



UNIVERSITY OF ECONOMICS IN BRATISLAVA

INTERNAL REGULATION OF THE UNIVERSITY OF ECONOMICS IN BRATISLAVA

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Establishment of the Field of Study Committee and Field of Study Subcommittees for Doctoral Studies to Monitor and Evaluate Doctoral Studies in the Field of Study Economics and Management at the University of Economics in Bratislava

The University of Economics in Bratislava (hereinafter also referred to as "EUBA" or the "University") is issuing, within the meaning of Section 15(1)(n) 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"), this internal regulation entitled Establishment of the Field of Study Committee and Field of Study Subcommittees for Doctoral Studies to Monitor and Evaluate Doctoral Studies in the Field of Study Economics and Management at the University of Economics in Bratislava.

Article 1

Introductory Provisions

1. Doctoral studies at EUBA in the appropriate field of study is monitored and evaluated in respect of national and international standards by the field of study committee, or a joint field of study committee.¹
2. The field of study committee is established by EUBA by virtue of an internal regulation for each accredited field of study. EUBA, in agreement with any other higher education institution(s) in Slovakia, may form joint field of study committees for the appropriate field of study. If doctoral studies are provided together with an external teaching institution, such teaching institution shall be adequately represented on the field of study committee.²
3. Each faculty where a study programme is delivered in the given field of study shall establish field of study subcommittees. If doctoral studies at a faculty are provided together with an external teaching institution, such teaching institution shall be adequately represented on the field of study subcommittee.³ A list of field of study subcommittees for EUBA doctoral studies is provided in an annex hereto.
4. A field of study subcommittee established at the appropriate faculty may exercise its competence in respect of one or more study programmes delivered at the faculty.

Article 2

Make-up of the Field of Study Committee for Doctoral Studies

1. Field of study committee members are appointed and dismissed by the EUBA Rector.
2. The chair of the appropriate field of study subcommittee is a member of the field of study committee.
3. Each faculty delivering a study programme in the respective field of study in collaboration with an external teaching institution is represented on the field of study committee by one member of such external teaching institution.
4. The office of a field of study committee member is a honorary one, and in performing his/her office, the field of study committee member cannot be represented by a proxy. The term of office for field of study committee members shall last for the period of validity of the rights

¹ Section 54(17) of Higher Education Act

² Section 54(17) of Higher Education Act

³ Section 54(17) of Higher Education Act

granted for the accreditation of the study programme or study programmes represented by a field of study committee member in the field of study committee.

5. The term of office for the field of study committee officers (chair, vice-chair and secretary) is four years, and starts running on the day of approval of their appointment by the field of study committee.

Article 3

Make-up of a Field of Study Subcommittee for Doctoral Studies

1. Field of study subcommittee members are appointed and dismissed by the Dean of the appropriate faculty where the study programme in the field of study is offered.
2. Candidates for membership on the appropriate field of study subcommittee are proposed to the Dean of the appropriate faculty by the person having primary responsibility for the study programme for which the field of study subcommittee is being established. If the field of study subcommittee has already been established, candidates for membership on the field of study subcommittee are proposed by the subcommittee chair. The Dean of the appropriate faculty has the right to modify the proposal for candidates for field of study subcommittee membership.
3. Field of study subcommittee members are university teachers involved in the study programme as associate professors or full professors, or university teachers holding the degree of Doctor of Sciences, or researchers possessing level I. scientific qualification, or any other experts from external institutions or from real-life business environment, holding at least the academic degree of PhD., CSc. or Dr., or emeritus professors.
4. The field of study subcommittee comprises at least 7 members, of whom some are external members.
5. The office of a field of study subcommittee member is a honorary one, and in performing his/her office, the field of study subcommittee member cannot be represented by a proxy. The term of office for field of study subcommittee members shall last for the period of validity of the rights granted for the accreditation of the study programme or study programmes for which the field of study subcommittee has been established.
6. The term of office for field of study subcommittee officers (chair, vice-chair and secretary) is four years, and starts running on the day of approval of their appointment by the field of study subcommittee.

Article 4

Officers of the Field of Study Committee for Doctoral Studies

1. The operations of the field of study committee in the relevant study programme are managed by the field of study committee chair, elected by the field of study committee members by public vote. If necessary, the chair is deputised by the committee vice-chair, who is elected by the field of study committee members by public vote.
2. Administrative and organisational work for the field of study committee is carried out by the committee secretary elected by the field of study committee members from among themselves by public vote. The secretary provides for preparation and distribution of invitations and

supporting documentation for field of study committee meetings, and carries out any other tasks entrusted to him/her by the chair, or vice-chair of the field of study committee.

