

**Comenius University in Bratislava,
Faculty of Arts**

Internal regulation no. 5/2020

**Study regulations
Comenius University in Bratislava, Faculty of Arts**

approved by
the Academic Senate of Comenius University in
Bratislava and
the Academic Senate of Comenius University in Bratislava,
Faculty of Arts



Year 2020

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This Study Regulations of Comenius University in Bratislava, Faculty of Arts (hereinafter "Faculty of Arts CU" or "Faculty") issued after approval in the Academic Senate of CU on May 27, 2020 and in the Academic Senate of Faculty of Arts CU on May 11, 2020 is pursuant to Section 33 (3) a) of the Act No. 131/2002 Coll. z. on Higher Education and on changes and amendments of some acts as amended (hereinafter referred to as "Higher Education Act") this Study Regulations of Faculty of Arts CU (hereinafter referred to as "Study Regulations" or "Study Regulations of Faculty of Arts CU").

PART ONE — GENERAL PROVISIONS

Art. 1 Introductory provisions

- (1) This Study Regulations shall regulate
 - a) the rules governing higher education at Faculty of Arts CU,¹
 - b) proceedings in matters of academic rights and duties of Faculty of Arts CU students.
- (2) These Study Regulations shall govern the study of students of Faculty of Arts (hereinafter referred to as "student") at all levels of study in study programmes accredited under the Higher Education Act.
- (3) These study regulations shall also govern
 - a) the study of students in joint study programmes to the extent provided for in the agreement between Faculty of Arts CU and the university with which Faculty of Arts provides the joint study programme,²
 - b) the study of students from another higher education institutions based outside of the territory of the Slovak Republic which were admitted to part of their studies within the framework of academic mobility, considering the conditions of the exchange programme or contract between Faculty of Arts CU and sending university.³

Art. 2 2 Academic rights and duties of students

- (1) All academic freedoms and rights are guaranteed at the Faculty of Arts CU.⁴
- (2) The rights of students are regulated by the Higher Education Act.⁵ A more detailed definition of the academic rights of students is regulated by the Statute of the Faculty of Arts CU.
- (3) The duties of students are regulated by the Higher Education Act.⁶ A more detailed definition of students' academic duties is regulated by the Statute of Faculty of Arts CU.
- (4) A student shall be obliged to communicate electronically with teacher of the subject (hereinafter referred to as "teacher") and other employees of the faculty, the study department of the faculty or another organizational unit of the faculty in charge of the management of the study agenda (hereinafter referred to as "study Department"), the organizational unit of the faculty in charge of the doctoral studies agenda (hereinafter referred to as the "Department of Ph.D. study") and employees of other parts of the CU or the CU Rector's Office to use exclusively the e-mail address assigned to them by the CU or the Faculty of Arts.

¹ Section 39 (1) of the Statute of FA CU.

² Section 54 a (2) of the Higher Education Act.

³ Section 58a (2) of the Higher Education Act.

⁴ Section 4(1) of the Higher Education Act.

⁵ Section 70 of the Higher Education Act.

⁶ Section 71 of the Higher Education Act.

PART TWO BACHELOR'S AND MASTER'S STUDIES

Art. 3

Study programme, recommended study plan and standard length of study

- (1) Study programme, recommended study plan and the standard length of study are regulated in the Higher Education Act.⁷
- (2) A study programme is a set of courses consisting of educational activities, in particular lectures, seminars, practicals, courses, final thesis, project work, laboratory work, internships, excursions, professional practice, state examination and their combinations, and a set of rules designed in such a way that the successful completion of these educational activities, while complying with the above mentioned rules, makes it possible for the student to obtain a university degree.⁸
- (3) The first level study programme is called bachelor's study programme. The second level study programme and the study programmes connecting the first two degrees of higher education according to Section 53 (3) of the Higher Education Act is a master's degree programme.
- (4) A study programme may be pursued in the full-time form of study or in the part-time form of study.⁹
- (5) The faculty will designate a recommended study plan for each study programme. The recommended study plan is designed in such a way that by completing it the student fulfils the conditions for successful completion of studies within the standard length of study, which corresponds to the study programme.¹⁰
- (6) Study advisors (tutors) work at Faculty of Arts CU to provide counselling services to students during the compilation of study plans. The Dean appoints and removes the advisor from among the university teachers.¹¹
- (7) The standard length of study is the period of study determined by the study programme expressed in academic years.¹²
The standard length of study is specified in the accreditation file of the study programme.

Art. 4

4 Subjects of the study programme and educational activities

- (1) The subjects of the study programme are regulated by the Study Credit System Decree.¹³ Basic information on the nature of the subject is given in the course description of the subject.¹⁴
- (2) Each subject is clearly identified within Faculty of Arts CU by its internal code and title and is usually designed as a single semester subject.
- (3) The subjects included in the study program are divided according to the obligation to complete them 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 – they supplement the nature of study enabling student to adapt their study plan to their individual interests according to his/her own choice within the structure given by the study programme,

⁷ Section 51 et seq. of the Higher Education Act

⁸ Section 51 (2) of the Higher Education Act

⁹ Section 60 (1) of the Higher Education Act.

