available to the public after the inclusion of the work in the Registry
 - not earlier than months⁷ after the registration of the work,
 - with no standstill period.
3. The User is entitled to make the work available to the public
 - only with the use of,
 - even without the use of,such technological measures that prevent the public from permanently storing the work on a memory medium, or from printing it.
4. The License granted by the Author to the User hereunder is non-exclusive and territorially unrestricted.
5. The Author grants the User the License for the period of 70 years from the date of the work's registration in the Registry.

Article 4

Remuneration

1. The Author grants the Licensee the License without consideration.

Article 5

Final Provisions

1. This Agreement is concluded in writing and is executed
 - in two paper copies, of which each Party shall receive one,
 - in electronic format in EUBA's AiS2.
2. This Agreement shall come into force and effect on the date of signing by both Parties; signing is also deemed to mean replacement of the signature by mechanical means. This Agreement shall expire and cease to have effect on the date when the Registry operator permanently stops making the work available to the public under Article 63(12) of the Act. If any of the provisions hereof becomes invalid, ineffective or unenforceable, it shall be without prejudice to the effect, validity and enforceability of the remaining contractual arrangements.
3. The Parties hereby declare that they have concluded this Agreement freely and with serious intentions, have not acted in pressure or under misrepresentation, understood its content in witness whereof they sign it
 - by their own signatures,
 - by mechanical means⁸.

Bratislava, on this day of

Bratislava, on this day of

.....

Author

.....

User/Licensee represented by
Rector, or person authorised by the Rector

⁶ Article 4(2) of the Act No. 211/2000 on free access to information and on amendments and supplements of certain laws (Freedom of Information Act) as amended

⁷ whole number ranging from 1 to 12, or subject to the Rector's or Dean's consent, to 36

⁸ Article 40(3) of the Civil Code

**DECLARATION OF HONOUR ON FINAL, RIGOROUS OR HABILITATION
THESIS PUBLICATION IN PERIODICAL OR NON-PERIODICAL
PUBLICATION⁹**

Title, name and surname:
Date and place of birth:
Address of permanent residency:
Higher education institution:
Faculty:

I declare on my honour that

- final thesis
 - bachelor's thesis
 - master's thesis
 - dissertation thesis
- habilitation thesis

entitled:

and authored by me, was

- prior to its submission,
- after its submission

to the Central Registry of Final, Rigorous and Habilitation Theses published

- in its entirety
- in part

as

- a periodical publication
 - entitled:
 - publisher:
 - ISSN:
 - serial number under which the work has been published:
- a non-periodical publication
 - publisher:
 - year of publication: print run: ISBN:

If only a part of the work has been published, I provide page numbers in the pdf document submitted to EUBA's AiS2 in respect of the pages published:

Bratislava, on this day of

.....

Author

⁹ If the final, rigorous or habilitation thesis, or any part thereof, was published in more than one periodical or non-periodical publication, the author may provide information on all published thesis parts and on all publications in a single declaration of honour

Annex 8 - Sample License Agreement for Use of Final, Rigorous or Habilitation Thesis to Make Thesis Available Through EUBA's Website

LICENSE AGREEMENT FOR USE OF WORK

concluded under Article 65 *et seq.* of the Act No. 185/2015, Copyright Act, as amended (hereinafter "Copyright Act")

by and between:

Author:

Title, name and surname:

Date and place of birth:

Permanent residence:

(hereinafter "the Author")

and

Licensee:

Higher education institution: University of Economics in Bratislava

Faculty:

Address: Dolnozemská cesta 1, 852 35 Bratislava

Registration No.: 00399957

Represented by: Thesis Advisor, or Supervisor (titles, name and surname)

(hereinafter "the Higher Education Institution")

Article 1

Subject Matter of Agreement

1. The subject-matter hereof is granting of the Author's consent to the Licensee to use the work (hereinafter "Work") specified in Article 2 hereof (hereinafter "License") under the terms and conditions agreed upon herein.

