

Internal regulations of Comenius University in Bratislava

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Approved by the Academic Senate
of Comenius University in Bratislava

Study Regulations Comenius University in Bratislava



2013

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This Study Regulations of Comenius University, Bratislava, (hereinafter referred to as „Study Regulations of CU“ or “Study Regulations“) is pursuant to Section 15, paragraph 1 b) of the Act No. 131/2002 Coll. on Higher Education and on changes and amendments of some acts as amended (hereinafter referred to as “Higher Education Act”) an internal regulation of Comenius University, Bratislava (hereinafter referred to as „CU“) and approved by the Academic Senate of CU on June 19, 2013.

Part I General provisions

Art. 1 Introductory provision

This Study Regulations of CU regulates the study of students of all levels of study admitted to study programmes accredited according to the Higher Education Act.

Art. 2 Basic provisions

(1) Study at CU is carried out at faculties or other units of CU (hereinafter referred to as “faculties”). In case of PhD. study, the study may also be carried out at external teaching institutions which the CU or the faculty has an agreement on PhD. study with.¹

(2) All academic rights and freedoms are guaranteed at CU. As far as the study is concerned, it is mainly a student’s right to be educated while free choice of study within accredited study programmes is preserved and freedom of instruction based on openness to various scientific opinions, research methods and art streams as well as on a possibility to express one’s own opinions.

Part II Rules of admission procedure at CU

Art. 3. Admission procedure and conditions for admission

(1) Admission is a procedure allowing an applicant to show how he/she fulfils the given conditions for the study and to become a student of the chosen study programme at a faculty.

(2) Basic conditions for admission to study are stipulated by the Higher Education Act. A faculty may determine additional requirements for admission to the particular study programme and a method of their verification. Entrance examination can make a part of verification of their fulfilment, if so decided by the faculty.² The admission procedure for PhD study always includes the entrance examination.³

¹ Section 54 of the Higher Education Act

² Section 57 of the Higher Education Act

³ Section 57 paragraph 3 of the Higher Education Act

Art. 4

Application for study

(1) The Dean of the faculty shall publish on time, no later than on September 20th of the academic year preceding the academic year in which the study should be commenced if bachelor study programme or study programme under Section 53 paragraph 3 of the Higher Education Act are involved, and for other study programmes no later than two months before the deadline for submission of application forms, the conditions of admission and the method of their verification and if an entrance examination is a part of verification, also the form and general content of the examination and the way of its results assessment, as well as an information on the number of applicants planned by the faculty to be admitted to the particular study programme.⁴

(2) The Dean shall announce no later than two months before the date for submission of applications for PhD. study, the topics of dissertation thesis as well which the applicants may apply for. In case of the topic offered by the external institution, the name of the institution is indicated as well. Each offered topic includes information regarding the name of the study programme, name and surname of the supervisor, his/her academic degrees included, form of study (full-time, part-time), deadline and place for submission of applications and the date of admission procedure, the conditions of admission, the method of verification of their fulfilment, the form and general content of entrance examination as well as the method of evaluation of its results. This information is published on the official information board of the faculty, on the faculty website and in a manner allowing an approach for all interested according to the separate regulation.⁵ The topics of dissertation theses together with other essentials are published on the official information board and in a manner allowing an approach for all interested.

(3) The application for PhD. study is accompanied by:

- a.) curriculum vitae,
- b.) verified copies of completed education and the citizenship; applicant who completed his/her master study at the same faculty of CU to which he/she applies for PhD. study, he/she submits copies of certificates of completed education; applicant who completed his/her master study at one of the faculties of CU and he/she applies for PhD. study at another faculty of CU, he/she submits copies of completed education together with their originals to allow the employee of particular study department to check their authenticity,
- c.) the list of published articles or the list of results of other professional or art activity, possibly opinions of these works and activities.

(4) The facts stated under par. 1 and 2 are published on an official faculty information board and in a manner allowing an approach for all interested. These facts may not be changed before the end of admission procedure.

(5) Admission procedure begins for an applicant upon delivery of written application form to the faculty carrying out the respective study programme or by submission of duly completed electronic application form⁶ by means of AIS system.⁷

(6) Written application form must be submitted on the prescribed form, within the given date and signed by the applicant. An applicant with special needs may enclose an application on the basis

⁴ Section 57 of the Higher Education Act

⁵ Act No. 211/2000 Coll. on Free Access to Information and on amendments of some acts as amended by later regulations

⁶ Details will be stipulated by separate regulation of CU

⁷ Section 58 paragraph 2 of the Higher Education Act

of which the form and manner of examination shall be determined⁸ in respect to the handicap involved.⁹

(7) Receipt of an admission fee payment shall be enclosed to the application. Consent to the processing of personal data is an inseparable part of an application form. The amount of payment for admission procedure, method of payment, payment details shall be published according to paragraph 4.

(8) If the study regulations of a faculty allows submission of an application form to several full-time study programmes carried out at the faculty, these shall be stated in a single application form. If the study regulations of a faculty allows submission of an application form to several part-time study programmes carried out at the faculty, these shall be written in a single application form. The applicant shall list the study programmes of his/her interest in order of importance.

(9) If the application form is not duly filled in or receipt of an admission fee payment is not enclosed according to paragraph 7, the faculty shall call the applicant to remove the defects within the given time limit. If the applicant fails to do so within the given period, not shorter than 7 days, the respective application is considered invalid.

(10) If entrance examination is a part of admission procedure, the faculty shall send the applicant an invitation to entrance examination no later than 28 days prior to the examination date, or prior to the date of its first part. In case of PhD. study, the faculty shall send the applicant an invitation to the entrance examination no later than 14 days prior to the examination date, and shall inform him/her about its content.

Art. 5 **Entrance examination**

(1) Entrance examination may consist of several parts and may be carried out in one or more days.

(2) There must be at least one regular and usually one alternate date for entrance examination; these dates must be determined in accordance with the Statute of CU.¹⁰

(3) The Dean may allow an alternate date to an applicant who asks for it in writing. The reason for such permission may be, for example, sudden illness or studies abroad if it involves preparation for the study at CU, or if the applicant takes entrance examination at the other faculty of CU.

(4) Entrance examination for the study programmes of first and second level must be in written form; if the type of the study programme so requires, it may be supplemented by an oral or talent exam or assessment of physical or other abilities.

(5) The Dean may state the rules that shall be binding for the applicant during the entrance examination.

(6) The Dean shall appoint an entrance examination committee comprising no less than three members.

(7) Entrance examination for PhD. study is carried out before the entrance examination committee which consists of the chairman and no less than 2 members appointed by the Dean at the proposal of the chairman of the Board of Specialist. If it is an entrance examination regarding the topic

⁸ Details will be stipulated by separate regulation of CU

⁹ In accordance with provisions of Section 100 paragraph 9 letter b.) of the Higher Education Act

¹⁰ Article 52 paragraph 3 of the Statute of CU

offered by the external institution, representatives of the external institution appointed by its director, are members of the committee as well. Members from the higher education institution for study programmes carried out at the faculty are appointed by the Dean, for the study programmes not carried out at the faculty, by the Rector. By an agreement between the higher education institution or a faculty and the external institution, the entrance examination may be held at the external teaching institution attended by the representatives of the higher education institution.

(8) Prior to the entrance examination or its part, the applicant's identity is checked according to his/her identification card or other documents certifying identity (passport).

(9) The course of each applicant's entrance examination is recorded. The record makes part of the admission procedure file. The file also contains:

- a.) filled in and evaluated written test including its result (score) and signed by the person who assessed the test or entered the data into the computer,
- b.) record of oral examination containing the questions given to the applicant, the examination result, date and signatures of examination committee members, or
- c.) record of talent (assessing applicant's abilities) or practical test containing the tasks assigned to the applicant, examination result, date and signatures of examination committee members.

(10) At least two examination committee members must be present while the examination test is taken.

(11) Evaluation of written tests must be anonymous, i.e. the person assessing must not know which applicant has written the respective test.

(12) Admission committee for PhD. study evaluates the results of entrance examination at the closed meeting. If there were more applicants applying for one topic and the character of the topic doesn't allow more applicants to deal with it, the ranking of applicants is made according to their success in entrance examination. The admission committee takes into consideration the extent and quality of publication activity or artistic activity of an applicant, and the results of other professional or artistic activity (for example, results in competitions of student's scientific and research works or in exhibitions of student's works of art and the like).

(13) The result of entrance examination for PhD. study is recorded. The committee gives the proposal to admit successful applicant to the Dean. If it is the topic offered by the external teaching institution, this institution must agree with the applicant's admission.

(14) The Dean or the authorized vice-dean or the examination committee shall interrupt the entrance examination of the applicant or its part if the applicant cheats or acts contrary to the rules announced at the beginning of the examination. The result of interrupted examination are not evaluated, no alternate examination date is given to him/her and his/her entrance examination is deemed unsuccessful.

(15) Dean or an authorized vice-dean or the examination committee shall interrupt entrance examination or its part if in its course such circumstances have been discovered that violate equality of the applicants taking the exams. The results of the interrupted entrance examination are not evaluated, the entrance examination is repeated on an alternate date or on the other date determined by the Dean.

Art. 6
Decision on admission procedure result

(1) The Dean makes a decision on admission to a study programme.¹¹

(2) The decision on admission procedure result must be made in writing within 30 days after verification of fulfilment of conditions for admission. It must contain the statement, reasoning, instruction about a possibility to submit a request for review of decision, and the dean's or the authorized vice-dean's signature. The decision on admission of an applicant for PhD. study includes the study programme, form of the study, supervisor's name and topic of dissertation thesis. The decision on admission procedure result must take the form of personal delivery. The applicant whose current stay is unknown will be delivered the decision by posting the decision on an official faculty board for the period of 15 days. The last day of this period is deemed the delivery date.¹²

(3) The applicant who doesn't fulfil the basic conditions for admission to the study according to Section 56 of the Higher Education Act at the time of verification of fulfilment of conditions for admission, the Dean can make a decision on conditional admission to the study. If the student doesn't prove fulfilment of basic conditions for admission by the date of registration to study at the latest, the Dean makes a decision which cancels a decision on conditional admission and decides not to admit the applicant to study.¹³ If the student proves fulfilment of basic conditions for admission to study on the date of registration to study at the latest, he is considered a regular student of given study programme.

(4) Copy of the decision on admission procedure result makes part of the admission procedure file.

Art. 7
Making the results of entrance examination public

(1) If an entrance examination is carried out in the study programme, on the date of entrance examination or the next day at the latest, the faculty shall make entrance examination result which the applicant achieved in particular subjects as well as the final results of entrance examination available to the applicant by means of academic information system.

(2) On the working day following the day of entrance examination, the faculty shall make entrance examination results of all applicants available on the faculty website and on the official information board of the faculty as follows: code of the applicant, overall result of entrance examination. Results are made available according to the study programmes and are ordered according to the applicant's code. If there are applicants admitted to the study programme without entrance examination as well as on the basis of entrance examination, only the applicants who took the entrance examination are included in the list. At the same time, the number of admitted applicants without entrance examination is stated.

(3) If the entrance examination lasts more days, results according to paragraph 1, are made available to the applicant on the last day of this examination. If the entrance examination is carried out abroad, results according to paragraph 1 are made available to the applicant on the day when the results of examination are evaluated, and the results according to paragraph 2 on the working day following the day when the results of examination were evaluated.

¹¹ Section 58 par. 6 of the Higher Education Act

¹² Section 58 par. 7 of the Higher Education Act

¹³ Section 58 par. 1 of the Higher Education Act

(4) Published information must include a note: „The list is informative only, decision of the Dean on the result of admission procedure is decisive and shall be delivered to the applicant only.“

Art. 8

Making the results of admission procedure public

(1) No later than 24 hours after the meeting of the admission committee of the Dean of the faculty, the faculty shall make the list of admitted applicants available on the faculty website and on the official information board of the faculty, either the complete list or the list according to particular study programmes. The manner of publishing shall be determined by the Dean of the faculty.

(2) When the faculty makes the complete list of admitted applicants available, the following data are stated: code of the applicant and the study programme to which the applicant has been admitted.

(3) When the faculty makes the list of admitted applicants according to particular study programmes available, only the codes of admitted applicants are stated.