¹⁰ Section 5 (6) of the Decree of the Ministry of Education of the Slovak Republic no. 614/2002 Coll. on the Study Credit System (hereinafter referred to as the "Study Credit System Decree").

¹¹ Section 51 (9) of the Higher Education Act.

¹² Section 51 (4) 2 of the Higher Education Act

¹³ Section 3 of the Decree of the Ministry of Education of the Slovak Republic no. 614/2002 Coll. on the Study Credit system in the wording of later regulations.

¹⁴ A sample Course description is given in the Study Credit System Decree.

¹⁵ Section 3 (2) of the Decree on the Study Credit System.

- a) optional – these are the other subjects that may be chosen by the student in order to supplement their study and obtain sufficient number of credits in a given part of study.¹⁵
- (2) The student chooses elective courses from the offered elective courses of his/her study programme, from the offered courses of other study programmes carried out at the faculty or from the offered study programmes of other faculties or other universities in compliance with the rules of the study programme.

Enrolment in a subject offered by another university is subject to the prior written consent of the Dean of the Faculty at which the student is enrolled.

- (3) Each subject is implemented by one or more educational activities.¹⁶
- (4) Educational activities are described as follows:
 - a) lectures have mainly the character of professional explanation of basic principles, methodology of the discipline, problems, and their sample solutions,
 - b) seminars, exercises, project work and laboratory work, support the practical mastery of the curriculum that was the content of the lectures or that the students had to study independently; their important part is the independent work of students, presentation of the results of this work and critical discussion,
 - c) the course is a combination of the content of educational activities under points a) and b).
- (5) The educational activities referred to in paragraph 6 may be supplemented by individual consultations with teacher(s).
- (6) The student is obliged to complete the educational activities listed in the course description.
- (7) The student is obliged to ask the teacher to excuse his/her absence in the educational activities; an absence in educational activities may be excused by the teacher due to medical examination or treatment in a medical facility or due to other personal constraints on the side of the student that will be proved by the student by respective documents if the teacher requires it. The number of permitted absences and the obligation to submit proof of absence from educational activities will be made public by the teacher at the beginning of the teaching part of the semester in the course description. If the subject is taught by more than one teacher, the conditions for recognizing absences must be the same.
- (8) When proving the reasons for absence, the provisions on personal data protection and the provisions on personal data protection according to specific regulations must not be violated. The student can either prove the absence to the teacher or hand the documents over to the Internal Relations Office Administrator, who then informs the Departments about the reasons for the student's absence in teaching in accordance with personal data protection and personal protection provisions according to special regulations.
- (9) The teacher may require the student to complete a compensatory task as a compensation for his/her absence.
- (10) The teacher is obliged to excuse the student's absence in the educational activity if
 - a) the student attended a meeting of the Academic Senate of the CU, the Commission of the Academic Senate of the CU, the Academic Senate of Faculty or the Commission of the Academic Senate of Faculty; if he/she is their member, or
 - b) if he/she attended a meeting of the university representative body, if he/she is a member,
 - c) has absences excused by the Rector, Vice-rector, Dean of the faculty, Vice-dean of the faculty or the Head of the Department.

Art. 5 Study credit system

- (1) The organization of all levels and forms of higher education is based on a credit system.¹⁷ The study credit system¹⁸ helps the Faculty of Arts CU to be open from the inside, supports student mobility and gives students the opportunity to participate in the development of their study plan.
- (2) The student receives credits after successful completion of the subject. If a student has obtained credits in a previous study for a successfully completed subject, which is part of the study programme of his /

her current study as a compulsory subject or a compulsory optional subject, the Art. 18.

- (3) One of the conditions that must be met so the student is able to advance to the next part of the study is to obtain the required number of credits in the relevant control stage of the study.

¹⁶ In accordance with Section 60 (4) of the Higher Education Act, educational activities may be carried out by the attendance method, the distance method, or the combined method.

¹⁷ Section 62 of the Higher Education Act and Section 4 of the Decree on the Study Credit System.

¹⁸ Section 62 (1) of the Higher Education Act.

- (4) The number of credits, the achievement of which is a condition for the proper completion of studies, is determined in the accreditation file of the study programme.¹⁹

Art. 6 Study documents

- (1) Study documents are regulated by the Higher Education Act.²⁰ Study documents are:
- a) student's identification card,
 - b) transcript of study results.
- (2) The student's identification card is issued to the student at the first enrolment in the study of the bachelor's study programme, master's study programme or doctoral study programme. Student's identification card is issued by the CU. Details on the issuance of a student's identification card are regulated by a special internal regulation of the CU.²¹
- (3) The faculty will issue a confirmation to the student from the sending university that he/she is a student of Faculty of Arts CU and will state the period during which his/her study at Faculty of Arts CU is to last. CU will issue a student's identification card to the student if it cannot be replaced by a similar study document issued by the sending university.²²

