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Vysoká škola technická
a ekonomická v Prešove

| Regulation No. **2/2025** | **Internal Regulation of the Institute of Technology and Business in Prešov** |
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# Directive VŠTE No. 2/2025 Rules of Procedure of the Committees for Doctoral Studies

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| **Valid from:** | 29 October 2026 | **Effective from:** | 29 October 2026 | **Effective until:** | indefinite |
| **Approved by** | | | Board of Trustees of VŠTE in Prešov on 29 October 2026 | | |
| | | | **doc. Ing. Jakub Horák, MBA, PhD., Chair of the Board of Trustees** | | |
| **Prepared by (submitted by)** | | | Rector of VŠTE in Prešov (proposal under Section 31(2) of Act No. 300/2025 Coll.) | | |
| | | | **doc. ThDr. PaedDr. Marek Storoška, PhD., Rector** | | |
| **Replaces document** | original wording of Directive VŠTE No. 2/2025 of 14 March 2025 | | | | |
| **Number of pages** | 5 | | **Number of annexes** | 0 | |

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# Rules of Procedure of the Committees for Doctoral Studies

Institute of Technology and Business in Prešov

Directive VŠTE No. 2/2025 Rules of Procedure of the Committees for Doctoral Studies (Smernica VŠTE č. 2/2025 Rokovací poriadok komisií pre doktorandské štúdium)

2025

## Art. 1 Introductory Provisions

1. Directive VŠTE No. 2/2025 of the Institute of Technology and Business in Prešov, Rules of Procedure of the Committees for Doctoral Studies (hereinafter the "Rules of Procedure" and "VŠTE in Prešov"), is an internal regulation of VŠTE in Prešov issued on the basis of Section 31(1)(o), Section 64 and Section 84(2) and (3) of Act No. 300/2025 Coll. on Higher Education and on Amendments to Certain Acts (Higher Education Act) (hereinafter the "Act") and in accordance with the Statute of VŠTE in Prešov.

2. The Directive regulates the procedures of the individual committees which are necessarily established for the purposes of doctoral studies, with the exception of the procedures and proceedings regulated by Directive VŠTE No. 21/2026 Study Rules (Študijný poriadok) and Directive No. 1/2025 of the Institute of Technology and Business in Prešov, Study Rules for Doctoral Studies (Študijný poriadok doktorandského štúdia).

3. This Directive regulates the operation of the following committees:

a) the field-of-study committee,

b) the admission committee,

c) the committee for the annual evaluation of the doctoral student,

d) the examination committee for the dissertation examination,

e) the examination committee for the defence of the dissertation thesis.

4. The examination committee for the dissertation examination and the examination committee for the defence of the dissertation thesis are state examination committees pursuant to Section 84 of the Act; each has at least four members (Section 84(2) of the Act). The right to examine at the dissertation examination and at the defence of the dissertation thesis is held by university teachers holding the academic positions of professor and associate professor and by other experts approved by the Scientific Board of VŠTE in Prešov (Section 84(3) and Section 28(1) of the Act). The course of the dissertation examination and of the defence of the dissertation thesis and the announcement of their results are public; the committee's deliberation on the result is not public (Section 84(2) of the Act).

5. Supervisors of doctoral students are approved by the Scientific Board of VŠTE in Prešov (Section 28(1) and Section 64(5) of the Act). The part of doctoral studies referred to in Section 64(4)(b) of the Act is carried out at a doctoral school pursuant to Section 34 of the Act; the competence of the committees under these Rules of Procedure is not affected thereby.

6. A meeting of any committee under these Rules of Procedure may also be held by videoconference or by other means of information and communication technology (videoconferencing system of VŠTE in Prešov) without the physical presence of the members, including for secret ballots, provided that the conditions laid down in Section 140(13) of the Act are met.

## Art. 2 Field-of-Study Committee

1. The field-of-study committee for doctoral studies meets, as a rule, twice a year. The chair of the field-of-study committee may also convene an extraordinary meeting of the committee at the request of the Rector or at the request of a majority of all members of the committee.