(4) Published information must include a note: „The list is informative only, decision of the Dean on the result of admission procedure is decisive and shall be delivered to the applicant only.“

Art. 9

Applicant's access to the admission procedure file

(1) The faculty is obliged to keep documentation of admission procedure, enrolment to study and enrolments to the next study years, transcript of records, copies of documents certifying completion of study and documentation regarding decisions on academic rights and duties of a student, for the period of at least 25 years upon the completion of the study.¹⁴

(2) Applicant is entitled to access his/her admission procedure file within 10 days after delivery of the dean's decision at the latest. An access means that the applicant may read the documentation and is allowed to make transcriptions or extracts.

(3) Only the applicant or a person authorized in writing by him/her may access documentation in the rooms reserved at the faculty for this purpose in the presence of the persons authorized by the Dean.

(4) Appropriate conditions and time must be provided for access to the documentation.

(5) If an applicant finds out that his/her test was incorrectly evaluated or a mistake occurred in final scoring, he/she shall notify the person who is present at the access in accordance with par. 3 and shall state this fact in the request for review of decision on non-admission.

¹⁴ Section 55 par. 9 of the Higher Education Act

Art. 10
Review of the decision on non-admission

- (1) The applicant who received the decision on non-admission to the study may apply for a review of such decision. The request shall be directed to the authority that issued the respective decision within eight days after its delivery date.¹⁵
- (2) The Dean himself/herself may grant the request if he/she finds out that the decision was issued contrary to law, internal regulation of CU or the faculty or the terms stated in accordance with Section 57 par. 1 of the Higher Education Act. Otherwise the Dean shall pass the request to the Rector together with the enclosed file and written Dean's statement on the applicant's comments and objections within 15 days after its delivery.
- (3) The Rector shall change the decision if it was issued contrary to law, internal regulation of CU or the terms stipulated in accordance with Section 57 par 1 of the Higher Education Act. Otherwise he shall reject the request and confirms the original decision.
- (4) Rector's decision in accordance with par. 2 must contain the statement, reasoning and instruction that it is not possible to submit a request for its review.
- (5) The reply to the applicant for review of the decision must be sent within 30 days after the delivery of the request to review the decision on non-admission to study.
- (6) The Dean shall review the applicant's objections made during access to the documentation or stated in his/her request to review the decision. If it is proved that the applicant has been harmed by a mistake made by the faculty, the Dean, in cooperation with the examination committee is obliged to remedy the fault and include the applicant's name into the list according to the score as amended.
- (7) Changes in admission procedure documentation made in accordance with par. 6 must be carried out by a committee and recorded and signed by the examination committee members.
- (8) If after the change carried out in accordance with par. 6 the applicant shall be listed among those who have fulfilled conditions for being admitted to the respective study programme, the Dean shall change his original decision and shall admit the applicant to the study.

Art. 11
The applicant's right to enrol to the study and its termination

- (1) Upon the notification of being admitted to study the applicant gets the right to enrol to study. The faculty shall inform admitted applicant about the date, place and manner of enrolment.
- (2) Enrolment of admitted students may also be carried out before the beginning of the academic year in which their study should begin, if stated by the faculty. Applicant will consequently become a student as late as from the beginning of the academic year unless he/she announces the faculty in writing by August 15 before the beginning of this academic year that he/she cancels his/her enrolment.¹⁶
- (3) The faculty has the right to inquire the information from the applicant whether he/she will enrol to study. The applicant is obliged to give such information no later than by the deadline determined by the faculty.

¹⁵ Section 58 par. 8 of the Higher Education Act

¹⁶ Section 69 par. 2 of the Higher Education Act

(4) The applicant's right to enrol to study based on the decision on being admitted expires when he/she fails to respond within the given deadline to the faculty question whether he/she will enrol or responds negatively.

(5) If the applicant's right to enrol expires, the faculty shall cancel the decision by which another applicant in order according to admission procedure results has not been admitted, and shall issue a new decision on his/her admission to study.

Art. 12

Admission procedure of bachelor study graduates to master study

(1) Basic condition for admission to master study¹⁷ is a higher education of first level or university education of second level, while the total number of credits achieved in previous university study needed for completion of university education, and the number of credits needed for regular completion of master study programme to which the applicant applies for, must be at least 300 credits.¹⁸

(2) The Dean of the faculty shall decide on admission of the applicant to master study programme who completed university education in accordance with par 1 on the basis of fulfilment of conditions for admission to study taking into consideration the given number of admitted students to the particular study programme and capacity of workplace providing the instruction.

(3) The Dean may decide that applicants for study in master study programme must take the entrance examination.

Art. 13

Admission procedure in case of transfer from another university

(1) CU may, under the conditions stated by its study regulations, allow a student who was admitted to the study programme of particular level in the same or related study field at another higher education institution to enrol upon the student's written request (hereinafter referred to as "transfer"). Decision on transfer can be made by the Dean with the Rector's approval.

(2) A student may apply for transfer from another higher education institution at the beginning of the academic year after successful completion of the first year of study and fulfilment of conditions to advance to the next study year according to conditions stated by the higher education institution from which a student wants to transfer.

(3) Transfer is carried out in the form of admission procedure pursuant to Section 58 of the Higher Education Act.

(4) The admission procedure conditions for transfer are approved by the Academic Senate of the faculty at the dean's proposal. They may differ from the admission procedure conditions which the applicants from secondary schools had to fulfil, possibly graduates of study programmes of certain levels when being admitted to the study of higher level. Unless the faculty has approved separate admission conditions for the transfer from another higher education institution, the admission conditions for particular academic year are valid. Recognition of completed subjects and transfer of credits is stipulated by Art. 31.

¹⁷ Section 53 par 1 of the Higher Education Act

¹⁸ Section 56 par 2 of the Higher Education Act

(5) The application for transfer must be supplemented by the transcript of records and a syllabus of subjects which the student successfully passed.

Part III Study at CU

Art. 14 Levels and forms of study at CU, standard length of study

(1) Comenius University provides, organizes and secures higher education in bachelor study programme as in the study programme of first level (hereinafter referred to as “bachelor study”) in master study programme as in the study programme of second level (hereinafter referred to as “master study”), and in first and second level of study joined in one unit in accordance with Section 53 par. 3 of the Higher Education Act (e.g. doctor study programmes involving human medicine, hereinafter referred to as „doctor study“) and in PhD. study programme as in the study programme of third level (hereinafter referred to as “PhD. study”).

(2) CU or faculties may provide study programmes in cooperation with other universities including universities abroad (hereinafter referred to as “joint study programme”) based on a joint study programme agreement containing namely the admission conditions, conditions for completion of the study¹⁹, details on study organization and awarded academic degree and details on documents certifying completion of the study, conditions for validity of internal regulations of the faculty for students of joint study programmes and conditions for decisions making on their academic rights and duties in accordance with internal regulations of the faculty and legal regulations of the country where the study is carried out.²⁰

(3) CU provides higher education according to the accredited study programmes, the list of which shall be published in a manner prescribed by law.²¹

(4) Proposal of the study programmes that are not carried out by faculties is submitted by the Rector to the Scientific Board of CU for approval after being discussed by the Academic Senate of CU.

(5) Proposal of study programmes that are carried out by faculties are submitted by the Dean to the Scientific Board of the faculty for approval after being discussed by the Academic Senate of the faculty.

(6) Study programme is carried out in a full-time and part-time form of study. Full-time and part-time form of study is carried out by means of attendance or distant methods or their combination. If it is not possible to use the same methods, possible necessary differences in carrying out the study programme in full-time and part-time form can't have a negative influence on the results of education.

(7) Full-time form of study is organized in such a way that the study according to the recommended study plan corresponds, depending on the study programme from the time-consumption of the student's work, to the extent of 1500 up to 1800 hours per academic year, including self-study and self-creative activities.²²

(8) Part-time form of study of study programmes accredited after January 1, 2013 is organized in such a way that the study according to the recommended study plan corresponds depending on the study programme from the time-consumption of the student's work to the extent of 750 up to

¹⁹ Section 54a of the Higher Education Act

²⁰ Section 54a par. 2 of the Higher Education Act

²¹ Section 54b of the Higher Education Act

²² Section 60 par. 2 of the Higher Education Act

1440 hours per academic year, including self-study and self-creative activities.²³ Part-time form of study of study programmes accredited before January 1, 2013 is organized in accordance with valid accreditation.

(9) Organization of all levels and forms of higher education at CU is based on credit system of study in accordance with the Ordinance of the Ministry of Education of the SR.²⁴

(10) Faculties may provide instruction of particular subjects or parts of study for other faculties, higher education institutions or other institutions.

(11) Standard length of study is specified in the accreditation file of the study programme.

(12) Standard length of study in a full-time form is for the study programme of:

- a.) the first level (bachelor study programme) including practice, no less than three and no more than four academic years,²⁵
- b.) the second level (master study is a follow-up to the bachelor study programme) including practice, no less than one and no more than three academic years,²⁶
- c.) pursuant to Section 53 par. 3 of the Higher Education Act (joint master study programme) no less than five and no more than six academic years, and for doctor study programme six academic years,
- d.) the third level (PhD. study programme) no less than three and no more than four academic years,²⁷

(13) Standard length of study in a part-time form is for the study programme of:

- a.) the first level (bachelor study programme) including practice, no less than three and no more than five academic years,²⁸
- b.) the second level (master study is a follow-up to the bachelor study programme) including practice, no less than two and no more than four academic years,²⁹
- c.) pursuant to Section 53 par. 3 of the Higher Education Act (joint master study programme) no less than seven and no more than eight academic years,
- d.) the third level (PhD. study programme) no less than four and no more than five academic years.³⁰

Art. 15

Rights and duties of students

(1) An applicant admitted to study becomes a student of CU upon his/her enrolment to the study programme carried out by CU or its faculties.

(2) Student has the right, in particular, to:

²³ Section 60 par. 3 of the Higher Education Act

²⁴ Ordinance of the Ministry of Education of the SR No. 614/2002 Coll. on credit system of study in the wording of later regulations

²⁵ Section 52 par. 3 letter a) of the Higher Education Act

²⁶ Section 53 par. 4 letter a) of the Higher Education Act

²⁷ Section 54 par. 2 letter a) of the Higher Education Act

²⁸ Section 52 par. 3 letter b) of the Higher Education Act

²⁹ Section 53 par. 4 letter b) of the Higher Education Act

³⁰ Section 54 par. 2 letter b) of the Higher Education Act

- a.) study in the study programme he/she has been admitted to,
- b.) create his/her plan of study according to the regulations of the study programme
- c.) enrol to the next part of study programme after having fulfilled the duties given by the study programme or study regulations,
- d.) select the pace of study, order of passing the subjects while respecting time and capacity restrictions given by the study programme and complying with the prescribed pre-requisites as well as to select a teacher prior to the beginning of instruction for the subjects provided by several teachers,
- e.) apply for study at another university even abroad within the framework of his/her study (academic mobility),³¹
- f.) participate in research, development, artistic and other creative activities at CU,
- g.) take part in establishing and activities of independent associations active within CU, in accordance with legal regulations,
- h.) at least once a year to express opinion about teachers and quality of instruction in the form of anonymous questionnaire,³²
- i.) express freely opinions and comments on the system of higher education,
- j.) information and counselling services related to study and possibilities of graduates to use their knowledge in practice,
- k.) if he /she is obliged to pay tuition fee due to parallel study, he/she can choose the study programme in a given academic year to study for free, if he/she is entitled to study for free,
- l.) under the terms given in the study programme to change his/her study programme, possibly its form, within the same study field or a combination of study fields,
- m.) submit a complaint to the Dean and have a reply; receiving, recording, reviewing and dealing with complaints and fulfilling adopted remedies are stipulated in a separate regulation,³³
- n.) right to review the dean's decision on expelling him/her from study due to his/her failure to meet the requirements and duties prescribed by the study programme and Study Regulations of CU or the faculty,
- o.) right to review the dean's decision on expelling him/her from study for cheating during entrance examination.