Art. 7 Study schedule

- (1) Academic year begins on 1st of September of the current year and ends on August 31st of the following calendar year.²³
- (2) Academic year is divided into winter and summer semester.²⁴
- (3) Each semester is divided into teaching period and an examination period. The teaching period of the semester contains no less than 13 and no more than 15 weeks. Examination period lasts at least 4 weeks.
- (4) The study period of all study programmes begins at the beginning of the winter semester of the academic year.²⁵
- (5) The Rector, after discussion in the Rector's Board of CU, will issue study schedule by January 31 (hereinafter referred to as the "university study schedule") for the following academic year; the university study schedule contains in particular
- a) beginning and end of the teaching period of individual semesters,
 - b) beginning and end of examination periods of individual semesters,
 - c) resits and alternate dates for state examinations,
 - d) date and place of the ceremonial opening of the academic year at the CU.
- (6) After issuing the university study schedule, the Dean issues the study schedule at the faculty no later than 31st of March (hereinafter referred to as the "faculty study schedule") for the following academic year, supplementing the university study schedule, in particular by the period in which enrolments, state examinations and other academic activities specific to the faculty take place.
- (7) The faculty study schedule may, with the prior written consent of the Rector, adjust the dates according to paragraph 5 (a) to (c) in case of

¹⁹ Section 51 (4) 2 of the Higher Education Act.

²⁰ Section 67 of the Higher Education Act.

²¹ Guideline of the Rector of CU no. 1/2003 Organizational and operational rules of the system of automatic identification of persons of the CU.

²² Section 58 a (3) of the Higher Education Act.

²³ Section 61 (1) of the Higher Education Act.

²⁴ Section 61 (2) of the Higher Education Act.

²⁵ Section 61 (3) the first sentence of the Higher Education Act.

- a) study programmes in accordance with Section 53 (3) of the Higher Education Act,
 - b) the recommended semester of the course stated in the course description is the last semester of the study or
 - c) these are facts worthy of special consideration relating to the study programmes realized at the faculty.
- (8) If the faculty carries out study programmes in cooperation with other faculties, the Rector's permission to the deviating adjustment of dates of the terms in the faculty study schedule according to paragraph 7 is subject to the mutual agreement of the faculties concerned.

Art. 8

Enrolment for study and enrolment in the next part of the studies

- (1) Enrolment is regulated by the Higher Education Act.²⁶ An applicant admitted to study becomes a student of the Faculty of Art CU from the date of enrolment.²⁷
- (2) There are 3 types of enrolment:
- a) ²⁸ enrolment, the applicant admitted to the study becomes a student of Faculty of Arts CU by enrolment
 - b) enrolment in the next part of the study programme²⁹ (hereinafter referred to as "enrolment in the next part of the study"); the student has the right to enrol in the next part of the study, if he / she has fulfilled the conditions determined by the study programme or the study regulations,
 - c) enrolment in part of the study within the framework of academic mobility, considering the conditions of the exchange programme or the contract between the CU and the sending university.
- (3) The dates of enrolment for study and enrolment in the next part of the study are determined by the Dean in accordance with the faculty study schedule.
- (4) Before enrolling in the next part of the study, the student can express his / her interest in the subjects he / she wants to complete in the following academic year (next semester) and discuss their composition with the study advisor.
- (5) Details on the relations between the faculty and the student, which arise during enrolment and enrolment in the next part of the study, are stated in Art. 1 of Annex no. 2.
- (6) If the course has a limited capacity for space, personnel, time or other reasons, students are allowed to enrol in the subject in the following order:
- a) students of their own faculty, for whom the course is compulsory, and students from other universities who enrol in the subject as compulsory based on the learning agreement,
 - b) students of their own faculty, for whom the subject is compulsory,
 - c) students of other faculties for whom the subject is compulsory optional,
 - 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 from other universities for whom the subject is optional.
- (7) Within the categories referred to in paragraph 6 priority shall be given to students with a better weighted study average. The enrolment of a subject by students from other universities is subject to the prior written permission of the teacher and the Dean.

²⁶ Section 59, Section 69 and Section 55 (9) of the Higher Education Act.

²⁷ Section 69 (1) of the Higher Education Act.

²⁸ Section 59 of the Higher Education Act.

²⁹ Section 70 (1) 2 of the Higher Education Act.

³⁰ Section 51 (8) of the Higher Education Act.