Article 2

Scholarly Work Specification

1. Work type¹⁰:

Other work (described as):

Work title:

Thesis identification number generated by the higher education institution's information system:

Date of work submission to the Central Registry of Final, Rigorous and Habilitation Theses:

2. The Work under paragraph 1 above has been created by its Author, who is a Higher Education Institution student, or a participant in rigorous or habilitation procedure at the higher education institution that is the Licensee hereunder.

¹⁰ bachelor's thesis, master's thesis, dissertation thesis, rigorous thesis, habilitation thesis

Article 3

Use of Scholarly Work and Scope of License

1. The Author grants the Licensee the right to make the digital copy of the scholarly work for preservation and bibliographic registration of the work in accordance with the Act No. 126/2015 on libraries and on amendments and supplements of the Act No. 206/2009 on museums and galleries and on protection of objects of cultural significance and on amendments of the Act of the Slovak National Council No. 372/1990 on misdemeanours with its successive amendments, as amended by the Act No. 38/2014 with later amendments.

2. The Author grants the Licensee the License in the following scope:

making of the digital copy of the Work available, without restriction, on the Licensee's website through the publicly available electronic catalogue of an academic library **without undue delay** after an effective grant of the consent, including the right to grant a sub-license to a third party for study, research, education and information purposes,

making of the prepared digital copy of the Work available, **without restriction**, on the Licensee's website through the publicly available electronic catalogue of an academic **library after a period of years** from the conclusion hereof, including the right to grant a sub-license to a third party for study, research, education and information purposes,

making of the digital copy of the Work available on the Licensee's website through the publicly available electronic catalogue of an academic library **after a period of years** from the conclusion hereof, **solely to users inside the Higher Education Institution** (access verification based on IP addresses, or login/password-based access verification), including the right to grant a sub-license to a third party for study, research, education and information purposes,

making of the digital copy of the Work available through an academic library **solely to users inside the Higher Education Institution** (access verification based on IP addresses, or login/password-based access verification),

making only of the final thesis annotation and abstract available, if the Author does not consent to publishing the entire text. The Author may provide his/her contact data (optional), telephone

....., e-mail:.....

3. The License granted by the Author to the Licensee hereunder is non-exclusive.

4. The Author grants the Licensee the License for an indefinite period of time in accordance with the duration of the Author's economic rights under Article 32 of the Copyright Act.

5. Upon cessation of existence of the Licensee as a legal person that has been granted the License, all rights and obligations herefrom pass on to the Licensee's legal successor.

Article 4

Remuneration

The Author grants the Licensee the License without consideration.

Article 5

Work Originality and Inalterability

1. The Author declares to have created the Work by the Author's own independent innovative activity, and furthermore declares that the Work is original.

2. The Author guarantees that all copies of the Work, irrespective of its medium, are identical in terms of content.

3. The Licensee may in no way interfere with the content of the Work.

Article 6
Final Provisions

1. This Agreement is made electronically in AiS2.
2. This Agreement shall become valid on the date of signing thereof, and effective upon a successful defence of the Work at the Higher Education Institution.
3. This Agreement may only be amended or supplemented by written appendices signed by both Parties.
4. Relations not governed hereby are subject to generally binding legal regulations valid and effective in the territory of the Slovak Republic, particularly to provisions of the Copyright Act, Civil Code and Act No. 131/2002 on higher education institutions and on amendments and supplements of certain laws, as amended.
5. The Parties hereby declare that they have concluded this Agreement freely and with serious intentions, have not acted in pressure or under misrepresentation, understood its content in witness whereof they attach their own signatures.

Bratislava, on this day of

.....

Author

.....