(3) Student is obliged, in particular, to:

- a.) follow internal regulations of CU and its units,
- b.) protect and handle economically the property, means and services of CU,
- c.) pay tuition fees and charges related to study either directly to CU or faculty within the period stipulated, or after application to remit tuition fees has been rejected and no later than 15 days after delivery of a new appeal to pay; to state true facts decisive for their calculation,
- d.) report an address for mail delivery or its change to CU or faculty where he/she studies
- e.) appear in person upon a written summoning of the Rector, the Dean or employee of CU or the faculty authorized by them,
- f.) notify CU or faculty in writing by September 30 of the appropriate academic year about his/her decision which study programme he/she intends to study free of charge in case of parallel study,
- g.) properly prepare for instruction and all forms of study check (examinations), fulfil tasks of teachers in time, have the learning aids duly prepared according to the teacher's

³¹ Section 58a of the Higher Education Act

³² Section 70 par. 1 letter h) of the Higher Education Act

³³ Act No. 9/2010 Coll. on Complaints

instructions

h.) follow the rules of good behaviour towards teachers and other employees of the faculty.

(4) Academic self-administration bodies of a faculty are in accordance with the Higher Education Act entitled to decide on behalf of CU in matters involving academic rights and duties of students enrolled to study according to the study programmes provided by the faculty.

(5) In accordance with the Higher Education Act, a student is a member of the academic community, if he/she studies study programme at the faculty, he/she is also academic community member of the faculty .

(6) Student may be imposed a disciplinary measure for violation of legal regulations, Statute of CU or other internal regulations of CU or faculty in which the student studies or for violation of public order.

(7) Details on disciplinary procedure are specified by Disciplinary Rules of CU or Disciplinary Rules of the faculty where the student studies.

Art. 16

Study adviser, PhD. student's supervisor and mobility coordinator

(1) Study advisers (tutors) at CU provide counselling services for students, especially in making up study plans. Study adviser, chosen from among university teachers, is appointed and recalled by the Dean. If needed, the Dean may appoint several study advisers.

(2) PhD. student's supervisor (hereinafter referred to as „supervisor“):

- a.) for particular study field or study programme of PhD. study programme, a supervisor can be teacher of faculty of CU or other expert from practice after being approved by the particular Scientific Board. Rules of approving supervisors are specified in internal regulation;³⁴
- b.) for topics which were offered by external teaching institution, a supervisor can be a person approved by that institution. External educational institution shall provide particular Scientific Board with the research and pedagogical characteristics of its supervisors.

(3) Supervisor professionally supervises his/her PhD. student during PhD. study. Supervisor fulfils the following tasks:

- a.) in cooperation with a PhD. student, he/she sets up an individual study plan of a PhD. student and submits it for approval to the Board of Specialists,
- b.) coordinates and guarantees fulfilment of PhD. student's study plan and checks fulfilment of his/her pedagogical activities,
- c.) determines the aim of dissertation thesis and specifies its topic in cooperation with PhD. student,
- d.) award PhD student given number of credits for completed stages of individual study of scientific literature and scientific part of study plan, if these were defined in the study plan
- e.) submits annual assessment of PhD. student to the Dean
- f.) submits proposal to expel the PhD student from PhD. study to the Dean, expresses his/her opinion on PhD. student's request to interrupt the study and change the study programme within the same field of study, related field of study or combination of study fields,
- g.) recommends PhD. student in case of his/her interest for study stay at another institution of science, education, research, technique or the art at home or abroad.

³⁴ Rector's Ordinance No. 9/2002 Rules for approval of supervisors of PhD. study at CU

- h.) writes an opinion on dissertation thesis and working characteristic of given PhD. student,
- i.) if needed, ensures consultations with another specialists,
- j.) takes part in dissertation examination of a PhD. student and dissertation thesis defence, and has the right to express his/her opinion.

(4) University mobility coordinator is Vice-rector for international relations. In cooperation with International Relations Office of the Rector's Office of CU and Study Department of the Rector's Office of CU he/she organizes international cooperation in the field of education, solves the tasks connected with sending and admitting students and provides counselling services on study opportunities.

(5) In order to provide the tasks listed in par. 4, the Dean of the faculty appoints a mobility coordinator from among the university teachers, if needed, departmental coordinators as well.

Part IV

Study organization at CU

Art. 17

Study schedule

- (1) Academic year begins on September 1st of the current year and ends on August 31st of the following year.
- (2) PhD. study may also begin at the beginning of the second semester of the academic year.
- (3) Academic year is divided into winter and summer semester.
- (4) Each semester is divided into teaching period and examination period, in PhD. study it consists of scientific part as well.
- (5) Teaching period of a semester contains no less than 13 and no more than 15 weeks of instruction. Examination period lasts at least 4 weeks. The schedule of study in the last semester of study may be modified in a different way by the Dean.
- (6) The Rector determines the common schedule of study for the next academic year after being discussed in the Rector's Board of CU by January 31.
- (7) The schedule of study in PhD. study programmes may differ from the one given by the Rector of CU. The schedule for the next academic year is determined by the Dean of the faculty after being discussed by the Faculty Board by February 28 at the latest.

Art. 18

Organization of enrolment

- (1) Detailed relations arising from enrolment to study are specified in Art. 1 of the Annex: General regulations for enrolment to study, recording and checking of study results at faculties of CU.
- (2) Prior to enrolment a student may express his/her interest in the subjects he/she wants to complete in the following academic year/semester and discuss their composition with the tutor.
- (3) Enrolment is carried out by the study department or other department authorized to deal with study matters.

(4) Documentation about the enrolment to PhD. study also contains approved individual study plan of a PhD. student (in accordance with Art. 20 par. 10).

(5) Students from other faculties or higher education institutions may enrol in a subject at the faculty with the consent of its Dean or an authorized coordinator, providing the student has passed prescribed pre-requisite subjects and if there is sufficient teaching capacity.

(6) If the subject which the students enrol in has restricted capacity (due to lack of rooms, teachers or for other reasons), students are allowed to enrol in the following order:

- a.) students of their own faculty for whom the subject is compulsory (recommended in a given semester in accordance with the study programme plan) and students of other higher education institutions who enrol in the subject as compulsory based on the learning agreement,
- b.) students of their own faculty for whom the subject is compulsory optional,
- c.) students of other faculties of CU for whom the subject is compulsory optional based on agreement between the faculties,
- d.) students of their own faculty for whom the subject is optional,
- e.) students of other faculties of CU for whom the subject is optional,
- f.) students of other faculties for whom the subject is optional.

(7) Within the categories under par 6 letters a) to f) students with better grade point average calculated in accordance with Art. 24 have priority.

Art. 19 **Credit system of study**

(1) Credit system of study allows to assess by credits a student's workload connected with completion of subjects in accordance with requirements of the study programme, it helps CU to open up to public, supports students' mobility and gives student a chance to take part in creating hi/her study plan.

(2) Credits are numeric values assigned to subjects that characterize amount of work necessary for their completion.

(3) Standard workload of a student for one academic year is 60 credits, 30 credits per semester.

(4) Standard workload of a student for one academic year in part-time form of study is at most 48 credits. Given condition applies to students in part-time form of study admitted to study of the study programmes accredited after January 1, 2013.

(5) Student obtains credits after successful completion of a subject. Credits for a given subject can be obtained only once while studying one study programme.

(6) Credits obtained for completion of subjects are counted up (accumulated). One of the conditions to continue in study after the stage of study check, determined in advance, is obtaining the necessary sum of credits specified by the study programme.

(7) Total number of credits necessary for due completion of study is for the study programme with standard length of studies in accordance to Art. 14 par 12 and 13:

- a.) in bachelor study at least 180 credits;
- b.) in master study at least 60 credits;
- c.) in doctor study 360 credits if the standard length of study is six years;
- d.) in the first and second level joined to one unit pursuant to Section 53 par. 3 of the

Higher Education Act, 300 credits if the standard length of study is five years or 360 credits if the standard length of study is six years, and

- e.) in PhD. study in full-time form 180 credits if the standard length of study is three years and 240 credits if the standard length of study is four years; in part-time form of study 180 credits if the standard length of study is four years and 240 credits if the standard length of study is five years.

(8) PhD. student during his/her period of study obtains credits for the following activities:

- a.) completion of study part which mainly consists of specialized PhD. study lectures and seminars according to the PhD. student's study plan. The study part is completed by dissertation examination. PhD. student obtains 20 credits for successful completion of dissertation examination, if so stated by the internal regulation of the faculty. PhD. student may also enrol in some additional subjects offered by the faculties in their study programmes, mainly master (doctor) study if he/she hasn't completed them in the previous level of higher education. Study of additional subjects and individual study of scientific and research literature doesn't substitute neither completion of compulsory lectures and seminars specified in the PhD. student's study plan nor teaching activities at the higher education institution,
- b.) independent creative activity in the field of science (publications, completion of research part defined in individual study plan and the like), which is related to the topic of dissertation thesis,
- c.) teaching activity at the higher education institution or the faculty (e.g. supervising practicals and the like) and curative and preventive activity at the workplaces of medical faculties; possibly other activities carried out at the faculty or associated institution, if so required by the character of the study. The values of credits for this activity are assigned by the faculties in their internal regulations (this doesn't apply to PhD. students in part-time form of study),
- d.) PhD. student obtains 30 credits for dissertation thesis and its defence.
A student must obtain credits according to the composition specified in the study programme.

(9) Study activities within PhD study under par. 8 letter a) and b) can't be mutually substituted. PhD. student is obliged to obtain at least 40 credits for study activities specified in par 8 a) and 40 credits for creative activities specified in par 8 b). during his/her period of study.

(10) If a student completes a part of his/her study at another faculty or higher education institution in the SR or abroad based on the learning agreement³⁵ (within academic mobility), the credits obtained are transferred on the basis of transcript of records made for the student by the faculty or higher education institution at which the credits were acquired. Transfer of credits doesn't mean automatic recognition of subject of the study programme which a student enrolled in. Decision on recognition of subject, instead of the subject of the study programme, is made by the Dean after the statement from the particular subject's guarantor upon the student's written request. Provisions of Art. 31 apply proportionally.

Art. 20

Study programme, study plan and study documents

(1) The study programme is a set of subjects which consists of educational activities and a set of rules devised in such a way as to enable the student to acquire higher education after successful completion of these educational activities while pursuing the given rules.³⁶

(2) Study programme further specifies the terms stipulated in the Higher Education Act.³⁷

³⁵ Section 7 par. 1 letter b) of the Ordinance of the Ministry of Education of the SR No. 614/2002 Coll. on Credit system of study in the wording of later regulations.

³⁶ Section 51 par. 2 of the Higher Education Act

(3) Study programme may be carried out within a field of study or within a combination of study fields that make part of the study field system.

(4) Terms under which joint study programmes are carried out are determined by the agreement on cooperation concluded between cooperating faculties,

(5) Rules for completion of the study programme are set out in such a way as to allow a student to obtain during his/her study at least 70% credits for compulsory and compulsory optional subjects from the total number of credits stated for successful completion of study.

(6) Study programme of PhD. study consists of study part completed by dissertation examination, scientific part and dissertation thesis defence. If the PhD student has chosen the topic of his/her dissertation offered by the external teaching institution, an agreement between CU or faculty with this institution also includes conditions for carrying out the study part of PhD. study and teaching activity of PhD. student.³⁸

(7) The study programme comprises recommended study plan compiled in such a way as to allow the student to fulfil requirements for successful completion of study in standard length.

(8) The study plan determines the sequence of subjects with respect to time and content, and the forms of assessment of study results.

(9) The study plan is designed, except for the form of assessment of study results, by the student himself/herself or in cooperation with his/her study advisor (a tutor) from the choice of study programme subjects in such a way as to comply with the rules set by the study programme and the provisions of this Study Regulations.

(10) PhD. study is carried out according to the individual study plan developed by the student in cooperation with his/her supervisor who submits it for approval to the Board of Experts. Individual study plan consists of study and research part and also contains the dates when particular subjects and dissertation thesis should be completed.

(11) Approved individual study plan is a part of PhD. student's documentation administered by Department of PhD. study. Student submits the study plan to the Department of PhD. study by no later than the end of October of the academic year in which he/she started to study, possibly when a student makes changes in PhD. study.

(12) Study documents are:

- a.) student's identification card,
- b.) credit book (index),
- c.) transcript of study results,
- d.) record book of clinical practice.

(13) Credit book (index) is a compulsory document of study in which especially subjects and the results of examinations or study performance are recorded.³⁹ Details on the study documents content are stipulated by Section 67 of the Act on Higher Education.

