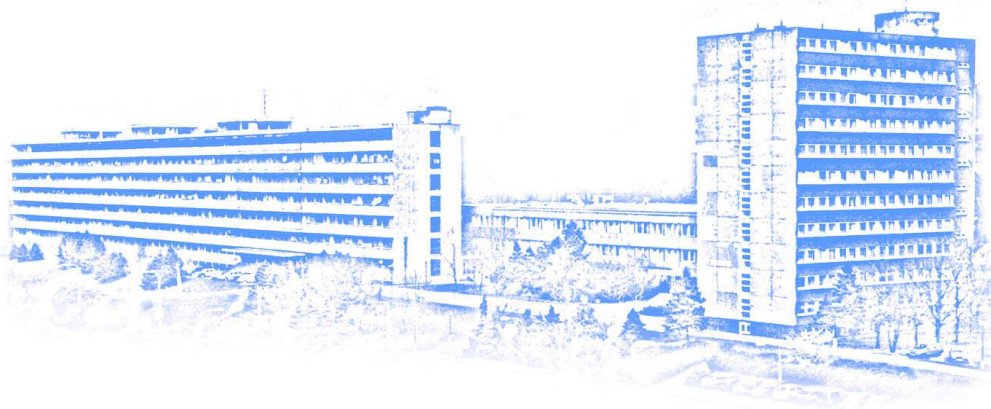




Lekárska fakulta



Directive No 3 /2018
Smernica č. 3/2018

**of the Dean of the Faculty of Medicine of Slovak Medical University in
Bratislava on graduation theses**

This directive specifies the procedure of submissions and habilitations of graduation theses in terms of Directives 5/2012 and 5/2013 of the Rector of SMU at The Faculty of Medicine

Bratislava 2018

Part 1

Assignment of graduation thesis

- (1)The Training working place is the pedagogic unit of the Faculty of Medicine of Slovak Medical University in Bratislava (thereinafter just as FM SMU or FM) – chair, institute or clinic.
- (2)Theme proposals of graduation theses (thereinafter also as GT) are published by training working places through the information system (thereinafter just as „MAIS“) by the deadline set out in the timetable of relevant academic year. The publication of the themes is in the responsibility of the head of training working place or a person put in charge by them.
- (3)The deadline for the themes publication is normally 31. March of the relevant academic year.
- (4)The students selects a graduation thesis theme following an agreement with the work supervisor or advisor who prepares the assignment of graduation thesis in a regular form (thereinafter just as „assignment“). The student delivers the elaborated and signed assignment to the study department of the dean´s office of FM by 30. April of the relevant academic year at the latest. The assignment is approved by the head of relevant working place of SMU.
- (5)The graduation thesis theme is selected by the student by 31. March of the fourth year of study at the latest.
- (6)The dean of FM can also accept a student-proposed theme. In this case, the dean appoints the supervisor and guaranteeing pedagogic unit at FM SMU.
- (7)In justified cases, following the agreement of all involved parties (author, supervisor or advisor, person authorised to approve assignment), an assignment content is possible to change. The data within the assignment in the time of graduation thesis submission is binding and must be identical with the data stated in the graduation thesis.
- (8)The assignment is a document with which the faculty defines author´s study obligations in relation to the graduation thesis elaboration. The assignment is binding to the student.
- (9)The student elaborates the graduation thesis self-sufficiently under advisor´s supervision (supervisor of the work).

Part 2

Submission of graduation thesis

- (1)The student of fifth year submits GT by 31.May of the relevant academic year at the latest.
- (2)The thesis in printing must be handed in the study department of dean´s office in two copies together with signed advisor´s opinion and also entered electronically in the system of MAIS. The study department of dean´s office of FM ensures delivering one copy of the thesis to the head of pedagogic unit which ensures delivering the thesis to the opponent. The thesis submitted electronically must be identical with the version in printing.
- (3) The GT must be handed in the study department of dean´s office together with the printed form in one electronic copy in PDF format on non-erasable, non-rewritable CD.
- (4) The electronic copy of GT on CD is delivered to the university library by the study department of dean´s office.
- (5)The thesis version in printing must be printed out in single-sided pages of A4 format in hardback to prevent taking out individual pages. The details on the GT lay-out and verification of its originality is defined by SMU Rector´s Directive No 5/2012.
- (6)The student having submitted GT receives a relevant number of credits for its elaboration and submission (subject „graduate thesis“ in MAIS)

Part 3

Advisor (supervisor) of GT

- (1)The advisor of GT is a scientific or pedagogic faculty worker or a professional from practical area qualified in the relevant field.
- (2)If the advisor is not an employee of SMU, the dean of FM appoints the working place of FM which guarantees the graduation thesis.

(3)The advisor is obliged to lead the student professionally and elaborate advisor's opinion on GT in the appropriate form within the MAIS system evaluating it A – FX.

(4)The advisor elaborates the opinion only after the originality verification of thesis which the advisor must comment on in the opinion.

Part 4

Opponent of GT

(1)The opponent of GT is a scientific or pedagogic faculty worker or professional from a practical area qualified in the relevant field.

(2)The opponent of graduation thesis is appointed by the chairperson of the commission for graduation theses habilitations following consultation with the advisor.

(3)The opponent is obliged to elaborate the opposition opinion on GT by the defined deadline.

(4)The deadline for the opposition opinion elaboration is normally 30.June of the relevant academic year. The opinion is entered in electronic form in the MAIS system.

Part 5

Habilitation of GT, the commission for the graduation thesis habilitation

(1)The habilitation of GT in front of the commission for the habilitation of graduation theses normally takes place in the training working place which has specified GT (in the guaranteeing training working place), within the term defined by the dean of FM. The term of GT habilitation is normally in September of the relevant academic year of the sixth year of study.

(2)The habilitation is public.

(3)The commission for habilitation includes five members – chairperson and four members. Its chairperson is a university teacher in the function of prelector or professor normally being the head of relevant pedagogic unit. The chairperson of commission is appointed by the dean of FM. The commission is appointed by the dean in terms of the commission chairperson's proposal. The members of the commission are university teachers working in the functions of professors and prelectors or other professionals approved by the scientific board of faculty. The commission is quorate on condition of the chairperson and minimum two members' presence. Both the advisor and opponent of GT are invited.

(4)The commission defines the ultimate evaluation of GT with levels A-FX in a non-public session by consensus. The commission evaluates GT on the basis of habilitation and advisor and opponent's evaluations. The commission also deliberates the protocol of the graduate thesis originality verification.

(5)Within the habilitation duration, the chairperson of commission completes a record in „The Protocol on State Examination“ signed by the chairperson and all commission members and delivers it to the study department of dean's office of FM within three working days following the GT habilitation.

(6)The student can also take habilitation in spite of one of opinions evaluating the thesis with FX level. In the case GT is evaluated with „FX“ level in one of opinions, the advisor and opponent's presence at habilitation is obligatory.

(7)However, if the habilitation does not prevent GT from evaluating it with „FX“, the student receives a term for revising GT and is able to take habilitation in front of the commission in the following academic year.

The directive shall become effective upon its signing.

The directive was approved by the Academic Senate SMU on June 4, 2018.

Prof. MUDr. Anna Remková, DrSc., m.p.
Dean