Art. 9

Study plan

- (1) The student's study plan (hereinafter referred to as the "study plan") determines the time and content sequence of subjects and the forms of evaluation of study results. In addition to the form of assessment of study results, the study plan is compiled within the rules determined by the study programme and within the framework of this study regulations, the student himself/herself or in cooperation with the study advisor.³⁰
- (2) By enrolling, the student determines his / her study plan for the next period of study (academic year or relevant semester).
- (3) The student chooses subjects of such a credit value and in such a composition (compulsory subjects, compulsory optional subjects, and optional subjects), so that in the control stage of the study he/she can meet the conditions for enrolment in the next part of the study. In the academic year in which the student plans to properly complete his / her studies, he / she enrolls in subjects of such a credit value and in such a composition that by their successful completion he / she meets the conditions for proper completion of studies.
- (4) A student of the study programme of the relevant degree cannot study the subject of the study programme of the higher degree.
- (5) A student in a master's study programme cannot enrol in a course he / she completed in the previous bachelor's study programme.
- (6) A student of the full-time form of study can enrol in subjects with an assigned total number of 90 credits in one academic year, a student of a part-time form of study can enrol a maximum of 60 credits in one academic year. For reasons worthy of special attention and on the basis of a written request, the Dean may allow a student to enrol in courses in a given academic year for more than one and a half times the standard workload. The Dean's decision to allow or disallow the enrolment in the subject for more than one and a half times the standard workload is final and it is not possible to appeal against it.
- (7) Upon written request, the Dean may allow a student to study in a given academic year according to an individual study schedule, if
 - a) it is an exceptionally talented student with excellent study results,
 - b) it is a student with special needs, considering the type and extent of the specific needs of the student,
 - c) the student has long-term health problems,
 - d) it is a student who fulfils professional, artistic or sports representation duties,
 - e) it is a student that takes permanent care of his or her own child under the age of six or is on maternity or parental leave,
 - f) it is a student on an academic mobility within the framework of the faculty or
 - g) the student has reasons worthy of special consideration.
- (8) The extent of exceptions and reliefs from the faculty study schedule is determined by the Dean during the study according to the individual study schedule. Before the beginning of the teaching period of the semester, the student is obliged to personally agree with the teachers of the relevant subjects on the conditions of individual fulfilment of study obligations and the method of control of the study results. The scope of exceptions and reliefs must correspond to the reasons for which the student applies for study permission according to the individual study schedule.
- (9) There is no legal entitlement to study permission according to the individual study schedule in the relevant academic year. The Dean's decision to allow or disallow a study according to the individual study schedule is final and it is not possible to appeal against it.

Art. 10

Requirements for re-enrolment of subjects

- (1) The repeated enrolment in the compulsory, compulsory optional and optional subjects is regulated by the Study Credit System Decree³¹.
- (2) The student can repeatedly enrol in a compulsory subject, which he/she has failed during his/her studies. The student is expelled from the study after the second unsuccessful attempt to complete the compulsory subject the³².
- (3) During the study, the student may repeatedly enrol in a compulsory optional subject that he/she has failed, or he/she may enrol in another compulsory optional subject among the compulsory optional subjects of the relevant study programme. After the second unsuccessful attempt to complete the selected compulsory optional subject, the student is expelled from study according to Section 66 (1) c) of the Higher Education Act³³.

If a student has achieved a sufficient number of credits for the proper completion of studies and has fulfilled the conditions for the composition of subjects of the relevant study programme, he / she does not have to re-enrol in a compulsory optional subject according to the first sentence.

- (4) When enrolling in the next part of the study, the student chooses the compulsory optional subject, which he / she enrolls in instead of the unsuccessfully completed compulsory optional subject. If a student chooses another compulsory optional subject instead of an unsuccessfully completed compulsory optional subject, the compulsory optional subject thus determined is to be considered as a re-enrolled compulsory optional subject.
- (5) During the study, the student can re-enrol in an optional subject that he/she failed, or he/she can enrol in another optional subject instead. If the student has achieved a sufficient number of credits, he/she does not have to enrol in any optional subject.
- (6) Upon repeated enrolment of the course, the teacher may, in a written request of the student, upon written request of the student, in justified cases, accept participation in all or some of the educational activities that the student completed during the first enrolment of the course, without compensation.

Art. 11 Evaluation of study results

- (1) The teacher decides on matters of evaluation of study results within the framework of the study subject, the guarantor of the study programme decides on disputable issues. If the teacher is also the guarantor of the study programme, the Head of the Department which provides the teaching of the subject makes the final decision. If the Head of the Department is also the guarantor and the teacher of the subject, the decision is made by the university teachers who ensure the teaching of the key subjects of the study programme.
- (2) The evaluation of study results is regulated by the Decree on the Study Credit System.³⁴ The evaluation of a student's study results within the course of study is carried out mainly³⁵
 - a) through continuous checking of study results during the teaching period of the given study period (control questions, written tests, assignments for individual work, semester work, seminar paper, etc.) (hereinafter referred to as "continuous assessment"),
 - b) and in a form of an examination for a given study period (hereinafter referred to as the "examination").
- (3) The conditions for completing the course are listed in the course description.
- (4) At the beginning of the teaching period of the semester, the teacher will publish in writing on the website of the faculty or in other ways that are considered common at the faculty,
 - a) the extent of participation in the educational activities from which the subject is implemented,

³¹ Section 5 of the Study Credit System Decree.

³² Section 66 (1) (c) of the Higher Education Act.

³³ Section 5 (4) of the Decree on the Study Credit System.