³⁷ Section 51 par. 4 of the Higher Education Act

³⁸ Section 54 par. 12 of the Higher Education Act

³⁹ Section 67 par. 3 of the Higher Education Act

Art. 21

Subjects of the study programme and educational activities

(1) Study programme is divided into subjects. Subject is composed of particular independent educational activities or their combination (par. 8) intended to provide education in a given field of study.

(2) Each subject is clearly identified within CU by its code and title and is designed as a single semester subject. Basic data concerning the subject's nature are outlined in Course Unit Information Form.⁴⁰

(3) The subjects included in the study programme are divided into the following categories:

- a.) compulsory - their completion is an inevitable condition for successful completion of a part or the entire study programme,
- b.) compulsory optional - supplementing the nature of study enabling student to adapt his/her study plan to his/her individual interests according to his/her own choice within the structure given by the study programme,
- c.) optional – these are the other subjects that may be chosen by the student in order to supplement his/her study and obtain sufficient number of credits in a given part of study.

(4) Compulsory and compulsory optional subjects are as a rule taught at the faculty which provides given study programme. Also the subjects taught at another faculty may be listed among compulsory subjects, after agreement with the dean of that faculty.

(5) Student usually enrolls in the optional subjects from among his/her study programme optional subjects, but also from among other study programmes of other faculties or higher education institutions within valid regulations.

(6) Subjects of the study programme are, according to their links, divided into:

- a.) subjects without a link; enrolment of such subject is not conditioned by completion of other subject,
- b.) subjects conditioned by completion of other subjects - completion of such subject is possible after successful completion of other subject or subjects - pre-requisites.

(7) Thesis is, according to each study programme, part of the study which together with the thesis defence comprises one subject; thesis defence belongs to the state examinations.

(8) Educational activities are, in particular, lectures, seminars, practicals, final thesis, project work, laboratory works, internships, excursion, professional practice, state examination and their combination.

(9) The student is obliged to complete educational activities listed in the Course Unit Information Form.⁴¹ Student's absence in educational activities may be excused if the student has been ill or if there are other obstructions on the side of the student (public post, civic duties carried out in public interest, maternity or parental leave, quarantine, sick family member care, medical examination or treatment, birth of a child to the student's wife, accompanying a family member to a health care facility, death of a family member, student's wedding or a wedding of a student's

⁴⁰ Sample of Course Unit Information Form is in the Ordinance of the Ministry of Education of the SR No. 614/2002 Coll. on Credit system of study in the wording of later regulations.

⁴¹ Section 67 par 2 of the Higher Education Act and Section 4 par. 1, Annex No. 1 of the Ordinance of the Ministry of Education of the SR No. 614/2002 Coll. on Credit system of study in the wording of later regulations.

close relative, unexpected traffic collapse or delays in regular public transport, moving) that will be proved by the student by respective documents. The teacher may assign a student a compensatory task as a compensation for his/her absence.

(10) In case of re-enrolled subject in accordance with Art. 22 par. 2 to 4, the teacher may, in reasonable cases upon the student's written request, recognise attendance at all or some of educational activities which the student completed when he/she enrolled the subject for the first time, without substitution.

(11) PhD. student is obliged to complete educational activities of the study programme in accordance with the study programme and individual study plan:

- a.) Study part of PhD. study consists of lectures, seminars and individual study of literature needed in terms of the aim of dissertation thesis (self- study).
- b.) Scientific part consists of individual or team scientific work of a PhD. student which is related to the topic of dissertation thesis and is guaranteed by a supervisor.
- c.) Full-time PhD. study includes teaching activities and other professional activities related to teaching activities in accordance with PhD. student's individual study plan in the extent of no more than four hours per week on average in an academic year in which the teaching is performed.

Art. 22

Enrolment and completion of subjects

(1) Upon enrolment student defines his/her study plan for the following semester or year of study.

(2) A student may re-enrol in the compulsory subject he/she failed once more in accordance with the rules stipulated in the study programme. After the second unsuccessful passing of the compulsory subject the student is expelled from study in accordance with Higher Education Act⁴² (see Art. 25, par. 4 and 5).

(3) The same conditions specified in par. 2 apply to enrolled compulsory optional subject which the student failed to complete, however, the student may choose another subject from among compulsory optional subjects instead, if it is permitted by the rules for choosing compulsory optional subjects in a given study programme (see Art. 25, par. 4 and 5).

(4) Optional subject which the student hasn't passed may be re-enrolled again or the student may choose another optional subject or compulsory optional subject from the list of compulsory optional subjects which the student hasn't completed up to now. If the student has sufficient number of credits he/she is allowed not to enrol in any optional subject. If the student hasn't obtained sufficient number of credits, he/she is expelled from study after the second unsuccessful passing of the chosen optional subject.

(5) In each semester the student has to enrol in subjects of such credit value and composition (compulsory, compulsory optional and optional) so as to fulfil conditions of each stage of study check to continue his/her study or complete the study. In each year of study the student is obliged to enrol in and successfully complete subjects worth of at least 40 credits in full-time form of study and 30 credits in part-time form of study, except for the last year of study. Maximum value of credits awarded during one year shall not exceed 1.5 fold of standard student's workload in full-time form of study and 1.25 fold of standard student's workload in part-time form. For serious reasons, the Dean may allow the student in full-time

⁴² Section 66 Clause 1 c) of the Higher Education Act

form of study, upon the written request, to enrol in the subjects worth of more than 1.5 fold of standard workload. Student in part-time form of study is not allowed to enrol in subjects worth of more than 1.25 fold of standard workload. Given condition applies to students in part-time form of study admitted to study of the study programme accredited after January 1, 2013. Dean's decision on approval or non-approval to enrol in subjects worth of more than 1.5 fold of standard workload in full-time form of study is definite and appeal against this decision is not possible.

(6) In the academic year in which the student plans to complete his/her study he/she enrolls in the subjects with such credit value as to allow him/her to comply with the terms of study completion.

(7) Enrolment comprises also student's identity card validation.

Art. 23

Recording, checking and assessing the study results

(1) Detailed stipulation of relationships arising within recording and checking of study are listed in Art. 2 of the Annex to this Study Regulations of CU: General rules for enrolment to study, recording and checking of study results at the faculties of CU.

(2) Assessment of student's study results within studying a subject (hereinafter referred to as "assessment of the subject") is carried out especially by:

- a.) continuous check of student's results during teaching period of given period of study (control questions, written tests, individual tasks, semester works, seminar papers etc.),
- b.) an examination for the given study period.

(3) Optional subjects are assessed by continuous checking of study results in accordance with par. 2. a), except the cases when student has selected a compulsory or compulsory optional subject as his/her optional subject that is assessed by an examination.

(4) Examinations are held in the examination part of the semester in which the student has taken the subject, provision of Art. 24 par. 4 is not affected by it.

(5) Conditions for completion and assessment of subject are specified in the Course Unit Information Form where the form of assessment and conditions for obtaining individual grades of assessment (Art. 24).

(6) Recommended study plan prescribes for one semester no more than five subjects completed by an examination. Student has right to design his/her study plan in such a way that he may complete more than five compulsory and compulsory optional subjects completed by an examination.

(7) Particular manner of study check including the respective dates and manner of evaluation of the study check shall be announced by the teacher at the beginning of the semester.

Art. 24

Grading scale and weighted study average

(1) To assess the study results CU uses a grading scale consisting of six grades:

- A – excellent (outstanding results) (numeric value 1),
- B – very good (above average results) (numeric value 1,5),
- C – good (average results) (numeric value 2),

- D – satisfactory (acceptable results) (numeric value 2,5),
- E – sufficient (results meet minimum criteria) (numeric value 3),
- FX – insufficient (additional work is required) (numeric value 4).

(2) Assessment (mark, grade) reflects quality of knowledge or skills acquired in accordance with the goals of the subject specified in the Course Unit Information Form.

(3) Subject has been passed if the student obtained the assessment from A to E. Student shall obtain credits for successfully completed subject only.

(4) Student assessed by FX for a subject has the right to repeat it twice if he/she has fulfilled the conditions of continuous assessment. Student doesn't have the right to compensate possibilities for fulfilment of requirements of continuous assessment if this possibility is not specified in the Course Unit Information Form, or if a teacher doesn't specify something else at the beginning of the semester, or unless determined otherwise by the study regulations of the faculty. When a student doesn't fulfil requirements of continuous assessment, he/she gets FX without a possibility to take a final examination. If the subject is re-enrolled, a student has the right, under the same conditions, to one retake only (see Art. 22 par. 2 to 4).

(5) Enrolled subjects which the student hasn't completed, e.g. didn't take part in the final assessment or didn't take part in compulsory educational activities listed in the Course Unit Information Form and a teacher didn't excuse his/her absence (see Art. 21 par. 9), are at the end of the examination period assessed by FX.⁴³

(6) Weighted study average is used to assess student's total study results. Weighted study average for the academic year/semester is calculated as follows: for all subjects enrolled in particular academic year/semester, numeric value of a grade (par. 1) is multiplied by a credit evaluation pertaining to this subject. The values acquired are counted. The total is divided by the total number of credits for the particular year/semester, the result equals weighted study average. It includes also the subjects assessed by mark "4" which the student enrolled in and were assessed by FX or which the student enrolled in and he/she did not complete them and, thus, the subjects were assessed by FX according to par. 5.

(7) Weighted study average for the entire study is calculated similarly as determined in par. 6, but only successfully completed subjects are calculated.

(8) Weighted study average is used especially in tenders required by capacity limits of teaching process, in deciding to award some scholarships, in providing accommodation at the Student Hostels and the like.

Art. 25

Stages of study check

(1) If a student (except for PhD. student) of full-time form and a student of part-time form of study admitted to study according to the study programmes accredited by December 31, 2012 wants to continue in his/her study, he/she has to:

- a.) show to have passed at least two compulsory subjects and obtained no less than 15 credits for successfully completed subjects at the end of the first semester,

⁴³ Details stipulated in Annex No. 1

- b.) obtain in every year of study no less than 40 credits for successfully completed subjects for winter and summer semesters with the exception of the case when the student needs to pass the state examination only.

(2) If a student (except for PhD. student) of part-time form of study admitted to study according to the study programmes accredited after January 1, 2013 wants to continue in his/her study, he/she has to:

- a.) show to have passed at least one compulsory subject and obtained no less than 10 credits for successfully completed subjects at the end of the first semester,
- b.) obtain in every year of study no less than 30 credits for successfully completed subjects for winter and summer semesters and no more than 1.25 fold of standard workload for successfully completed subjects.

(3) In the academic year when the student's study is interrupted or a student took part in duly approved academic mobility for part of the academic year only (see Art. 30), he/she has to fulfil requirements in accordance with par. 1 and 2 proportionately.

(4) If a PhD. student of full-time form wants to advance to the next academic year, he/she has to obtain at least 40 credits. In part-time form, he/she has to obtain at least 30 credits and no more than 1.25 fold of standard workload for each academic year.

(5) Non-fulfilment of the conditions stated in par. 4 is a reason for a supervisor to submit to the Dean, as a part of annual assessment (par. 6), a proposal to expel the PhD student from the study.

(6) In PhD. study, at the end of each academic year a supervisor submits to the Dean annual assessment of fulfilment of PhD. student's study plan (number of awarded credits included) with the statement whether he/she recommends him/her to continue in the study. The supervisor checks fulfilment of PhD. student's study plan within the given deadlines, if necessary, he submits the proposal to modify his/her individual study plan. On the basis of annual assessment of a PhD. student, the Dean decides whether a student may continue in his/her study as well as on possible changes in his/her study programme.

Art. 26 **Final thesis**

(1) Final paper is bachelor thesis, diploma thesis or dissertation thesis.

(2) By bachelor thesis or diploma thesis a student is supposed to show his/her ability to work creatively in the study field in which he/she has completed his/her study programme. By defence of dissertation thesis the student demonstrates his/her readiness for independent scientific and creative activity.

(3) Basic essentials of final thesis shall be determined by internal regulation of CU issued by the Rector.⁴⁴

(4) Final thesis is compiled by the student under the supervision of his/her supervisor.

(5) Final thesis is reviewed by an opponent (opponents in case of PhD. study) who shall submit the written opinions on the thesis.