Licensee

Annex 9 - Sample Declaration on Providing Final, Rigorous or Habilitation Thesis with No Possibility of Making Thesis Available Through EUBA's Website

DECLARATION ON PROVIDING WORK WITH NO POSSIBILITY OF MAKING IT AVAILABLE¹¹

Titles, name and surname:

Date and place of birth:

Permanent residence:

Higher education institution:

Faculty:

Address:

Registration No.:

Work type¹²:

Other work (described as):

Work title:

Thesis identification No.: AiS2 generated

Date of work submission to the Central Registry of Final, Rigorous and Habilitation Theses:

The Author declares that the Work is being provided by the Author without the possibility of making it available through the higher education institution's website for the following reasons:

- the Work was created under a contract concluded with another legal person,
- there is patent registration proceedings pending in respect of the Work's content (or any part thereof),
- any other serious reason (in accordance with Article 93 of the Act No. 185/2015, Copyright Act, as amended):

Reasoning:

.....
.....

This shall be without prejudice to making of the Work available through the Central Registry of Final, Rigorous and Habilitation Theses under a special regulation.¹³

Bratislava, on this day of

.....
signature of Author

.....
name, surname
and signature of head
of the training unit

¹¹ completed only if the Author or Supervisor disagrees with thesis disclosure

¹² bachelor's, master's, dissertation, rigorous, habilitation thesis

¹³ Article 63 of the Act No. 131/2002 on higher education institutions and on amendments and supplements of certain laws, as amended,

Annex 10 - Sample License Agreement for Use of Final, Rigorous or Habilitation Thesis Examiner's Report

LICENSE AGREEMENT FOR USE OF FINAL, RIGOROUS AND HABILITATION THESIS EXAMINER'S REPORT¹⁴,

concluded under Article 65 *et seq.* of the Act No. 185/2015, Copyright Act, as amended (hereinafter "Copyright Act")

by and between:

Title, name and surname:

Date and place of birth:

Permanent residence:

Relation to Work¹⁵:

(hereinafter "the Examiner's Report Author")

and

the Slovak Republic represented by the higher education institution:

Higher education institution: University of Economics in Bratislava

Faculty:

Address: Dolnozemska cesta 1, 852 35 Bratislava

Registration No.:

(hereinafter "the User" or "the Licensee")

Article 1

Subject Matter of Agreement

The subject-matter hereof is granting of consent by the Examiner's Report Author to the User to use the Work specified in Article 2 hereof (hereinafter "the License") under the terms and conditions as agreed upon herein.

Article 2

Work Specification

Examiner's report¹⁶ on final, rigorous and habilitation thesis

Thesis title:

Name and surname of the Author of the Work:

Study programme name:

Study programme No.¹⁷:

Thesis identification number generated by the higher education institution's information system:

Article 3

Use of Work and Scope of License

1. The Examiner's Report Author agrees with the publication of the Work and grants the User consent to make the digital copy of the Work available in a manner allowing wholesale access¹⁸, solely via the Central Registry of Final, Rigorous and Habilitation Theses (hereinafter "the Register").

¹⁴ delete as applicable

¹⁵ examiner, supervisor, final or rigorous thesis advisor, reviewer, another person

¹⁶ bachelor's, master's, dissertation, rigorous, habilitation thesis

¹⁷ first four numbers of the code according to the Decree of the Statistical Office of the Slovak Republic No. 114/2011 whereby the Branches of Study Statistical Classification is issued

¹⁸ Article 4(2) of the Act No. 211/2000 on free access to information and on amendments and supplements of certain laws (Freedom of Information Act), as amended

2. The User is entitled to make the Work available to the public not earlier than the date of making available of the final or habilitation thesis to which the Work applies.

3. The User is entitled to make the Work available to the public

only with the use of,

even without the use of,

such technological measures that prevent the public from permanently storing the Work on a memory medium, or from printing it.

4. The License granted by the Examiner's Report Author to the User hereunder is non-exclusive and territorially unrestricted.

5. The Examiner's Report Author grants the User the License for the period of 70 years from the date of registration in the Central Registry of Final, Rigorous and Habilitation Theses of the thesis to which the Work applies.

Article 4 Remuneration

The Examiner Report's Author grants the Licensee the License without consideration.

Article 5 Final Provisions

1. This Agreement is concluded in writing and is executed

in two paper copies, of which each Party shall receive one,

in electronic format in EUBA's AiS2.