- b) specification of the method of evaluation of study results,
 - c) deadlines for continuous assessment,
 - d) information on whether the requirement for passing the exams is the attainment of the prescribed level of continuous assessment or the prescribed extent of compulsory participation in educational activities.
- (5) If more than one teacher participates in the teaching of the subject or if the teaching of the subject is carried out in several study programmes, the requirements according to paragraph 4 shall be published by the teachers after their mutual agreement; the published conditions must be identical in content.
- (6) Subjects that the student enrolled in and did not complete are assessed at the end of the relevant examination period with a FX mark.
- (7) Details of the relationships that arise in the assessment of study results are given in Art. 2 of Annex no. 2.
- (8) A weighted study average³⁷ is used to evaluate the student's overall study results in a given period.³⁶
- (9) The weighted study average is used in particular for the overall result of duly completed studies, for other conditions of admission to studies, for priority enrolment of courses due to capacity constraints, for deciding on the award of incentive scholarships from the state budget and scholarships from CU's own resources, for selecting students for academic mobility, and for allocating accommodation in CU's accommodation facilities.

³⁴ Section 6 of the Study Credit System Decree.

³⁵ Section 6 (1) of the Decree on the Study Credit System.

³⁶ The defined period is usually a semester, an academic year or a period of the entire study of a given study programme.

³⁷ Section 6 (7) of the Decree on the Study Credit System.

Art. 12
Examination

- (1) The examination is to be held in the examination period of the semester in which the student has taken the course.
- (2) The examination is carried out in written form, oral form, practical form or combination thereof.
- (3) The achievement of a required level of continuous assessment or a required level of compulsory participation in learning activities may be a condition for taking the examination. If a student fails to meet the required level of continuous assessment or the required amount of compulsory participation in learning activities, the student will be given an FX grade for the course without the opportunity to take the examination.
- (4) The dates, places and forms of examination, as well as the registration and de-registration procedure for the examination, must be published no later than in the last week of the teaching period of the semester in question, in a manner that is considered a standard practice at the faculty. The lecturer is obliged to schedule at least three examination dates, spreading them evenly over the examination period of the semester.
- (5) The examination may also be held in the last week of the teaching period of the semester. To be able to take the examination early, the date, place and form of the examination, as well as the registration and de-registration procedure, must be announced no later than two weeks before the last week of the teaching period of the semester in question, in a manner which the faculty considers to be standard practice.
- (6) The lecturer may decide that examination dates shall be divided into regular and retake dates. The cumulative capacity of the regular examination dates is no less than 125% of the number of students enrolled in the course. Unless the lecturer decides otherwise, a student shall not be entitled to have additional examination dates beyond those announced under section 4.
- (7) The examination result, which includes the results of the continuous assessment, is to be assessed by a grade in accordance with Section 6 (3) of the Decree on the credit system of studies. The rate at which the results of the continuous assessment are to be considered is established in Art 11 in section 3, 4 and 5.
- (8) In case a student has registered for an examination date, has not deregistered from it and has failed to attend, he/she has the obligation to issue an apology to the lecturer via the university e-mail at the latest within three business days after the date of the examination. If the student fails to do so, or if the lecturer doesn't accept his/her apology, he/she will be graded FX for the given examination date.
- (9) If a student has been graded FX on a regular examination date or has failed to register on time for one of the regular examination dates, he/she is entitled to two retake dates. If a student re-enrolls in a course, he/she is entitled to only one retake date under the same conditions.
- (10) The student has the right not to accept the grade on the examination date and to attend the retake the examination. Details of the procedure and consequences of not accepting the assessment on the regular examination date are provided in Article 2 of Annex 2.

- (11) If a student has been given an FX grade on the retake date or has failed to register in time for the retake date, the course shall be considered to have been unsuccessfully completed.
- (12) The student has the right to request that the final examination date be taken by examination board; this also applies to the written form of examination. If a student is re-enrolled in a course, he/she may also request a board examination in the regular examination period.¹ The student must submit a written request to the Dean for a board examination, stating the reasons; the request must be made no later than five business days before the last day of the examination period in question. The Dean, on the proposal of the study programme guarantor, appoints an examination board of at least three members; the chair of the examination board is normally the lecturer of the course in question. The board form of examination may also take place without the student's request, on the initiative of the course lecturer.
- (13) Every student has the right to be informed about the grading of his/her examination, about the mistakes and the correct answers.

Art. 13 Control stages of the study

- (1) The control of studies within the study programme (hereinafter referred to as "control stage of studies") shall be carried out by checking the number of credits obtained for the courses completed.²
- (2) In order to continue his/her studies, a full-time student must be able to demonstrate the acquisition of a minimum number of credits in the control stages of studies in accordance with Annex 1. The control stages of studies are
- (a) the end of the first semester of studies,
 - (b) the end of each academic year of studies.
- (3) Complete semesters in which a full-time student's studies have been discontinued are not included in the length of studies for the purposes of the control stage of studies.
- (4) In order to continue his or her studies, a part-time student must
- (a) demonstrate the acquisition of at least 10 credits for successfully completed courses at the end of the first semester,
 - (b) in each year of study, obtain a minimum of 30 credits for successfully completed courses in the winter semester and the summer semester.
- (5) A part-time student must comply with the requirements of the control stage of studies specified in section (4) in the academic year during which he or she has discontinued a part of his or her studies.
- (6) Credits earned for the purposes of the control stages of study include credits for courses the completion of which has been recognized pursuant to Article 18.

Art. 14 Bachelor thesis and diploma thesis

¹ The board examination is a change only in the form of the examination, not in the number of revision dates.