2. The chair of the field-of-study committee may also organise a meeting of the committee by videoconference (videoconferencing system of VŠTE in Prešov) pursuant to Art. 1(6), and may request a vote per rollam, which is conducted electronically (by e-mail from the e-mail address assigned by VŠTE in Prešov).

3. The activity of the field-of-study committee is governed by the agenda of the individual meetings, which is submitted by the chair of the field-of-study committee.

4. All members of the field-of-study committee may submit proposals for the agenda of meetings to the chair.

5. Written materials are delivered to the members of the field-of-study committee no later than 7 working days before the date of the meeting of the field-of-study committee.

6. In the event of disputed questions of a formal nature, the chair of the field-of-study committee may put such questions to a vote. The vote is taken by simple majority, with the chair having two votes.

7. Minutes of the matters discussed are drawn up from the meeting of the field-of-study committee. The minutes are signed by the chair of the field-of-study committee.

## Art. 3 Admission Committee

1. The admission committee for doctoral studies meets, as a rule, once a year, depending on the possible date of admission to doctoral studies. An admission examination is compulsory for doctoral studies (Section 69(3) of the Act); the admission procedure is governed by Sections 67 to 70 of the Act and by Directive VŠTE No. 18/2026 on the Admission Procedure.

2. In justified or necessary cases, the chair of the admission committee may also organise a meeting of the committee by videoconference (videoconferencing system of VŠTE in Prešov) pursuant to Art. 1(6), and may request a vote per rollam, which is conducted electronically (by e-mail).

3. The activity of the admission committee is governed by the agenda of the individual meetings, which is submitted by the chair of the admission committee.

4. Written materials are delivered to the members of the admission committee no later than 7 working days before the date of the meeting of the admission committee.

5. In the event of disputed questions of a formal nature, the chair of the admission committee may put such questions to a vote. The vote is taken by simple majority, with the chair having two votes.

6. Minutes of the matters discussed are, among other things, drawn up from the meeting of the admission committee. The minutes are signed by the chair of the committee.

### Art. 4 Committee for the Annual Evaluation of the Doctoral Student

1. The committee for the annual evaluation of the doctoral student meets at least once a year, primarily depending on the date of the student's admission to doctoral studies.

2. The chair of the committee for the annual evaluation of the doctoral student may also organise a meeting of the committee by videoconference (videoconferencing system of VŠTE in Prešov) pursuant to Art. 1(6), and may request a vote per rollam, which is conducted electronically (by e-mail).

3. The activity of the committee for the annual evaluation of the doctoral student is governed by the agenda of the individual meetings, which is submitted by the chair of the committee.

4. All members of the committee may submit proposals for the agenda of meetings to the chair.

5. Written materials are delivered to the members of the committee for the annual evaluation of the doctoral student no later than 7 working days before the date of the meeting of the committee.

6. In the event of disputed questions of a formal nature, the chair of this committee may put such questions to a vote. The vote is taken by simple majority, with the chair having two votes.

7. Minutes of the matters discussed are, among other things, drawn up from the meeting of the committee for the annual evaluation of the doctoral student. The minutes are signed by the chair of the committee.

### Art. 5 Examination Committee for the Dissertation Examination

1. The examination committee for the dissertation examination meets at least once a year, primarily depending on the date of the student's admission to doctoral studies. The composition of the committee and the right to examine are regulated by Art. 1(4).

2. The chair of the examination committee for the dissertation examination may also organise a meeting of the committee by videoconference (videoconferencing system of VŠTE in Prešov) pursuant to Art. 1(6), and may request a vote per rollam, which is conducted electronically (by e-mail).

3. The activity of the examination committee for the dissertation examination is governed by the agenda of the meeting, which is submitted by the chair of the committee.

4. The chair of the examination committee for the dissertation examination determines the form and manner of the secret ballot of the members of the committee on the results of the dissertation examination.

5. In the event of disputed questions of a formal nature, the chair of this committee may put such questions to a vote. The vote is taken by simple majority, with the chair having two votes.

6. Minutes of the matters discussed are, among other things, drawn up from the meeting of the examination committee for the dissertation examination. The minutes are signed by the chair of the committee.