2. This Agreement shall come into force and effect on the date of signing by both Parties; signing is also deemed to mean replacement of the signature by mechanical means. If any of the provisions hereof becomes invalid, ineffective or unenforceable, it shall be without prejudice to the effect, validity and enforceability of the remaining contractual arrangements.

3. The Parties hereby declare that they have concluded this Agreement freely and with serious intentions, have not acted in pressure or under misrepresentation, understood its content in witness whereof they sign it

by their own signatures,

by mechanical means.¹⁹

Bratislava, on this day of

Bratislava, on this day of

.....

Examiner's Report Author

.....

User/Licensee represented by
Rector, or person authorised by the Rector

¹⁹ Article 40(3) of the Civil Code

Annex 11 - Rector's Order on Final, Rigorous and Habilitation Theses Including Annex

The Rector of the University of Economics in Bratislava (hereinafter also referred to as "EUBA" or "the University") is issuing, in conjunction with implementation of the Internal Directive 1/2024 entitled Final, Rigorous and Habilitation Theses, this Order

obliging

1. all EUBA personnel responsible:

- to ensure hereunder performance of all work related to processing, collection and storage of final theses (bachelor's, master's and dissertation theses), rigorous theses and habilitation theses (hereinafter also referred to as "the thesis") under Internal Directive 1/2024 entitled Final, Rigorous and Habilitation Theses (hereinafter also referred to as "the Directive").

For the purposes of implementing paragraph 1(a) hereof, the following persons are authorised to carry out the following activities:

- appropriate units' executive employees (department heads) are authorised to conclude the following agreements with the final thesis Author via the Academic Information System (hereinafter also referred to as "AiS2" or "the system"):
 - license agreement for the use of the final thesis, concluded between the Author and the Slovak Republic represented by EUBA, to make the thesis centrally accessible, and
 - special license agreement between the Author and EUBA on using the thesis for the purposes of making it available on EUBA's website,
- faculty Deans are authorised to conclude electronically, via AiS2, the following agreements with the Author of a rigorous or habilitation thesis:
 - license agreement for the use of rigorous or habilitation thesis, concluded between the Author and the Slovak Republic represented by EUBA to make rigorous and habilitation theses centrally accessible, and
 - special license agreement between the Author and EUBA for the use of the thesis in order to make it available on EUBA's website,

2. all Thesis Advisors, persons authorised to be rigorous thesis advisors, and Supervisors; in the case of habilitation theses, Dean of the appropriate faculty:

- a) to notify Authors of their obligation as defined in Directive 1/2024 and herein, in good time before their obligation is to be discharged,
- b) to conclude with a student, applicant for admission to rigorous procedure, or applicant for admission to habilitation procedure a license agreement and a special license agreement,
- c) to prepare a report on the final thesis in the system based on the specified criteria no later than three working days prior to the first day of the state examination in the relevant study programme,
- d) to submit to the appropriate training unit a printed and signed report in such number of copies and within such deadlines as determined by the relevant faculty,
- e) bachelor's and master's Thesis Advisors to ensure that the external examiner's report on the thesis is processed in the system (unless such report has been generated in the system directly by the external examiner),

- f) the Dean of the relevant faculty to ensure, through the faculty's competent department, that external examiners' report on dissertation, rigorous and habilitation theses are processed in the system (unless such report has been generated in the system directly by the external examiner),
- g) department heads to sign electronically, in AiS2, a statement of consent to the licensing terms and conditions concerning the use of final theses no later than the date of final thesis defence,
- h) faculty Deans to sign electronically, in AiS2, a statement of consent to license agreements on the use of rigorous or habilitation theses no later than the date of rigorous or habilitation thesis defence.
- i) to submit, along with the examiner's report, the signed license agreement on the use of the final, rigorous or habilitation thesis report, if final, rigorous or habilitation thesis reports are to be disclosed.