Article 5

Officers of the Field of Study Subcommittee for Doctoral Studies

1. The operations of the field of study subcommittee are managed by the field of study subcommittee chair, elected by the field of study subcommittee members by public vote. If necessary, the chair is deputised by the subcommittee vice-chair, who is elected by the field of study subcommittee members by public vote.
2. Administrative and organisational work for the field of study subcommittee is carried out by the subcommittee secretary elected by the field of study subcommittee members from among themselves by public vote. The secretary provides for preparation and distribution of invitations and supporting documentation for field of study subcommittee meetings, and carries out any other tasks entrusted to him/her by the chair, or vice-chair of the field of study subcommittee.

Article 6

Suspension and Termination of Membership in the Field of Study Committee and Field of Study Subcommittee for Doctoral Studies

1. Membership in the field of study committee and field of study subcommittee may be suspended:
 - a) if a (sub)committee member fails to appear in a (sub)committee meeting three times in a row, including per rollam voting carried out by means of electronic/written communication,
 - b) if a (sub)committee member is suffering from a long-term incapacity for work and cannot attend (sub)committee meetings and participate in (sub)committee operations,
 - c) if a (sub)committee member is staying abroad for an extended period of time, and cannot attend (sub)committee meetings and participate in (sub)committee operations.
2. A field of study committee member may request the EUBA Rector in writing to suspend his/her membership on the field of study committee, specifying the period for which such suspension is demanded. If membership on the field of study committee has been suspended, the right to attend field of study committee meetings and to participate in field of study committee operations ceases to exist. After expiry of the reason for suspending membership on the field of study committee, the field of study committee member may request the EUBA Rector in writing to restore his/her membership.
3. The field of study subcommittee member may request the Dean of the appropriate faculty in writing to suspend his/her membership on the field of study subcommittee, specifying the period for which such suspension is demanded. If membership on the appropriate field of study subcommittee has been suspended, the right to attend the field of study subcommittee's meetings and to participate in the field of study subcommittee's operations ceases to exist. After expiry of the reason for suspending membership on the field of study subcommittee, the field of study subcommittee's member may request the Dean in the appropriate subcommittee in writing to restore his/her membership.
4. Membership on the field of study (sub)committee shall terminate:

- a) upon the date of delivery of the (sub)committee member's written declaration of his/her resignation from the membership,
- b) upon termination of the employment at the university, external institution, or business entity/community organisation on account of which the person was appointed a (sub)committee member,
- c) upon expiration of the (sub)committee's term of office,
- d) upon expiration of the period of time for which membership was suspended, when it was not restored thereafter,
- e) upon the member's death.

Article 7

Powers of the Field of Study Committee for Doctoral Studies

1. The field of study committee shall particularly:
 - a) oversee compliance at EUBA with national and international standards pertaining to doctoral studies,
 - b) approve study and scientific plans for doctoral students submitted by field of study subcommittees,
 - c) discuss written documents from field of study subcommittees, and in the event that non-compliance with standards is detected, the committee shall propose measures to address the identified shortcomings and recommendations for field of study subcommittees.

Article 8

Powers of a Field of Study Subcommittee for Doctoral Studies

1. The field of study subcommittee at the faculty shall particularly:
 - a) discuss and approve proposals for dissertation topics for the next academic year, and changes, if any, thereof until 31 March of the appropriate academic year,
 - b) discuss the study and scientific plan⁴ for a doctoral student in the study programme of the relevant field of study, compiled by the doctoral student together with his/her supervisor,
 - c) discuss and approve a change in the person of the supervisor, should the doctoral student or supervisor request such change,
 - d) discuss and approve the dissertation examiner on the supervisor' proposal,
 - e) discuss and approve dissertation examiners as well as the chair and members of the dissertation examination committee, based on the doctoral student's request to be admitted to the dissertation defence,
 - f) regularly once a year evaluate and update the fulfilment of the study and scientific plan for the doctoral student in the relevant study programme, and propose measures,

⁴ study plan as defined by Section 54(8) of the Act; the study plan is to be applied in the study section of doctoral studies and the scientific plan in the research section of doctoral studies

- g) perform any other acts associated with doctoral studies at the relevant faculty such as are regulated by the field of study subcommittee's rules of procedure.
2. The field of study subcommittee shall further:
- a) submit, until 30 April of the calendar year, a written overview of approved dissertation topics for the next academic year to the field of study committee,
 - b) submit, until 31 October of the calendar year, written information to the field of study committee on the study and scientific plans for newly admitted doctoral students in the study programme of the relevant field of study,
 - c) submit, until 30 April of the calendar year, written information to the field of study committee on changes of dissertation examiners and changes of dissertation topics which took place in the relevant academic year,
 - d) submit, until 30 September of the calendar year, written information to the field of study committee on all dissertation defences held in the previous academic year, specifying the doctoral student's name, dissertation name, study programme name, dissertation examiners, chair and members of the dissertation examination committee, date of holding the dissertation defence, defence outcome and the overall result of the doctoral student's doctoral studies,
 - e) submit, until 31 October of the calendar year, written information to the field of study committee on the results of the annual evaluation of performance of study and scientific plans for doctoral students in the appropriate study programme, and on updates of such plans,
 - f) submit, until 30 September of the calendar year, written information on the results of the doctoral studies admission procedure to the field of study committee.