⁴⁴ Internal Regulation No. 7/2011 Guideline of the Rector of CU on the Basic Essentials of Theses, Rigorous Theses and Habilitation Theses, Check of Their Originality, Their Storage and Accessing at Comenius University in Bratislava

(6) A student who compiled the thesis has the right to an access to the opinions on his/her work (supervisor's and opponent's opinion) no later than three days prior to the thesis defence.

(7) Thesis defence belongs to state examinations.

(8) The result of thesis defence is assessed by grades from A to FX.

(9) If the supervisor or the opponent/s are not examination committee members, they are invited to be present at the thesis defence and have the right to express their opinion in assessment.

(10) Final thesis may be written in Czech or Slovak languages, or, if so agreed by the Dean, also in another language, in English as a rule. In philology study programmes final thesis may be also written in the language of the study programme. In case the thesis is written in a foreign language, it has to include a summary in Slovak language in the extent of at least one page.

(11) Student submits his/her final thesis as stated in par. 1 to the Academic Library of CU in electronic form for the purpose of its archiving, bibliographic registration and accessing. Manner and conditions of accessing are stipulated by internal regulation of CU issued by the Rector.⁴⁵

Art. 27 **State examinations**

(1) Passing a state examination or state examinations is one of the conditions for successful completion of the study programme. State examination cannot consist of final thesis defence only, except for the state examination in bachelor study programme.

(2) State examination may consists of several state examination subjects.

(3) Condition for duly completed PhD. study is passing of the dissertation examination and dissertation thesis defence which are the subjects of state examination.

(4) Unless otherwise stated by the study regulations of the faculty, state examination may be taken by the student after fulfilment of requirements stipulated by the study programme

- a.) obtains minimum number of credits required for regular completion if he/she studies the study programme accredited by December 31, 2012 or obtains at least such number of credits so as to have, after obtaining credits for successful passing of state examinations, enough credits required for regular completion of the study (Art. 19, par. 7) if he/she studies the study programme accredited after January 1, 2013;
- b.) successfully completes all prescribed compulsory subjects, except for the state examination,
- c.) successfully completes compulsory subjects and optional subjects in the composition determined by the study programme;
- d.) he/she hands in the final thesis;
- e.) has settled all his/her financial obligations towards the faculty and university, especially the tuition fee and other fees connected with the study.⁴⁶

⁴⁵ Art. 11 par 3 of the Internal Regulation No. 7/2011 Guideline of the Rector of CU on the Basic Essentials of Theses, Rigorous Theses and Habilitation Theses, Check of Their Originality, Their Storage and Accessing at CU

⁴⁶ In accordance with valid integral regulation of CU which stipulates the tuition fees and other fees connected with the study at CU for the appropriate academic year.

- (5) State examination date/dates are stated by the Dean consistent with study schedule.
- (6) If serious circumstances don't allow a student to take the state examination and he/she excuses in advance or no later than 5 days after the date, the Dean may give an alternate date for his/her examination. If a student does not appear on the given day without excuse or if his/her reasons for being excused are not accepted by the Dean, his/her absence is assessed as unsuccessfully completed examination.
- (7) State examination is taken before an examination committee (hereinafter referred to as „committee“).
- (8) The right to examine at the state examination is given to university teachers working in the posts of professors and associate professors and other specialists approved by the respective Scientific Board.⁴⁷ In case of bachelor study programmes, also university teachers working in the post of lecturer having a higher education of the third level have the right to examine.
- (9) Composition of the committee is determined by Dean in accordance with Higher Education Act ⁴⁸ from among the persons authorized to examine. The committee is composed of no less than four members. Chairman of the committee is a university teacher working in the post of professor or associate professor at a respective faculty. The committee can make decisions only when chairman and at least two more members are present.
- (10) The course of state examination and announcement of its results are open to public. The committee shall make decision on results of the state examination at a closed meeting of the committee.
- (11) The individual state examination subjects are assessed by grades from A to FX.
- (12) Overall result of state examination is “passed with honours“, “passed” and “failed.”
- (13) State examination is classified “passed with honours” if the student has been assessed by grades A or B only in the individual subjects of the state examination on regular dates while number of assessments B may not prevail over A assessments.
- (14) State examination is classified “passed” if the student does not meet the terms under par. 13 and was not assessed by FX in neither of the subjects even on the last possible date in accordance with par. 16
- (15) If one of the state examination subjects has been assessed by FX, even on the last possible date in accordance with par. 16, the overall assessment of state examination is “failed.”
- (16) If a student didn't take the state examination or if he/she has failed, he/she may resit for it in the soonest (retake) date. Student retakes only that part of state examination in which he/she failed (being assessed by FX). State examination or its part may be repeated only twice by the deadline resulting from Art. 33 par 6 letter c).

⁴⁷ Scientific Board of CU or Scientific Board of the Faculty if the study programme is carried out at the faculty

⁴⁸ Section 63 par. 4 of the Higher Education Act

Art. 28
Overall assessment of study

(1) Overall assessment of successfully completed study is evaluated by two levels:

- a.) passed with honours,
- b.) passed.

(2) If a student has obtained weighted study average higher than 1.3 (without state examination subjects assessment) and state examination assessment “passed with honours” on the regular date, he/she is assessed in accordance with par. 1 letter a).

(3) If the terms under par. 2 have not been met, he/she is assessed in accordance with par. 1 letter b).

Art. 29
Change of the study programme within CU

(1) The Dean may allow the student, upon his/her written request, to change his/her study programme, or the form of the study programme within the same study field or related study field or combinations of study fields. Prior to the decision, the Dean shall apply for the Rector’s approval

(2) If original study programme and new study programme are studied at different faculties, the change shall be agreed by both respective deans. Rector’s approval shall be demanded by the dean of that faculty at which the student will study after the change

(3) On the basis of conditions determined by the study regulations, the Dean of the faculty shall make a decision on the change of the study programme. Recognition of subjects and transfer of credits shall be governed by Art. 31.

(4) In case of the change of the study programme of PhD. study or the change of form of PhD. study, a decision on recognition of subjects and transfer of credits shall be made by the Dean after the statement of the Board of Specialists provided it is in accordance with a new study plan of PhD. student. Otherwise, recognition of subjects and transfer of credits is governed by Art. 31.

(5) In order to complete the study successfully, the student is obliged to fulfil conditions determined by the new study programme after the change.

(6) Student may apply for a study programme change at the beginning of the academic year only after successful completion of the first year of study and after meeting the conditions stated under Art. 25 par. 1 letter b) or par. 2 letter b) and par. 4.

Art. 30
Academic mobility

(1) Conditions of accepting students from another higher education institutions within academic mobility of students and their study at faculties of CU is governed by provisions of Section 58a of the Higher Education Act.

(2) Rules and requirements of sending the students for academic mobility are governed by separate internal regulation of CU.⁴⁹

(3) In case of study within duly approved academic mobility for the part of the academic year only, a student is obliged to fulfil requirements of the stage of study check in accordance with Art. 25 proportionately (see Art. 25 par. 3).

(4) Credits for subjects completed within duly approved academic mobility are recognized after a student submits relevant documents certifying awarded credits determined by the ordinance and internal regulations of CU.

(5) Par. 3 doesn't apply to students who, within duly approved academic mobility complete the subject/s in the appropriate part of academic year (winter or summer semester) at the sending faculty as well.⁵⁰

(6) Subject carried out at the receiving faculty which is similar to the subject of the sending faculty as far as its content and extent are concerned and which a student completed within duly approved academic mobility, can be recognized by the Dean after the approval of the subject's guarantor and upon the student's written request to recognize the subject instead of the particular subject form the study programme. For recognition of subjects and transfer of credits according to this paragraph, provisions of Art. 31 are used proportionately.

(7) If a PhD. student completed part of his/her study at another workplace (e.g. abroad), obtained credits are recognized in the full extent provided he/she was sent to this workplace within fulfilment of his/her study plan and the credit systems of sending and receiving institutions are compatible (transfer of credits).

(8) Par. 1 to 6 don't apply to students who completed only some subjects in the appropriate part of the academic year at another faculty and the other subjects in the appropriate part of the academic year at the faculty to which they have been admitted.

Art. 31

Recognition of completed subjects, transfer of credits and grades

(1) A student may apply for recognition of completed subjects, or transfer of credits and grades if no more than 4 years have passed since they have been obtained in bachelor and master study programmes and 5 years in the study programmes in accordance with Section 53 par. 3 of the Higher Education Act.

(2) The subjects completed, credits and grades obtained may be recognised or transferred if they make part of the prescribed study programme as compulsory or compulsory optional subjects and were assessed by marks A to E or in an equal manner. Credits obtained for successful completion of the subject in bachelor study cannot be recognised in master study. In the same way, it is not possible to transfer credits for successful completion of the subject in the study which has already been duly completed and the academic degree has been awarded.

⁴⁹ Internal Regulation of CU No. 4/2007 Rector's Directive on participation of CU and its faculties within the program of European Union Life-long Learning Program, subprogram Erasmus

⁵⁰ Section 58a par. 6 of the Higher Education Act

(3) The Dean decides on transfer of credits and grades on the basis of recommendation of the subject's guarantor while in one academic year a student may have the subjects from previous study which hasn't been duly completed recognised in a value of no more 50 credits while complying with the terms for study stipulated in Art. 23 par. 5.

(4) If a student is admitted to study under Art. 13 or the change of study programme has been made under Art. 29, the Rector may give a student an exception from recognition of maximum value of credits under par. 3 based on the proposal by the Dean of the faculty.

(5) An application for recognition of the subjects passed in previous studies shall be submitted to the Dean of the faculty at the beginning of academic year, together with the syllabus of the subject in which he/she got the credits and the grade. Dean shall issue a written decision on recognition or misrecognition of the subjects containing reasoning, and is delivered to the student under Art. 44 par. 2. The Dean's decision is definite and appeal against this decision is not possible.

(6) Subjects completed at the receiving higher education institution within the program of European Union Life-long Learning Program, subprogram Erasmus are recognised by the sending higher education institution on the basis of the student's Transcript of Records issued by the receiving higher education institution at the end of the study. Transcript of Records is an integral part of the student's study documentation.

Art. 32 Interruption of study

(1) Study can be interrupted upon a student's written request, usually for a part of study (semester, year).

(2) A student's study can be interrupted without stating a reason for no more than one year.

(3) If the reasons for interruption are health or serious personal problems, study may be interrupted for no longer than two years, except for the case of parental leave where the maximum length for interruption is three years.

(4) If the student's study is interrupted more times, the total length of interruption cannot cumulatively exceed two years, except for the interruption due to parental leave.

(5) The interruption of study is approved by the Dean. Decision on approval or non-approval of interruption of the study contains all essentials under Art. 44 including exactly stated period of study interruption. It is definite and appeal against this decision is not possible.

(6) Interruption of study of PhD. student who applied for a topic of dissertation thesis offered by an external teaching institution, is approved by the Dean after approval of the statutory representative of external teaching institution.

(7) Student who interrupted the study ceases to be a student from the first the day of the interruption period stated in the decision.

(8) Student whose study has been interrupted has the right to enrol to study again after the interruption period stated in the decision. He/she becomes a student on the day of his/her re-enrolment. If a student doesn't re-enrol after the interruption period, provisions under Art. 34 par. 1 letter c). are applied.

(9) If a student interrupts his/her study during teaching period of a semester, enrolment of subjects after interruption is not regarded as re-enrolment of a subject.

(10) If a student interrupts his/her study during non-teaching period of the academic year, all his/her credits and assessments obtained prior to the date of application for interruption are taken into account. Study duties for which a student obtained assessment FX or obtained no assessment before the date of application for interruption are regarded as re-enrolled after the interruption period. The re-enrolment of subjects is governed by Art. 22 par. 2 to 4.

(11) A student who applies for interruption in non-teaching period of the academic year and hasn't fulfilled conditions of study checking stage in accordance with Art. 25, is not allowed to interrupt the study.

Art. 33 Completion of study

(1) Study at CU can be completed duly or for reasons stated under par. 6 and in Art. 32 and Art. 34 and Art. 35.

(2) Student duly completes his/her study by completion of study in accordance with particular study programme.

(3) The day of duly completed study is the day when the last condition prescribed for regular completion of the respective study programme has been fulfilled.