3. all students who are to submit and defend their final theses in the given year, all applicants for admission to rigorous procedure and all applicants for admission to habilitation procedure:

- a) to conclude, with EUBA, a license agreement and a special license agreement for the use of the final, rigorous or habilitation thesis, generated in AiS2, and to sign such agreement, as a sign of approval with its entire content, electronically, via AiS2, on uploading the final, rigorous or habilitation thesis into AiS2,
- b) in the case of a final thesis, to upload one's final thesis to the system on the portal <https://ais2.euba.sk> according to the individual faculties' final thesis defence schedule; the electronic version of the thesis must be identical to its printed form. The electronic version of the final thesis must only be made in pdf format to allow text extraction. The document must not be a scanned version of the final thesis printed form. The file name must have the following format: XXXXYYYYSURNAME_Z (where XXXX - year, YYY - faculty name abbreviation - NHF, OF, FHI, FPM, FMV, PHF, UNI; Z - first letter of the Author's name);
- c) in the case of a rigorous thesis, to upload one's rigorous thesis to the system through the appropriate faculty's Science and Research Section on the portal <https://ais2.euba.sk> no later than 1 month prior to the rigorous thesis defence; the electronic version of the thesis must be identical to its printed form. The electronic version of the rigorous thesis must only be made in pdf format to allow text extraction. The document must not be a scanned version of the rigorous thesis printed form. The file name must have the following format: XXXXYYYYSURNAME_Z (where XXXX - year, YYY - faculty name abbreviation - FAJ; Z - first letter of the Author's name). Rigorous thesis Authors who have no legal relationship with EUBA request assignment of identification data for accessing the system from the EUBA Centre of Information Technologies (hereinafter also referred to as "the EUBA CIT") through the Dean's Office of the appropriate faculty;
- d) in the case of a habilitation thesis, to upload one's habilitation thesis to the system on the portal <https://ais2.euba.sk> no later than 1 month prior to the habilitation thesis defence; the electronic version of the thesis must be identical to its printed form. The electronic version of the habilitation thesis must only be made in pdf format to allow text extraction. The document must not be a scanned version of the habilitation thesis printed form. The file name must have the following format: XXXXYYYYSURNAME_Z (where XXXX - year, YYY - faculty name abbreviation - NHF, OF, FHI, FPM, FMV, PHF, UNI; Z - first letter of the Author's name); Habilitation thesis Authors who have no legal relationship with EUBA request assignment of identification data for accessing the system from the EUBA CIT through the Dean's Office of the appropriate faculty.
- e) to further submit:
 - written justification (system generated) for the requested extension of the standstill period for publication and availability of the final, rigorous or habilitation thesis, including a

favourable opinion of the Dean of the relevant EUBA faculty, documented prior to the license agreement conclusion,

- the Author's written solemn declaration (system generated) whereby the author demonstrates publication of his/her thesis or any part thereof in a periodical publication or as a non-periodical publication (if the final, rigorous or habilitation thesis has been published in this manner),
 - if the author so requires, also a request (system generated) for discontinuing public availability of the final, rigorous or habilitation thesis, or any part thereof, published in a periodical publication or as a non-periodical publication. The request for discontinuing public availability must also contain the applicant's correspondence address and the extent of, and reasons for, such discontinuance, in addition to information concerning the name of the higher education institution, name of the relevant faculty, thesis registration number, final thesis name, final thesis type, the Author's name, surname and titles, and year of thesis submission.
 - if the thesis Author so requires, also the Author's completed and signed declaration on thesis non-disclosure on EUBA's website (system generated), including a specification of reasons why the Author does not give his/her consent to such disclosure; the author may refuse to grant license to thesis non-disclosure through EUBA's website, even without stating the reason therefor; such declaration is without prejudice to thesis disclosure through the Central Registry of Final, Rigorous and Habilitation Theses as defined by a special regulation.²⁰
- f) to submit the final, rigorous or habilitation thesis in printed form as per instructions of the relevant unit within the deadline specified by the relevant unit or faculty, depending on the nature of the thesis.

4. all internal examiners of final and habilitation theses:

- a) to prepare reports on final, rigorous and habilitation theses in the system according to the specified criteria within the deadline as determined by the relevant faculty,
- b) to submit the printed and signed report in such number of copies, and at such time and place as determined by the faculty concerned,
- c) if a final, rigorous or habilitation thesis report is to be disclosed, to also submit, along with the report, a signed consent to use the final, rigorous or habilitation thesis report.