² Section 51(4)(j) of the Higher Education Act.

- (1) The final thesis is a part of studies in accordance with each study programme, which together with its defense constitutes one course; the defense of the final thesis is one of the state examinations.³
- (2) The final thesis in the case of studies in the first-degree study programme is the bachelor thesis, in the case of studies in the second degree study programme or in the study programme pursuant to section 53 (3) of the Higher Education Act the diploma thesis.
- (3) The bachelor thesis shall demonstrate the student's ability to independently acquire theoretical and practical knowledge and to use them. With the diploma thesis the student is to demonstrate the ability to independently acquire theoretical and practical knowledge based on the current state of sciences or arts and to creatively apply, use and develop it.
- (4) The thesis shall be written in Slovak language. With the approval of the Dean of the faculty, the thesis may be written and defended in a language other than Slovak language. In philological study programmes, the final thesis may also be written and defended in the language in which the study programme is conducted, even without the approval of the faculty Dean. In the case of a thesis written in a language other than the state language, the thesis shall include an abstract in the state language.⁴
- (5) The basic requirements that a thesis must meet, the manner of its submission, plagiarism check, archiving and accessibility are regulated by a special internal regulation of CU.⁵
- (6) The final thesis shall be written by the student under the guidance of the thesis supervisor. The thesis supervisor shall prepare a written assessment of the thesis and propose its evaluation.
- (7) The thesis shall be assessed by an opponent. The thesis supervisor shall write a written assessment of the thesis and propose its evaluation.
- (8) The student who has written the final thesis has the right to get acquainted with the assessments of the final thesis (with the assessment of the thesis supervisor and the opponent) at the latest three business days before the thesis defense.
- (9) If the supervisor of the thesis or the opponent are not members of the examination board for the state examinations, they are invited to the thesis defense and have the right to express their opinion during the evaluation of the thesis.

Art. 15

State examination

- (1) The state examination is regulated by the Higher Education Act.⁶
- (2) The state examination is considered a study programme course.⁷
- (3) The state examination may consist of components; the components of the state examination are not considered study programme courses and no credits are assigned to them.

³ Section 51 (3), first sentence of the Higher Education Act.

⁴ Sections 51(3), second and third sentences, and 51(4)(p) of the Higher Education Act.

⁵ Internal Regulation No. 12/2013 Guideline of the Rector of CU on the basic requirements of theses, rigorous theses and habilitation theses, their originality check, preservation and accessibility at CU, as amended.

⁶ Section 63 of the Higher Education Act.

⁷ Section 3 (4) of the Decree on the Study Credit System.

- (4) Unless the study programme stipulates otherwise, the state examination may be taken by a student
 - a) after obtaining a minimum number of credits sufficient to achieve the necessary number of credits for the proper completion of studies after obtaining credits for successful completion of the state examinations,
 - b) after successful completion of compulsory courses, compulsory elective courses and elective courses in the structure designated in the study programme,
 - c) after fulfilling the student's obligations stemming from Section 71, paragraph 3, letter b of the Higher Education Act,
 - d) if no disciplinary proceedings are conducted against him/her.
- (5) The framework dates of state examinations are established by the Dean in accordance with the faculty schedule of studies. Departments are obliged to publish their state examination dates on their websites no later than 5 weeks prior to the date of the examinations. The student is to register for the state examination via the academic information system at least three weeks prior to the date of the examination.
- (6) The dates of the state examinations are conducted in a separate mode. A student has the right to one regular and two retake dates of the state examination. The regular examination date shall be the one for which the student first applied within the time limit given for the state examinations.
- (7) If the student has been evaluated with a grade of FX on the regular date of the state examination, the student may take the retake dates of the state examination
 - a) on the following dates for taking the state examinations in the corresponding academic year; or
 - b) on the state examination dates in one of the following academic years in accordance with section 65, paragraph 2 of the Higher Education Act.⁸
- (8) The examination board for the state examinations shall have at least four members.⁹ The chair of the examination board shall be a university teacher holding the position of professor or associate professor. The examination board shall have a quorum if its chair and at least two other members are present.
- (9) The examination board shall decide by consensus on the evaluation of the state examination or its part. If the examination board fails to reach a consensus, the evaluation of the state examination or a part thereof shall be decided by vote. Details of the voting procedures of the examination board shall be established by an internal regulation of the faculty issued by the Dean.
- (10) If a student is unable to attend the date of the state examination or a part thereof for which he/she has registered due to serious reasons, he/she must issue a written apology to the chair of the examination board in advance or, at the latest, within three business days after the date of the state examination or any part thereof, if there were serious obstacles preventing him/her from submitting an apology in advance. If the student does not attend the state examination or any part thereof on the specified date without an explanation, or if the chair of the examination board does not accept the student's apology, the student shall be given a grade of FX for that particular date of the state examination.

Art. 16
Overall study outcome

⁸ Act No. 131/2002 Coll. z. on Higher Education and on changes and amendments of some acts as amended

⁹ Section 63 (6) of the Higher Education Act.