(4) The documents certifying completion of study and awarding the respective academic degree is a university diploma, diploma supplement and state examination certificate. Details on essentials of these documents are stipulated by Section 68 of the Higher Education Act. Documents on completion of study are given to students within 45 days after duly completed study usually at the graduation ceremony, except for cases when a graduate agrees to issue the documents later on the date when the last condition has been met in accordance with par 3 at the latest.

(5) University diploma, diploma supplement and state examination certificate are issued by CU. Student who completed study under Art. 28 par. 1 letter a) shall receive a diploma issued by CU with honours.

(6) Apart from duly completed study, the study may be terminated if:

- a.) a student gives up the study upon his/her own decision,
- b.) a student is expelled from the study in accordance with Art. 35
- c.) a student exceeds standard length of study by more than two years,⁵¹
- d.) a student cannot continue in study due to the cancellation of study programme which he/she studies and he has not accepted the offer to continue in the study of another study programme,⁵²
- e.) a student died.

(7) The day of the study termination is:

- a.) pursuant to par. 6 letter a) the day when the higher education institution receives the written announcement of a student to give up the study with the exception of Art. 34 par. 1 letter c),

⁵¹ Section 65 par. 2 and Section 66 par. 1 letter b) of the Higher Education Act

⁵² Section 66 par. 1 letter e) of the Higher Education Act

- b.) pursuant to par. 6 letter b) the day when the decision on expelling from the study came into effect,
- c.) pursuant to par. 6 letter c) the end of the academic year in which the student was supposed to complete the study,
- d.) pursuant to par. 6 letter d) the day when the higher education institution announced cancellation of the study programme.

Art. 34 Giving up the study

(1) Giving up the study may arise due to:

- a.) a student's own decision,
- b.) student's enrolment at another higher education institution or faculty of CU after fulfilment of requirements determined in its study regulations upon the student's request,⁵³
- c.) if the student does not appear for enrolment for the following period of study or he/she does not appear after interruption for re-enrolment upon delivery of the invitation to appear for enrolment within the period of ten working days since delivery of this invitation; a student may ask for prolongation of this period for health reasons that hinder him/her to appear for the enrolment, the day on which he/she was due to enrol for the following period of study or on which he/she was to re-enrol, is considered as the date on which the student gave up the study.⁵⁴

(2) If a student wants to give up the study, he/she shall notify the Dean in writing.

(3) Student who gave up the study shall be provided with the transcript of successfully passed subject by the faculty upon his/her request. The transcript shall also contain the information that the student has not completed his/her study.

Art. 35 Expelling from study

Student is expelled from the study:

- a.) if he/she doesn't fulfil requirements or duties arising from the study programme and the Study Regulations of CU or the faculty;
- b.) if he/she was imposed a disciplinary measure of expelling from study pursuant to Section 72 par. 2 letter c) of the Higher Education Act.

Part V. Peculiarities of PhD. study

Art. 36 Basic provisions

(1) Rules of this study regulations apply proportionately to postgraduate PhD. study, unless otherwise stated.

⁵³ Section 59 par. 6 of the Higher Education Act

⁵⁴ Section 66 par. 3 and 4 of the Higher Education Act

(2) Rules on organization of PhD. study are stipulated by the Higher Education Act.⁵⁵

(3) Academic year of PhD. study consists of semesters. Semester may consist of study, scientific and examination part.

(4) Graduates of PhD study are awarded the academic degree of "doctor" ("philosophiae doctor", abbr. "PhD."), in the field of Catholic Theology the academic degree of "licentiate of theology" (abbr. "ThLic.") awarded after completion of the first comprehensive part of the PhD study. The graduates of PhD study in the field of Catholic Theology are awarded the academic degree of "doctor" ("philosophiae doctor", abbr. "PhD.").

(5) CU or external teaching institution provides scholarships to the student of PhD. study programme of full-time form. The student of PhD study programme in full-time form with permanent place of residence in a Member State has the right for scholarship throughout the period of standard length of the study programme that he/she has been admitted to, unless he/she already received a higher education of the third level.

- a.) until completing dissertation examination in the amount of no less than salary grade 9 and the first pay degree
- b.) after completing dissertation examination in the amount of no less than salary grade 10 and the first pay degree;

(6) Providing scholarship to PhD. students in the full-time form of study finishes on the day of successful defence of dissertation thesis or on the date of study termination or by exceeding the standard length of study.

Art. 37 Board of Specialists

The PhD study in the given field of study is monitored and evaluated by the board of specialists established by the separate internal regulation of the faculty. CU may agree with another higher education institution to create common board of specialists. Members of the common board of specialists are approved by the particular Scientific Board. If a higher education institution provides the PhD study in cooperation with an external teaching institution, the external teaching institution is accordingly represented in the relevant board of specialists.

Art. 38 Dissertation examination

(1) PhD. student in full-time form of study registers for the subject of state examination – dissertation examination within no later than 18 months (in 3-year full-time study) and within no later than 24 months (in 4-year full-time study) from the beginning of the study; PhD. student in part-time study within no later than 24 months (in 4-year part-time study) and within no later than 30 months (in 5-year part-time study) from the beginning of the study. PhD. student's application for dissertation examination must be accompanied by written thesis to dissertation examination. A PhD. student is allowed to take dissertation examination on condition that he/she obtained at least 60 credits.

⁵⁵ Section 54 of the Higher Education Act

(2) Application for dissertation examination and written thesis to dissertation examination is sent to the particular chairman of the board of specialists, copies are submitted to the Department of PhD. study of the faculty and to the head of the workplace where the PhD. student carries out PhD. study.

(3) Written thesis to dissertation examination contains the aims of dissertation thesis with the theoretical fundamentals of its future solution, present status of knowledge on given topic, including literature, analysis of methodical approach to solving the given topic and the extent to which the thesis has been compiled so far. In the field of Catholic Theology, the content of essay to dissertation examination contains present status of knowledge on given topic and new results which a student achieved. The opponent works out opinion on the written thesis. The opinion is made accessible to the PhD. student no later than 3 days before the date of dissertation examination.

(4) Opponent of an written thesis to dissertation examination can be only a specialist minimally with the academic degree of the 3rd level as PhD., ArtD., (or its equivalent), academic degree ThDr., or scientific degree DSc. who doesn't work at a PhD. student's workplace.

(5) Dissertation examination consists of a discussion on an essay for dissertation examination and the part in which PhD student should prove his/her theoretical knowledge in given subjects of dissertation examination. The date of dissertation examination is announced 14 days in advance at the latest.

(6) Dissertation examination takes place before a state examination committee (hereinafter referred to as "committee") consisting of at least 4 members. It consists of the chairman and at least three other members from which at least one is not from the faculty or the workplace where PhD. student works. Opponent of an essay for dissertation examination can a member of the committee if he/she has been approved as a member of examination committee. If the opponent is not a member of examination committee and doesn't have the right to examine at state examinations,⁵⁶ doesn't assess dissertation examination by grade. Upon the proposal of the chairman of the board of specialists the Dean appoints the chairman, the other members of examination committee from among the specialists entitled to examine at state examination and the opponent, as well as determines the subjects of oral part of examination. The supervisor may propose the opponent of an essay for dissertation examination to chairman of the board of specialists. At least two members of examination committee are university teachers working in the posts of professors or associate professors.⁵⁷ PhD. student's supervisor also takes part in dissertation examination who doesn't assess dissertation examination by grade.

(7) If the PhD student has chosen a dissertation topic offered by the external teaching institution, the examination as well as the defence of a dissertation shall be made before the examination committee with parity representation of members from the faculty and members designated by the external teaching institution from particular board of specialists. Defence of a dissertation thesis may take place at the external teaching institution.⁵⁸

⁵⁶ Section 63 par. 3 of the Higher Education Act

⁵⁷ Section 63 par. 4 of the Higher Education Act

⁵⁸ Section 54 par. 13 of the Higher Education Act

(8) Valid decision on the result of dissertation examination requires absolute majority of examination committee. If any member cannot for serious reasons take part in examination, the Dean may decide on his/her substitution after approval by the board of specialists. Examination committee decides on the result of dissertation examination in its closed meeting.

(9) Unless otherwise stated by the study regulations of the faculty, in the assessment of results of dissertation examination provisions of Art. 24 par.1 are applied.

(10) Minutes about the course of examination is prepared which also includes opponent's opinion on written thesis. Minutes are signed by the chairman and members of examination committee present at the examination.

(11) Supervising workplace shall issue for a PhD. student a state examination certificate on completion and result of dissertation examination.

(12) A PhD. student who failed the examination, can retake it only once after 3-months period at the earliest. A repeated failure at the dissertation examination will result in expelling from the PhD study.

Art. 39 **Dissertation Thesis**

(1) The PhD student submits the dissertation thesis for the defence in Slovak language. With the consent of the Dean, he/she may submit the dissertation thesis in a language other than Slovak. In this case the abstract in Slovak language comprises an essential part of dissertation thesis.

(2) The PhD student may also submit as a dissertation thesis his/her own published work or a set of his/her own published papers whose content elaborates the issue of the topic of the dissertation thesis. If the PhD student submits a set of his/her own publications, he/she shall supplement it by a detailed introduction in which he/she clarifies the present status of the problems, the goals of the dissertation thesis and the conclusions, his/her own contribution the given topic which arose from solving the topic of dissertation thesis. If the attached publications are the work of several authors, the PhD student shall also attach the statement of the co-authors regarding his/her copyright sharing.

(3) Common procedure for elaboration of dissertation, or licentiate theses, as well as other essentials of these theses are stipulated by separate regulations and internal regulation of CU.

(4) If the dissertation thesis constitutes part of a team work, the PhD. student will present his/her own results and in the discussion he/she will put them into the context with the results of the other members of the team.

Art.40 **Preparation for dissertation thesis defence**

(1) The PhD student may submit to the Dean an application for permission to defend his/her dissertation thesis if he/she has acquired at least 150 credits (in 3 year full-time study or 4-

year part-time study) and at least 210 credits (in 4- year full-time study or 5-year part-time study) . The application must be submitted sufficiently ahead of time, however no later than 4 months before the day of completion of expected length of study to ensure that the defence of the dissertation thesis takes place on the day of completion of expected length of study at the latest. The study according to the study programme cannot exceed its standard length of study by more than two years.⁵⁹

(2) The following documents must be attached to the application:

- a.) dissertation thesis in four copies,
- b.) copies of all publications and other elaborations if they are not part of the dissertation thesis are attached in one copy; if a PhD. student encloses an excerpt from database of publication (EVIPUB), copies of publications are not necessary,
- c.) another documents in accordance with internal regulation of the faculty,
- d.) a list of the PhD student's published work with complete bibliographic data and his/her non-published scientific work or public and non-public art exhibitions and PhD student's performance as well as their reviews, possibly also the opinions from particular institutions from the field of science, technology or art,
- e) give reasons for differences between original and submitted dissertation thesis, if a PhD student submits a new dissertation thesis in the same field of study after his/her previous unsuccessful defence.

(3) After receiving the application for permission to defend a dissertation thesis, the Dean shall submit the application together with the dissertation thesis incorporating the required materials to the board of specialists within 15 days from its delivery. Within 15 days, the chairman of the board of specialists will express the opinion regarding its level and whether it fulfils the requirements and if he/she recommends it for the defence. If the standpoint of the chairman of the board of specialists is positive, at the same time he/she proposes to the Dean examination committee and at least three opponents. His/her proposal may be based on the proposal of the supervisor.

(4) If a PhD. student studies in an inter-disciplinary study programme, the Dean shall decide to which board of specialists he shall submit the dissertation thesis for defence.

(5) If the chairman of the board of specialists finds that the application of the PhD student for permission to defend the dissertation thesis (Art. 40 par. 2) or the dissertation thesis itself (Art. 39) fails to meet the requirements, the PhD student will be asked to remove the shortcomings within a designated deadline.

(6) The PhD student may withdraw the submitted dissertation thesis and the application for permission to defend it until the dean hasn't invited the members of examination committee, opponents, supervisor and PhD. student. The Dean makes decisions about the further procedure as well as solving of possible questions at issue.

(7) Within 15 days after receiving the opinion of chairman of the board of specialists at the latest, the Dean shall appoint from among the specialists entitled to examine the chairman of the examination committee, at least the other four members and three opponents. He/she shall

⁵⁹ Section 65 par. 2 of the Higher Education Act

send the dissertation thesis together with the request to elaborate an opinion to the appointed opponents.