5. all executive employees of EUBA units, or employees in charge at relevant faculty departments:

- a) to ensure that the electronic version of examiners' report on bachelor's and master's thesis is made available to the Thesis Advisor and to the student no later than 3 working days prior to the first date set at the relevant faculty as the final thesis defence date (i.e. no later than 3 working days prior to the first day of state examinations at the relevant faculty, irrespective of the mode of study and state examinations duration),
- b) to ensure that examiners' reports on dissertation thesis, rigorous thesis and habilitation thesis are made available to the student or applicant within deadlines laid down by special regulations governing doctoral studies, rigorous procedure or habilitation procedure,

²⁰ Article 63 of the Act No. 131/2002 on higher education institutions and on amendments and supplements of certain laws, as amended

- c) to ensure that one copy of the dissertation, rigorous or habilitation thesis in printed form is submitted to the Slovak Economic Library (hereinafter also referred to as "the SEL") no later than 1 month of the thesis defence completion,
- d) to ensure compliance with relevant provisions of the Act No. 131/2002 on higher education institutions and on amendments and supplements of certain laws, as amended (hereinafter also referred to as "the Higher Education Act"), and to ensure that admission to final thesis or rigorous thesis defence, or successful completion of habilitation procedure, except for cases laid down by law, is subject to the condition of obtaining electronic consent (granted in AiS2) given by the student, or applicant for admission to rigorous or habilitation procedure to publication and public availability of the final, rigorous or habilitation thesis according to the provisions of Article 63 of the Higher Education Act for the retention period thereof, without receiving any remuneration,
- e) to ensure that thesis defence is not conducted before the degree of originality in the thesis has been verified in the Central Registry of Final, Rigorous and Habilitation Theses (hereinafter also referred to as "the Registry") and feedback from the Registry has been received concerning the degree of originality in the thesis,
- f) if permitted limits for the degree of originality in final theses are exceeded, to determine further procedure depending on the nature of the shortcomings detected (in accordance with the EUBA Academic Regulations and EUBA Student Disciplinary Code).

6. all state examination board chairs, rigorous procedure board chairs and habilitation procedure board chairs:

- a) to ensure that final, rigorous or habilitation thesis defence is not conducted before originality check results from the Registry have been received. Originality check results are disclosed to the examination board before which the final or rigorous thesis defence is held, or to the habilitation procedure board before which the habilitation thesis defence is held,
- b) to ensure that originality check results are provided in the state examination report, rigorous examination report or habilitation procedure report, and form part thereof,
- c) if the state examination board, rigorous thesis defence board or habilitation procedure board rules that the qualification thesis cannot be the subject of the thesis defence procedure, to notify such fact to the Dean of the relevant faculty, who will determine further procedure.

7. the Head of the Slovak Economic Library:

- a) to ensure compliance with legislative measures related to retention, processing and making available of final, rigorous and habilitation theses,
- b) to ensure compliance with the provisions of Article 63 of the Higher Education Act in close collaboration with the EUBA CIT Director.

8. the Head of the Centre of Information Technologies of the University of Economics in Bratislava:

- a) to ensure technical preconditions required for implementation of the Decree of the Ministry of Education, Science, Research and Sports of the Slovak Republic No. 233/2011, Internal Directive No. 1/2024 and of this Order,
- b) to ensure compliance with the provisions of Section 63 of the Higher Education Act in close cooperation with the SEL's Head,
- c) to ensure strict compliance with, and implementation of, the Decree of the Ministry of Education, Science, Research and Sports of the Slovak Republic No. 233/2011.

This Rector's Order shall become valid on the date of signing thereof, and effective on 1 September 2024.

Upon entry hereof into force, the Rector's Order 13/2021 shall be repealed.

Bratislava, on this 24th day of January 2024

prof. Ing. Ferdinand Daňo, PhD.

Rector