



**UNIVERSITY OF ECONOMICS
IN BRATISLAVA**

**RECTOR'S ORDER
OF THE UNIVERSITY OF ECONOMICS IN BRATISLAVA**

2/2024

**Implementation of Internal Directive 1/2024 Final, Rigorosum
and Habilitation Theses**

2024

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, Rigorosum 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), rigorosum theses and habilitation theses (hereinafter also referred to as "the thesis") under Internal Directive 1/2024 entitled Final, Rigorosum 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 a final thesis author via the Academic Information System (hereinafter also referred to as "AiS2" or "the system"):
 - license agreement on using 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 rigorosum or habilitation thesis:
 - license agreement on using the rigorosum or habilitation thesis, concluded between the author and the Slovak Republic represented by EUBA to make rigorosum and habilitation theses 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,

2. all thesis advisors, persons authorised to be rigorosum thesis advisors, and thesis advisors; 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 rigorosum procedure, or applicant for 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 student 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) Dean of the relevant faculty to ensure, through the faculty's competent department, that external examiners' report on dissertation, rigorosum 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 final theses no later than the date of rigorosum or habilitation thesis defence.
- i) to submit, along with the examiner's report, the signed license agreement on the use of the final, rigorosum or habilitation thesis report, if final, rigorosum or habilitation thesis reports are to be disclosed.

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

- a) to conclude, with EUBA, a license agreement and special license agreement for the use of the final, rigorosum 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, rigorosum or habilitation thesis into AiS2,
- b) 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: XXXXYYYSURNAME_Z (where XXXX - year, YYY - faculty name abbreviation - NHF, OF, FHI, FPM, FMV, PHF, UNI; Z - first letter of the author's name);
- c) as regards rigorosum theses, to upload one's rigorosum 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 rigorosum thesis defence; the electronic version of the thesis must be identical to its printed form. The electronic version of the rigorosum thesis must only be made in pdf format to allow text extraction. The document must not be a scanned version of the printed form of the rigorosum thesis. The file name must have the following format: XXXXYYYSURNAME_Z (where XXXX - year, YYY - faculty name abbreviation - FAJ; Z - first letter of the author's name); Rigorosum 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) as regards habilitation theses, 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 printed form of the habilitation thesis. The file name must have the following format: XXXXYYYSURNAME_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, rigorosum and habilitation thesis, including a favourable opinion 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, rigorosum or habilitation thesis has been published in this manner),
 - if the author so requires, also a request for discontinuing public disclosure of the final, rigorosum or habilitation thesis, or any part thereof, published in a periodical publication or as a non-periodical publication. The request for discontinuing public disclosure 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 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, Rigorosum and Habilitation Theses as defined by special regulation.¹
- f) to submit the final, rigorosum or habilitation thesis in printed form as per instructions of the relevant unit within the deadline specified by the relevant unit or faculty based on the nature of the thesis.

¹Section 63 of Act No. 131/2002 on higher education institutions and on amendments and supplements of certain laws, as amended

4. all internal examiners of final and habilitation theses:

- a) to prepare reports on final, rigorosum 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 reports on the final, rigorosum or habilitation thesis are to be disclosed, to submit, along with the report, also a signed consent to use the report on the final, rigorosum or habilitation thesis.

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

- 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, rigorosum thesis and habilitation thesis are made available to the student or applicant within deadlines laid down by special regulations governing doctoral studies, rigorosum procedure or habilitation procedure,
- c) to ensure that one copy of the dissertation, rigorosum 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 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 rigorosum thesis defence, and 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 a student, or applicant for rigorosum or habilitation procedure to publication and public availability of the final, rigorosum 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, Rigorosum and Habilitation Theses (hereinafter also referred to as "the Registry") and feedback from the Registry has been provided concerning the degree of originality in the thesis,
- f) if the permitted limits for the degree of originality 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, rigorosum procedure board chairs and habilitation procedure board chairs:

- a) to ensure that final, rigorosum 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 rigorosum thesis defence is held, or to the habilitation procedure board before which the habilitation defence thesis is held,
- b) to ensure that originality check results are provided in the state examination report, rigorosum examination report or habilitation procedure report, and form part thereof,
- c) if the state examination board, rigorosum 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 Dean of the relevant faculty, who will determine further procedure.

7. Head of the Slovak Economic Library:

- a) to ensure compliance with legislative measures related to retention, processing and disclosure of final, rigorosum 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. Director of the EUBA Centre of Information Technologies:

- 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