(8) After receiving all opinions from opponents, the Dean submits the application of the PhD student for the defence of the dissertation thesis together with all requirements including the opinions of opponents to the chairman of examination committee.

(9) No later than 15 days after receiving the materials according to the previous paragraph, the chairman of the examination committee shall propose to the Dean the time and venue of the defence of the thesis. The time and venue of the defence are determined by the Dean.

(10) Without delay, the Dean shall send written invitations to the participants - members of the examination committee, opponents, the supervisor and the PhD student. At the same time no later than 14 days before the given date of defence this information is published on the official information board of the faculty, on the faculty website and in a manner allowing an approach for all interested,⁶⁰ as well as the information where and how the interested persons may become acquainted with the dissertation thesis.

(11) Anyone interested in the research issue and the defence of the dissertation thesis may submit his/her opinion or statement no later than within one week before the date of the defence to the chairman of examination committee or may present his/her comments orally at the defence. The PhD. student shall express his/her standpoint to such opinions or comments at the defence of the thesis.

Art. 41

Opponents of dissertation thesis and their opinions

(1) The Dean appoints opponents based on the proposal of the chairman of the board of specialists which can follow the PhD supervisor's proposal. Opponents are selected from among the experts in the specialization of the PhD study. No more than one opponent may be selected from the faculty or institution where the PhD student carried out his/her study.

(2) The dissertation thesis is assessed by three opponents. At least one opponent must hold the scientific pedagogical degree of professor or must hold the scientific degree of doctor of science or must be a research worker with acknowledged qualification level I. Other opponents may hold the scientific pedagogical degree of associate professor, or may be significant experts with PhD degree, or its equivalent or qualified experts from practice holding one of the mentioned degrees.

(3) Close relative⁶¹ of a PhD. student, direct superiors or subordinates in employment or in similar labour relationships or any other worker from his/her workplace or his/her supervisor are not eligible to act as opponent.

(4) Opponent shall send his/her opinion to the Dean in written form and return the dissertation thesis no later than within 30 days after receiving it. If the opponent is not able to elaborate an opinion, he/she shall announce it to the Dean within 14 days from the day of delivery of the his/her appointment.

⁶⁰ Section 4 and Section 6 of the Act No. 211/2000 Coll. on free Access to Information and on Amendments of Some Acts as amended by later regulations.

⁶¹ Section 116 of the Act No. 40/1964 Coll. Civil Code in the wording of later regulations

(5) If the opponent fails to submit his/her opinion within the deadline pursuant to par 4, the Dean will appoint a new opponent.

(6) The opinion of the opponent contains an objective and critical analysis of the strong and weak parts of the submitted dissertation thesis; it is brief and not repeating its content. The opponent comments mainly on:

- topicality of chosen topic;
- the chosen methods of processing;
- the achieved results with a specification of the new knowledge brought by the thesis;
- its contribution for further development of science and technology;
- whether the dissertation thesis has fulfilled the goal.

(7) The opponent evaluates the dissertation thesis according to the current state of the scientific or artistic discipline covered by the PhD study at the time when the PhD student submitted the application for the permission to defend it. Furthermore, opponent works out an independent opinion in which he/she proposes a grade for the defence of dissertation thesis.

(8) Chairman of the examination committee shall check whether the essentials of the opinion have been met pursuant to par. 6 and 7. If the opponent's opinion does not comply with the above mentioned terms, the Dean shall return it to the opponent for additional comments or re-writing. At the same time he shall determine the time for its re-submission, which should not be longer than 14 days. If the opponent doesn't submit his/her opinion within the determined date and fails to do so also within 5 days after delivery of the appeal, the Dean shall appoint a new opponent.

Art. 42 **Defence of Dissertation Thesis**

(1) Examination committee is composed of a chairman and at least four members. Opponents of dissertation thesis are also members of the examination committee if they were approved as members of examination committee. If opponent is not a member of examination committee, he/she is not entitled to examine, doesn't assess defence of dissertation thesis by a grade.⁶² The PhD student's supervisor also participates at the defence doesn't assess defence of dissertation thesis by a grade. Not more than three defences may take place in one day before one examination committee.

(2) The defence of a dissertation thesis may be held at the foreign higher education institution on the basis of agreement on common dissertation defence concluded between CU or faculty with parity representation of members of the Slovak party and members from the foreign higher education institution.⁶³

(3) The Dean shall make sure that the defence of the dissertation thesis takes place no later than within five months from the submission of the application for its permission.

⁶² Section 63 par. 3 of the Higher Education Act

⁶³ Section 54 par. 19 and 20 of the Higher Education Act

(4) The Dean shall send through the Department of PhD. study a written invitation for the defence of dissertation thesis and the opinions of the opponents to the members of the examination committee, the supervisor, PhD student and the workplace where the study programme was carried out.

(5) The defence of the dissertation thesis is open to the public. However, in exceptional cases when the content of the thesis could endanger confidential information protected by separate law, the defence is not open to the public based on the Dean's decision.

(6) The defence of the dissertation thesis will assume the form of a scientific discussion among the PhD student, opponents, members of the examination committee and other participants regarding the acquired knowledge and contributions of the thesis. The justification and authenticity of its conclusions and proposals that the thesis incorporates are also examined in the course of the defence.

(7) The defence may only take place in the presence of at least two-thirds of the appointed members of the examination committee including at least two opponents. If one of two opponents is not able to participate due to serious reasons and in his/her opinion he/she proposes a grade „A“ to „E“, the defence may take place without his/her presence. In such case the opinion of the missing opponent will be read in its full wording at the defence. The study regulation of the faculty may determine the opponent's assessment of dissertation thesis as „pass“ – „fail“.

(8) The defence is led by the chairman of the examination committee. In exceptional cases he/she may delegate this role to another member of the committee. Neither the opponent nor the supervisor may lead the defence, even if they are members of the board of specialists.

(9) Procedure in the defence of the dissertation thesis:

- a.) the chairman of the examination committee shall present a brief CV of the PhD student, announce the topic of the thesis and provide essential information from the opinion of the supervisor and the instruction workplace and a survey of the scientific or artistic work of the PhD student and the reactions to them;
- b.) then the PhD student shall briefly present the essential content of his/her dissertation thesis, its conception, results and contribution,
- c.) the opponents shall present the essential content of their opinions; the chairman or another member of examination committee delegated by him/her shall read the opinion of missing opponent in full wording;
- d.) the PhD student shall take his/her standpoint to the opinions of opponents, especially towards the objections and comments and shall respond to their questions;
- e.) the chairman of examination committee shall inform the participants about the other opinions and statements and shall open a discussion in which all present people may participate; the correctness, justification, scientific or artistic authenticity and seriousness of the knowledge contained in the dissertation thesis are verified in a discussion,
- f.) in the course of discussion, the PhD student will answer all questions.

(10) Minutes about the defence of the dissertation thesis and its result is written. Minutes of the defence are signed by the chairman and all members of examination committee in attendance.

(11) After completion of the defence, closed session of the examination committee is held where all its members including opponents and supervisor are present. The course and results of the defence is assessed and possibilities of the use of the results of the dissertation thesis in practice are discussed. Members of the examination committee shall decide on assessment of the state examination subject. Assessment of the state examination subject follows Art. 24 par. 1.

(12) In order to assess the defence of the dissertation thesis, at least two-thirds of all members of examination committee must participate.

(13) The result of the defence of the dissertation thesis shall be announce by the chairman of examination committee at its public session.

(14) Minutes about the defence of the dissertation thesis and its result and a PhD. student's file are submitted by the chairman of examination committee to the Dean within 15 days from the day the defence took place.

(15) The PhD student whose defence of the dissertation thesis or his excused absence or the defence was assessed by FX, may apply for permission to defend his/her thesis in the same study programme no sooner than within one year after the date on which the defence of his/her dissertation thesis took place or should have taken place. The defence of a dissertation thesis can only be repeated once.

(16) The PhD. study is completed by the defence of dissertation thesis. It proves the ability and readiness for independent scientific and creative activity in the field of research or development or for independent theoretical and creative arts activity.

Part VI

Proceedings concerning study rights and duties of students

Art. 43

Beginning of proceedings concerning study rights and duties of students

(1) Proceedings concerning permission of interruption and recognition of subjects, or credit transfer begins on the day when the student submitted a written request for a respective decision to be issued. The application must contain basic identification data and core of the matter that should be decided on.

(2) If the application does not contain the data necessary for the decision to be taken, the Dean shall call the student to supplement the application or provide necessary explanation in a reasonable time.

(3) Proceedings concerning failure to meet the requirements arising from the study programme or study plan and breach of the study regulations begins on the day of issuing the Dean's decision who shall do so upon his own initiative, or upon a teacher, student or other faculty employee's initiative.

(4) Proceedings concerning expelling from studies due to failure to meet the requirements arising from the study programme and the Study Regulations of CU⁶⁴ begins on the day when the decision on expelling was issued.

(5) Decision on matters under par.1 shall be issued by the Dean within 30 days since the day the procedure began. This period does not include the time granted to the student for supplementing or explaining the application under par. 2. If the Dean does not decide within this period of 30 days, the student may demand the Rector to express the Dean's obligation to deal with the matter and to decide.

(6) Act No. 71/1967 Coll. on administrative proceedings in the wording of later regulations does not apply to proceedings and deciding on study rights and duties of students.

Art. 44

Essentials of a decision and its delivery

(1) Decisions under Art. 34 must be produced in writing and must contain the statement referring to the respective provision of internal regulation, reasoning based on facts as found and in cases under Art. 34 par. 4 also instruction on appeal against this decision.

(2) Decision must be delivered to the student's own hands at the faculty or in any place where he/she is available, with the delivery receipt. If such delivery is not possible, the decision under Art 43 par. 4 shall be delivered by mail to the last known address of the student's residence as a registered mail with return service and with the notice "to his own hands". The decisions in matters stated under Art. 43 par. 1 and par. 3 are delivered as registered mails with return service. The faculty's duty to deliver has been met if the student has received the decision or on the day when the post office returned it as an undeliverable mail or if the delivery was frustrated by a student's act or omission. The delivery shall be effective even if the student refuses to receive the decision.

Art. 45

Request for review of a decision on expelling from the study

(1) In accordance with Art. 43 par. 4 student may, within 8 days after delivery of the decision, submit an request for review of a decision (hereinafter referred to as "request"), which has the suspensive effect. The application is addressed to the Dean who has issued the decision.

(2) The Dean may change or cancel decision if he/she grants the request in the full extent, otherwise he shall pass it to Rector for decision. The entire file shall be passed to the Rector together with the report under par.3 including the Dean's own opinion on the request.

(3) The report contains comprehensive results of the procedure held so far, i.e. the data on all acts carried out, standpoint to the request submitted in due time and to all prescribed essentials enclosed. The Dean of the faculty will state in his report his own standpoint concerning all applicant's objections together with respective evidence, his opinion as for completeness and correctness of facts as found, as well as legal opinion which is a basis in the decision challenged.

⁶⁴ Section 66 par 1 letter c) of the Higher Education Act and Art. 35 l. a) of this Study Regulations.

(4) Rector shall reject the request were it submitted late or by an unauthorized person. Rector shall change or cancel the Dean's decision if issued contrary to law, internal regulation of CU or the faculty, otherwise he shall reject the request supporting the Dean's original decision.

(5) If the Rector cancels the Dean's decision for the reason that facts of the matter were not found as appropriate, he may, under the circumstances, return the matter to the Dean for further procedure and decision, while the Dean is bound by the Rector's legal opinion.

(6) Rector shall issue his/her decision no later than 30 days after the student's request for review of a decision has been delivered to the faculty. In more complex cases decision shall be made within 60 days. Both the student and the Dean of the faculty shall be notified in writing on extending the period for his response.

(7) Provisions under Art. 44 par. 2 are applicable for delivery of Rector's decisions.

(8) If the Dean grants the request and changes or cancels his decision under par. 2 or if the Rector changes or cancels the Dean's decision under par. 4, the faculty or CU authorities shall take such measures so as to restore the student's rights, and the consequences arising from the decision were removed or softened.

(9) No request for review of the Rector's decision can be submitted. The Rector shall notify the respective dean on his/her decision and returns him the respective student's file along with return service of the decision delivery to the student.