(1) The overall result of the duly completed bachelor's and master's degree shall be assessed by two grades:

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

(2) The overall result of a properly completed course of study shall be assessed as a pass with honours if the student

- (a) has achieved a study average of less than or equal to 1.30 for the whole course of study, including state examinations; the study average is defined as the academic average which includes all the courses taken by the student¹⁰; and
- (b) has passed the regular state examination dates with A or B grades only, where the number of A grades shall not be less than the number of B grades.

(3) If the conditions of paragraph (2) are not met, the overall result of the duly completed studies shall be assessed with a passing grade.

(4) CU shall issue a diploma with honours to a graduate who has duly completed his/her studies with an overall result of pass with honours.

Art. 17

Change of study programme within CU

(1) A student has the right to apply for a change of study programme within the same field of study; a change of study programme within the same field of study shall not be made by means of an admission procedure.

(2) A student's application to change the form of study is considered to be an application to change the study programme.

(3) A student may apply for a study programme change after the end of the winter semester of the first academic year of study or towards the beginning of each academic year. A student requesting a study programme change must prove that he or she has fulfilled the following requirements

- a) the conditions of the control phase of the original study programme; and
- (b) the other conditions of admission for the transfer which are in force for the academic year in question.

(4) A student's application for a change of study programme shall be decided by the Dean after receiving the statement of the guarantor of the study programme concerned. If the original study programme and the new study programme are being studied at different faculties, the consent of both respective Deans shall be a condition for the change of study programme.

(5) Recognition of the completion of courses when changing a study programme within the University of Applied Sciences is subject to Article 18.

(6) In order to graduate properly, the student is obliged to fulfil the conditions set out in the study programme he/she is studying after the change.

Art. 18

Recognition of completed courses

(1) Recognition of the course completion is the granting of a course grade and the subsequent acquisition of the appropriate number of credits, which are assigned to the course, based on the part of the study completed in the past.

¹⁰ Section 6 (7) of the Decree on the Study Credit System.

(2) A student who has previously studied at the university and whose studies have not been properly completed, a student applying for transfer and a student applying for a study programme change within CU may apply for recognition of the completion of courses if

(a) as of the date of the assessment:

1. not more than four years have passed, in the case of subjects of bachelor's degree programmes or master's degree programmes, except for study programmes under Section 53 (3) of the Higher Education Act; or
2. not more than five years have passed, if the subjects of master's degree programmes pursuant to Section 53 (3) of the Higher Education Act are concerned,

(b) they have been assessed with grades A to C or equivalent, and

(c) are part of the studies in conformity with the current study programme as compulsory subjects or compulsory elective subjects or are equivalent in content to compulsory subjects or compulsory elective subjects in the studies in conformity with the current study programme.

(3) Passing the state examinations cannot be recognized.

(4) A student may apply for recognition of the completed courses prior to the beginning of the teaching part of the winter semester of the academic year. Upon request, the student shall attach the descriptions of courses he/she has successfully completed to his/her application.

(5) Recognition of the completion of courses shall be decided by the Dean after the statement of the lecturers of the courses for which the student requests recognition of completion. The Dean's decision on the recognition or non-recognition of the completion of the courses is final and may not be appealed.

Art. 19

Credit transfer within completed academic mobility

(1) Transfer of credits is the process of including credits acquired as part of a study at another higher education institution in the Slovak Republic or at a higher education institution abroad (hereinafter referred to as "academic mobility") in the number of credits accumulated by the student pursuant to § 4 (3) of the Decree on the credit system of studies. The basic elements of the transfer of credits are regulated by the Decree on the credit system of studies.¹¹

(2) The rules and conditions for placing students on academic mobility are regulated by specific internal regulations of CU¹² and the terms and conditions of the academic mobility programmes.

¹¹ Section 7 of the Decree on the Study Credit System.

¹² For example, Internal Regulation No.3/2016 Guideline of the Rector of CU on the competence of CU and its faculties in the framework of the European Community Erasmus+ programme.

- (3) Academic mobility is formally conditional on a study contract.¹³ The study contract¹⁴ includes, in particular, the proposed study plan at the receiving university and the recognition of the corresponding part of the studies at the sending faculty. The study contract and any amendments thereto shall be signed by the Dean or the Vice-Dean authorised by him/her, after prior written approval by the programme guarantor. The courses to be taken by the student at the receiving higher education institution on the basis of the study contract will become part of the student's study plan.
- (4) If a course taken at the receiving university has a non-integer number of credits, the number of credits earned shall be mathematically rounded to an integer one when transferring credits.
- (5) A course taken at the receiving university that is comparable in content and scope to a course taken at the sending university and that the student took as part of an approved academic mobility,
- (a) shall automatically be recognized as having been taken in place of the relevant compulsory course, compulsory elective course or elective course from the programme of study to which the student has been admitted if it was specified in the study contract in the section regulating the recognition of the corresponding part of the study at the sending faculty,
- (b) may be recognized by the Dean, on the basis of a written request from the student and after the statement of the programme guarantor, as having been taken in place of the relevant compulsory course or compulsory elective course from the programme of study to which the student has been admitted, if the conditions of point (a) are not met.
- (6) A course which has been recognized under paragraph (5) shall be indicated in the diploma supplement with zero credits and a note that its completion has been replaced by the completion of the course at the receiving university as part of academic mobility. The number of credits obtained for the course taken at the receiving higher education institution shall be determined by the number of credits indicated in the record of academic results; the assessment of the course taken at the receiving higher education institution shall be converted into the grading scale used by the UK in accordance with Article 6(3) of the Decree on the credit-based system of studies.
- (7) Unless the terms and conditions of the relevant academic mobility programme, the study agreement or paragraph 5 specify otherwise, courses taken at the receiving higher education institution as part of academic mobility shall be recognized by the faculty as elective courses for the student.
- (8) The regulations in this Article shall apply accordingly to a student who takes only some courses at a higher education institution abroad during the part of an academic year in question and on the basis of the completion of an internship, summer school or other similar educational activity approved by the sending faculty.