## Art. 6 Examination Committee for the Defence of the Dissertation Thesis

1. The examination committee for the defence of the dissertation thesis meets at least once a year, primarily depending on the date of the student's admission to doctoral studies. The composition of the committee and the right to examine are regulated by Art. 1(4). Before the defence, the dissertation thesis is sent to the register of theses and its originality is verified pursuant to Section 137 of the Act; by submitting the thesis for defence, the author consents to its publication (Section 137(2) of the Act).

2. The chair of the examination committee for the defence of the dissertation thesis may also organise a meeting of the committee by videoconference (videoconferencing system of VŠTE in Prešov) pursuant to Art. 1(6), and may request a vote per rollam, which is conducted electronically (by e-mail).

3. The activity of the examination committee for the defence of the dissertation thesis is governed by the agenda of the meeting, which is submitted by the chair of the committee.

4. The chair of the examination committee for the defence of the dissertation thesis determines the form and manner of the secret ballot of the members of the committee on the results of the defence.

5. In the event of disputed questions of a formal nature, the chair of this committee may put such questions to a vote. The vote is taken by simple majority, with the chair having two votes.

6. Minutes of the matters discussed are, among other things, drawn up from the meeting of the examination committee for the defence of the dissertation thesis. The minutes are signed by the chair of the committee.

## Art. 7 Related Regulations

These Rules of Procedure are based on the following legal regulations and internal regulations of VŠTE in Prešov:

- Act No. 300/2025 Coll. on Higher Education and on Amendments to Certain Acts (Higher Education Act), in particular Section 28(1), Section 31, Section 34, Section 64, Sections 67 to 70, Section 82, Section 84, Section 137, Section 140(13) and Section 145(7),
- Decree of the Ministry of Education, Research, Development and Youth of the Slovak Republic No. 205/2026 Coll. implementing certain provisions of the Higher Education Act, in particular Sections 17 and 18,
- Act No. 269/2018 Coll. on Quality Assurance of Higher Education, as amended, and the Standards for the Study Programme issued by the Slovak Accreditation Agency for Higher Education,
- Regulation (EU) 2016/679 of the European Parliament and of the Council and Act No. 18/2018 Coll. on Personal Data Protection and on Amendments to Certain Acts, as amended,
- the Statute of VŠTE in Prešov,
- Directive No. 1/2025 of the Institute of Technology and Business in Prešov, Study Rules for Doctoral Studies,
- Directive VŠTE No. 21/2026 Study Rules,
- Directive VŠTE No. 18/2026 on the Admission Procedure,

– Directive No. 4/2025 on the Requirements for Final Theses,
– Directive VŠTE No. 23/2026 on the Use of Generative Artificial Intelligence by Students and Academic Staff,
– Directive VŠTE No. 27/2026 on Online Examinations and Identity Verification,
– the Rules of Procedure of the Scientific Board of VŠTE in Prešov.

## Art. 8 Repealing Provisions

No internal regulation is repealed by this regulation; it replaces the original wording of Directive VŠTE No. 2/2025 of 14 March 2025.

## Art. 9 Final Provisions

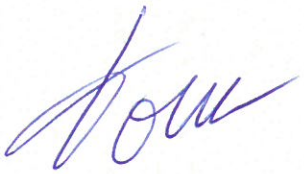
1. This internal regulation was approved, on the proposal of the Rector, by the Board of Trustees of the Institute of Technology and Business in Prešov on 14 March 2025.

2. This internal regulation takes validity and effect on 14 March 2025.

3. These Rules of Procedure have no annexes. The templates of the minutes of committee meetings and of ballot papers are updated together with these Rules of Procedure; the current templates are published by VŠTE in Prešov on its website (www.vste.sk).

4. This version was approved and issued by the Board of Trustees of VŠTE in Prešov on the proposal of the Rector (Section 31(2)(g) of the Act) on 29 October 2026. Effective from 29 October 2026.

Prešov, 29 October 2026



doc. Ing. Jakub Horák, MBA, PhD.

Chair of the Board of Trustees of VŠTE in Prešov