Art. 46 **Validity of decision**

(1) Decision against which no request for review can be submitted is valid from the day of delivery under Art. 44 par. 2.

(2) Dean's decision on expelling from studies or the Dean's decision on non-admission against which no request for review has been submitted by the student comes to effect on the day of lapse of time of 8 days under Art. 45 par. 1.

(3) Dean's decision on expelling from studies or the Dean's decision on non-admission against which a student submitted a request for review and the Rector confirmed this decision, comes into effect on the day of delivery of the Rector's decision in accordance with provisions of Art. 44 par. 2.

(4) Rector's decision on request for review of the Dean's decision comes into effect on the day of delivery to the student in accordance with provisions of Art. 44 par. 2.

Part VII **Further provisions**

Art. 47 **Student's safety and health protection**

General rules for safety and health protection at work and labour conditions for women apply for students participating in practical instruction and practice.⁶⁵

⁶⁵ Act No. 311/2001 Coll. Labour Code in the wording of later regulations.

Art. 48
Examina Rigorosa

- (1) Graduates of study programmes who have obtained the academic degree “master” or similar study programmes abroad may take examina rigorosa the part of which is also the defence of rigorous thesis in the study field in which they graduated, or in a similar field.⁶⁶
- (2) After successful passing of examina rigorosa CU awards the academic degree:
 - a.) “doctor of natural sciences” (abbr. „RNDr.“) in study programmes of natural sciences,
 - b.) “doctor of pharmacy” (abbr. „PharmDr.“) in study programmes of pharmacy,
 - c.) “doctor of philosophy” (abbr. „PhDr.“) in study the programmes of social sciences, fine arts, health
 - d.) “doctor of laws „(abbr. „JUDr“.) in the study programmes of law,
 - e.) “doctor of pedagogy” (abbr. „PaedDr.“) in the study programmes of teacher’s training and physical training,
 - f) “doctor of theology” (abbr. „ThDr.“) in the study programmes of theology, except for the study programmes of Roman Catholic Theology
- (3) Rules governing examina rigorosa are stipulated in internal regulation of CU.⁶⁷

Art. 49
Rector’s Academic Praise, Rector’s Award for excellent final thesis and merit scholarships

- (1) Rector may award Rector’s Academic Praise accompanied by awarding a lump sum of merit scholarship to a student, who:
 - a.) obtained excellent results during his/her studies,
 - b.) showed exemplary civic attitude or carried out an exemplary act,
 - c.) excellently represented CU mainly at international events and competitions.
- (2) Rector may award Rector’s Award for excellent final thesis accompanied by an awarding lump sum of a merit scholarship to the student who worked out a final thesis of exceptional quality.
- (3) Rules for awarding Rector’s Academic Praise, Rector’s Award for excellent final thesis and the related award of lump sum of merit scholarships are governed by the Scholarship Regulations of CU and scholarship regulations of the Faculty.
- (4) The Dean may award a student enrolled in a study programme carried out at the faculty a praise and a lump sum of motivational scholarship in accordance with the Scholarship Regulations of CU and scholarship regulations of the Faculty.

Art. 50
Faculties’ Study Regulations

- (1) The faculty shall issue its own study regulations if decided that it needs to complete in further detail the Study Regulations of CU to match its conditions.⁶⁸ If some provision of this Study

⁶⁶ Section 53 Clause 9 and 10 of the Higher Education Act

⁶⁷ Principles on Examina Rigorosa at CU.

⁶⁸ Section 21 Clause 3 of the Higher Education Act

Regulations is contrary to provisions of generally binding legal regulations or provisions of this Study Regulations except for the cases when this Study Regulations accepts different modification, procedure and the manner of solving contradiction is stipulated by separate internal regulation of CU.⁶⁹

(2) Study regulations of the faculty is approved upon the Dean's proposal by the academic senate of the faculty and becomes valid on the day of its approval by the Academic Senate of CU.

Art. 51 **Transitional and closing provisions**

(1) Requirements for duly completed study for students admitted to study of accredited study programmes pursuant to regulations effective until December 31, 2012 including subjects' characteristics and standard length of study remain unchanged.

(2) Part of this Study Regulations is the Annex: General rules of enrolment to study, recording and checking of study results at CU faculties related to bachelor, master and doctor study. They apply proportionately to PhD. study. Faculties may adopt these rules for their own conditions.

(3) Faculties are obliged to have their own study regulations in compliance with Higher Education Act, another generally binding legal regulations and this Study Regulations of CU.

(4) From the effective day of this Study Regulations, the Study Regulations of CU approved by the Academic Senate of CU on March 19, 2008 (Internal Regulation No. 14/2008) in the wording of internal regulation No. 6/2011 Annex No. 1 and internal regulation No. 2/2008 Rector's Directive on Organization of PhD. study at CU in the wording of internal regulation No. 16/2008 Annex No. 1 and internal regulation No. 20/2008 Annex No. 2, is cancelled.

(5) This Study Regulations of CU becomes valid on the day of its approval by the Academic Senate of Comenius University in Bratislava and comes into effect on September 1, 2013.

Assoc. prof. Daniel Böhmer, M.D., PhD.
Chairman of the AS CU

prof. RNDr. Karol Mičieta, PhD.
Rector of CU

⁶⁹ Art. 12 par. 6 of Internal regulation No.3/2007 Organisation Order of CU in the wording of AnnexNo.1

Annex No.1 to the Internal Regulation No. 8/2013 approved by the AS CU
**General rules for enrolment to study, recording and checking of study results
at faculties of CU**

Art. 1
Enrolment to study

(1) Enrolment determines the relationship between the faculty and the student for the period of current academic year. Enrolment is carried out by means of the academic information system (hereinafter referred to as „AIS“). Details and modification of relationships and duties of particular responsible people within the administration of enrolment through AIS shall be stipulated by separate regulation of CU.

(2) There are two types of enrolment:

- a.) enrolment to study under Section 59 of the Higher Education Act on the basis of which the admitted applicant to study becomes the student of CU,
- b.) enrolment to the next part of study programme under Section 70 par. 1 letter .c) of the Higher Education Act when the student fulfilled obligations prescribed by the respective study programme or the study regulations.

(3) Enrolment is carried out by:

- a) entering a student's data into the AIS system by appropriate department of the faculty
- b) specifying the subjects the student wants to study in the upcoming study period (academic year or semester). These data shall be entered into the AIS and into the student's credit book (index).
- c) handing in the student's identification card and its validation for the current academic year. This is a final part of enrolment and is carried out only after successful completion of previous ones.

(4) Enrolment to the next part of study is carried out by:

- a.) completing the previous part of study in accordance with the study plan of the respective study programme,
- b.) checking and entering changes in the student's data (e.g. personal data, data on student's identification card, consent with release of information to other systems),
- c.) specifying the subjects the student wishes to study in the upcoming period of study, i.e. in the academic year or semester. These data shall be entered into the AIS and student's credit book (index),
- d.) validation of the student's identification card for the current academic year. This is the final part of enrolment and is carried out only after successful completion of the previous ones.

(5) Fields of activities of the study department of the faculty (hereinafter referred to as „SD“):

- a.) responsibility for the preparation and the course of enrolment,
- b.) submits the student the Report of fulfilled study duties printed out from AIS for the previous period of study and enters the signed form into the student's personal file,
- c.) prints out from AIS Protocol on student's study plan which is included into the student's file, issues its copy to give it to the student and certifies the data in the credit book (date, stamp, signature),

d.) in case of changes made by the student in the determined period, SD prints out the Protocol on change of the study plan from AIS and certifies the data in the credit book (date, stamp, signature).

(6) Student is obliged to enrol himself/herself in AIS and in person, or he/she may authorize another person to enrol him/her. The authorization must be issued in writing and the signature must be legally verified.

(7) Student or the authorized person shall:

- a.) verify by his/her own signature truthfulness of the data in the Report of fulfilled study duties for the previous period,
- b.) confirm the study plan for the current academic year under Section 51 par. 8 of the Higher Education Act in accordance with the study regulations of the faculty (hereinafter referred to as „SRF“) and with the study plan rules and conditions,
- c.) enrol in the study plan subjects into the credit book in accordance with his/her Protocol on student's study plan or Protocol on change of study plan. In case of any discrepancy the data entered by a student in AIS until the date determined for this purpose are decisive.

(8) Student has the right to make changes of his/her study plan by the end of the 2nd week of the instruction period of the (winter or summer) semester in AIS (cancel/change enrolled subjects for the reasons of timetable overlap or for reason of cancellation of subject teaching or for not completion of pre-requisite/s of a subject in the previous period following the rules stated by SRF). The study plan change shall be made by the student in AIS and he/she shall sign the Protocol on change of study plan for particular semester or academic year at the SD.

(9) Student is obliged to enrol in subjects of the study plan in accordance with Protocol on change of study plan into the credit book. Subsequently, the SD shall certify this data in accordance with par. 5 letter d). In case of any discrepancy the data entered by a student in AIS until the date stated in par. 8 are decisive

(10) Student is obliged to validate his/her student's identification card at the university terminal within 24 hours after receiving validation stamp, if technical conditions allow so.

Art. 2

Recording and checking of study results

(1) Fields of activities of the study department:

- a.) records the Subject Assessment Report signed by particular teachers
- b.) prints out Report of fulfilled study duties from AIS. This involves mainly summer semester. After winter semester detailed check is carried out involving only the 1st year students no later than by the enrolment for the following period.

(2) If during the study results check different data have been found in AIS and credit book or they are missing, the SD shall report in writing the facts as found to the respective department, institute or other workplace.

(3) Field of activities of department, or institute or other workplace:

- a) delivers and updates the list of full-time and part-time teachers, their signature samples at

the SD

- b.) records students' written works that are part of subjects assessments consistent with the Filing regulations of CU and Filing plan of CU for the period of three years,
- c.) the Head of the Department shall secure immediate remedy and adopt measures for removal of shortcomings found by the SD and report to him/her missing or incorrect data discovered at the study results check.

(4) Position and role of the teacher:

- a.) the subject is examined only by the teacher who participated in teaching during the semester. In certain cases (illness, long-lasting absence) the responsibility of the teacher for assessment and recording is taken by the guarantor of the subject on the basis of a written reasoning by the teacher. In case of the guarantor's illness or long-lasting absence this responsibility is taken by the vice-dean for educational activities.
- b.) the teacher shall ask the student to submit his/her credit book (index). Otherwise the teacher must not examine the student, or carry out the assessment.
- c.) if a written form is part of the student's assessment, the examiner is obliged to make the results of the examination public within an agreed time and in an agreed way in the official notice board of the department/clinic or on the internet following provisions of the Law on Personal Data Protection. Names of the students and their results shall be made public only upon their written approval. Otherwise the teacher shall use centrally assigned codes and determine place and time when the student can have the assessment signed in his/her credit book (index). Results of the written part of the examination must be announced by entering into AIS and signed in the credit books within three working days from the beginning of the written part of the examination.
- d.) the result of the assessment shall be entered in AIS by the teacher in accordance with valid regulations and shall sign the identical result of the assessment in the credit book (he/she shall write the assessment, date and signature next to the name of the subject), while he/she is obliged to check whether the name of subject is identical with the name of the subject in Course Unit Information Form.
- e.) the teacher carrying out the assessment shall secure that the Subject Assessment Report is printed out, signed and submitted to SD after the last student has completed the examination, no later than the next working day after completion of the examination period,
- f.) the teacher carrying out the assessment is obliged to remove differences in assessment in AIS and credit book, if he/she is notified by a student
- g.) the teacher carrying out the assessment is obliged to carry out corrections in accordance with generally binding regulations and internal regulations of CU,
- h.) it is not possible to make any records on completed examinations after completion of the examination period,
- i.) the student must not be imposed any sanctions in any way for non-fulfilment of obligations of the teacher according to this Article.

(5) Obligations of the student:

- a.) The student is obliged to bring his/her credit book (index) on the day of assessment or examination and submits it to the examiner. If the student does not submit the credit book, the examiner cannot examine him/her nor make the assessment.
- b.) After fulfilment of the last study obligation of the semester or the academic year the student is obliged to check the assessments in AIS. In case he/she finds out the

difference or missing data, he/she shall immediately notify the examiner.

(6) The subject which the student enrolled and there is no record on its assessment is evaluated not completed and the SD may enter FX in AIS three days after completion of the examination period.