Article 9

Deliberations of the Field of Study Committee and Field of Study Subcommittee for Doctoral Studies

1. Field of study committee operations shall be governed by the Field of Study Committee's Rules of Procedure, approved by the field of study committee.
2. Operations of the joint field of study committee shall be governed by the Joint Field of Study Committee's Rules of Procedure, approved by the joint field of study committee. The Joint Field of Study Committee's Rules of Procedure form part of the agreement on establishing a joint field of study committee.
3. Field of study subcommittee operations shall be governed by the Field of Study Subcommittee's Rules of Procedure, approved by the field of study subcommittee.
4. If necessary, operations of several field of study subcommittees established at the faculty may be governed by the Joint Rules of Procedure for Field of Study Subcommittees, issued by the Dean of the faculty after such Rules have been discussed in all field of study subcommittees to be governed by such Rules.
5. The field of study committee and field of study subcommittee shall usually sit twice in a year.

6. The field of study committee chair may also convene an extraordinary meeting of the field of study committee upon the Rector's request or when requested by a simple majority of the field of study committee members.
7. The field of study subcommittee chair may also convene an extraordinary meeting of the field of study subcommittee, when requested by the Dean of the appropriate faculty or by a simple majority of the field of study subcommittee members.

Article 10

Temporary and Final Provisions

1. This internal regulation was discussed and approved by the EUBA Scientific Council on 5 December 2022.
2. This internal regulation shall become valid and effective on the date of approval thereof in the EUBA Scientific Council.
3. Upon entry hereof into force and effect, the internal regulation Establishment of the Field of Study Committee and Field of Study Subcommittees for Doctoral Studies to Monitor and Evaluate Doctoral Studies in the Study Programme Economics and Management at the University of Economics in Bratislava of 2 December 2019, as amended by Addendum 1 of 6 December 2021, shall expire and cease to have an effect.
4. The term of office for field of study subcommittee officers appointed under the internal regulation of 2 December 2019, as amended by Addendum 1 of 6 December 2021, shall expire on 28 February 2023, except for field of study subcommittee officers in office since 1 September 2022 whose term of office expires on 28 February 2027. Field of study subcommittee members shall elect field of study subcommittee officers whose term of office starts running on 1 March 2023 not later than 10 February 2023, except for field of study subcommittee members who have been in office since 1 September 2022.
5. The Faculty Deans shall notify the EUBA Rector, until February 2023, of the names of the field of study subcommittee chairs whose term of office starts running on 1 March 2023.
6. The term of office for field of study committee members and officers appointed under the internal regulation of 2 February 2019, as amended by Addendum 1 of 6 February 2021, shall expire on 28 February 2023. Officers of the field of study committee established on 1 March 2023 will be appointed in the first field of study committee meeting held in the new term of office.

Bratislava, on this 5th day of December 2022

prof. Ing. Ferdinand Daňo, PhD.

Rector

Annex

Field of Study Subcommittees for Doctoral Studies at EUBA Faculties

Faculty of National Economy of the University of Economics in Bratislava

Field of Study Subcommittee 1.1 - Economics

Study Programme:

- Economics

Field of Study Subcommittee 1.2 - Finance

Study Programme:

- Finance

Faculty of Commerce of the University of Economics in Bratislava

Field of Study Subcommittee 2.1 - Business and Marketing

Study Programme:

- Marketing and Trade Management

Field of Study Subcommittee 2.2 - International Business

Study Programme:

- International Business Management

Faculty of Economic Informatics of the University of Economics in Bratislava

Field of Study Subcommittee 3.1 - Accounting

Study Programme:

- Accounting

Field of Study Subcommittee 3.2 - Data Science in Economics

Study Programme:

- Data Science in Economics

Faculty of Business Management of the University of Economics in Bratislava

Field of Study Subcommittee 4.1 - Economics and Business Management

Study Programme:

- Economics and Business Management

Faculty of International Relations of the University of Economics in Bratislava

Field of Study Subcommittee 5.1 - International Economic Relations

Study Programme:

- International Economic Relations

Faculty of Business Economy of the University of Economics in Bratislava with seat in Košice

Field of Study Subcommittee 6.1 - Economics and Business Management

Study Programme:

- Economics and Business Management