

GUIDELINES FOR THE DEFENSE OF THE DISSERTATION IN THE ACADEMIC YEAR 2025/2026

According to the schedule for the summer semester 2025/2026, it is necessary to submit an application for permission to defend the dissertation (DZ) and submit the dissertation and mandatory attachments by **June 15, 2026 (no later than 11:30 a.m. during office hours)**. The application for permission to defend, together with attachments, is submitted in person during office hours to the Department of Doctoral Studies.

DOCTORAL STUDENT

In the event that it is necessary to modify the title of the dissertation (upon agreement between the doctoral student and the supervisor), the doctoral student is obliged to fill out the form *Application for modification of the title of the dissertation thesis*.

[Formuláře](#) (in EN „Forms“)

If the final thesis is written in English, it is necessary to fill out the form *Application for Writing a Dissertation in English*.

[Formuláře](#) (in EN „Forms“)

The doctoral student shall upload the final version of the dissertation in pdf format to AIS by **June 10th, 2026** (according to the procedure specified in the AIS2 manual – Submitting the work to the system). Originality protocol for supervisor's statement must be generated from AIS on time. This is one of the mandatory attachments of application.

[Závěrečné práce](#) (in EN „Thesis“)

POSTPONED DISSERTATION PUBLICATION AND LICENSE AGREEMENTS

License agreements are not printed. They must be signed electronically via AIS (according to the procedure specified in the AIS2 manual – Submitting the work to the system).

[Závěrečné práce](#) (in EN „Thesis“)

In the event of a deferral of the publication of the dissertation for 1 to 12 months, this shall be stated in the license agreement.

!!! The doctoral student shall request a deferral of the publication of the dissertation for 13 to 24 months in advance, stating the reason (before uploading the work to AIS and marking it as final), via AIS according to the instructions:

[Závěrečné práce](#) (in EN „Thesis“)

Request for postponed publication of the dissertation from 13 to 24 months, the Vice-Dean for Doctoral Studies and International Relations will confirm the thesis electronically in AIS on behalf of the Dean of the Faculty, and the doctoral student will receive an approval report in AIS. Only then can he/she upload the thesis to AIS and mark it as final version, then fill out and electronically sign the license agreement according to the instructions.

The doctoral student will submit to the Chairman of the committee the *Data on Publication Activity* form together with the list of publications from the electronic publishing activity evidence from library (EPC) and at the same time the *Application for Permission to Defend*. By signing the above forms, the Chairman of the committee expresses his/her agreement with the fulfillment of the conditions of the minimum publication criteria. In the *Data on Publication Activity* form, it is necessary to add the currently valid minimum publication criteria for doctoral

students for permission to defend for a specific study program, which can be verified via the link:

PhD. Study Programmes

The doctoral student shall personally deliver the form *Application for permission to defend the dissertation* together with the mandatory attachments (CV, list of publications from the EPC during the doctoral study, 1x hardcover DP, originality protocol from AIS, supervisor's report, annual evaluation, settlement of obligations, data on publication activity, etc.) no later than June 15, 2026, by 11:30 a.m.

The doctoral student is obliged to settle his obligations to the Faculty of Natural Sciences, Comenius University Bratislava no later than 7 calendar days before the date of the defense (including payment of the remaining tuition fee for the study if the doctoral student is in above-standard). In case of failure to comply with this obligation, the chairman of the scientific field committee and the head of the relevant training workplace will be informed and asked to take immediate measures. If the doctoral student has been approved and awarded with an UK Grant, the doctoral student is obliged to deliver a confirmation of the settlement of the UK Grant from the Faculty Project Center (responsible person Mgr. Škojec) as part of the settlement of obligations and to complete the grant before submitting an application for permission to defend the dissertation.

!!! At the same time, we would like to ask doctoral students to cooperate in properly archiving their work by personally delivering one hardcover copy together with the Application for Permission to Defend the Dissertation to the doctoral study department by the specified deadline.

SUPERVISOR

The obligation of the supervisor of a doctoral student who is applying for the defense of the dissertation is to prepare and upload the annual evaluation of the doctoral student and the supervisor's assessment to the AIS.

The supervisor uploads the assessment to the AIS in pdf format (without signature) or creates it directly in the AIS environment. At the same time, the original of the report with the supervisor's signature will be handed over to the doctoral student in good time. The dissertation in PDF format will be sent by email to the chairman of the OK and to PhDdepartment@live.uniba.sk.

The supervisor will print out the protocol (the first page is sufficient) from the AIS originality check and, after signing it, will hand it over to the doctoral student. The supervisor's report must include a statement on the results of the originality check.

COMMITTEE

The department for doctoral studies will forward to the chairman of the committee of the relevant study program the application for permission to defend the candidate's dissertation thesis together with the accompanying documentation. The commission, in accordance with the applicable legislation, will discuss the candidate's application, based on the sent pdf of the dissertation thesis, evaluate its formal and content requirements and, in the event of a positive recommendation for the thesis for defense, will propose to the dean of the faculty through the department for doctoral studies the composition of the commission and opponents (in person at the department or through the registry and at the same time via email at PhDdepartment@live.uniba.sk).

!!! A mandatory part of each proposal for the composition of the committee and opponents is a separate paragraph, which will express the statement of the members of the committee whether the applicant meets or does not meet the minimum publication criteria approved by the committee for the relevant doctoral study program.

The currently valid minimum publication criteria for doctoral students for a specific study program can be verified via the link

[PhD. Study Programmes](#)

The chairman of the relevant committee is responsible for fulfilling the minimum publication criteria of the doctoral student by signing the document. The chairman of the committee, or a person authorized by him - the vice-chairman or secretary of the committee - is responsible for communicating with opponents, meeting the deadline for delivering the assessments and entering them into the AIS. The opponent will prepare and deliver the assessment with the assessment proposal within 30 calendar days in electronic version to PhDdepartment@live.uniba.sk

The original of the report with the opponent's signature shall be sent by post or delivered via the faculty's registry office to the address of the doctoral study department no later than 14 calendar days before the defense of the dissertation. The deadlines for the individual administrative stages as stated above remain valid.

DISSERTATION DEFENSE

The defense of the dissertation will take place according to established practices in person or hybrid format.