Art. 20

Discontinuation of studies and re-enrolment

¹³ Section 7 (1) (2) of the Decree on the Study Credit System.

¹⁴ A template of the study contract is given in Annex 3 of the Decree on the credit system of study.

- (1) The study of a study programme may be discontinued on the basis of a written request filed by a student, usually for a part of the study (semester, academic year).¹⁵
- (2) If a student requests discontinuation of his/her studies without stating a reason, his/her studies may be discontinued for a maximum of one year.
- (3) If the reason for the interruption is serious health problems, maternity leave or parental leave, studies may be discontinued for a maximum of three years.
- (4) If a student's studies are repeatedly discontinued, the cumulative total period of discontinuation may not exceed three years.
- (5) The interruption of studies shall be permitted by the Dean.¹⁶ The decision to authorise or not to authorise the discontinuation of studies shall contain the information pursuant to Article 37(2), including the precise duration of the discontinuation of studies; the decision shall specify the date or dates on which re-enrolment in studies (hereinafter referred to as "re-enrolment") may be effected. The Dean's decision whether or not to allow the study discontinuation is final and may not be appealed.
- (6) A student who requests discontinuation of studies and who has not fulfilled the requirements of the control stage of studies shall not be permitted to discontinue his or her studies.
- (7) If a student interrupts his or her studies during the winter term, the course registration for the summer term shall be cancelled. In the event of interruption of studies due to serious health problems, serious personal matters or other reasons worthy of special consideration, the Dean may authorise the cancellation of the course enrolment for the semester in which the studies were interrupted; the cancellation of the course enrolment shall be stated in the decision authorising the discontinuation of studies.
- (8) If a student discontinues his/her studies outside the teaching part of the semester, all grades in the course learning outcomes obtained up to the date of the request for discontinuation of studies shall be recorded. Courses for which the student has received a grade of FX or no grade up to the date of the request for discontinuation of studies shall be considered as re-enrolled courses when the student re-enrolls. When re-enrolling in courses, the procedure for re-enrolling in courses is as set out in Article 10.
- (9) A student who interrupts his/her studies shall cease to be a student on the date specified in the decision granting the permission to discontinue his/her studies.
- (10) A student whose studies have been interrupted shall become a student from the date of re-enrolment.¹⁷ The re-enrolment is simultaneously the enrolment in the following part of the studies. The duration of the discontinuation of studies is valid until the day preceding the date of re-enrolment.

¹⁵ Section 64 (1) of the Higher Education Act.

¹⁶ Section 64 (2) of the Higher Education Act.

¹⁷ Section 69 (1) of the Higher Education Act.

(11) If a student fails to be present at the re-enrolment, the faculty shall invite the student in writing to be present at the re-enrolment within ten business days after receiving the invitation.¹⁸ The stipulations of Article 37 (3) and (4) shall apply to the issuing of the invitation.

(12) If a student fails to appear for re-enrolment within the specified period of time after the receipt of the invitation, and does not request an extension of that period of time for medical reasons which prevent the student from attending the re-enrolment, the day on which the student should have re-enrolled shall be regarded as the day on which the student abandoned his/her studies.¹⁹

(13) If a student delivers a written declaration of abandonment of studies after being issued with a written notice under paragraph (10), the period of withdrawal from studies shall be administratively extended until the date on which the faculty receives the student's written declaration of abandonment of studies.

Art. 21

Duly completed study

Ordinary termination of studies is regulated by the Higher Education Act.²⁰

Art. 22

Other completion of study

(1) In addition to the regular termination of studies, the Higher Education Act also regulates other termination of studies.²¹

(2) A student may abandon his/her studies on the basis of his/her own decision by a written declaration in documentary form addressed to the Dean.

(3) Failure to appear for enrolment in the following part of studies pursuant to §§ 66 (3) and (4) of the Higher Education Act shall also be deemed to be abandonment of studies.
b) Failure to appear for re-enrolment pursuant to Article 20 (10) or c) Transfer of a UK student to another higher education institution.²²

(4) The faculty shall issue a study results record to a person who has completed the study programme pursuant to § 66 (1) of the Higher Education Act.²³

(5) The detailed content of the decision on the termination of studies pursuant to Section 66 (1) (c) and (d) of the Higher Education Act is set out in Annex 3 to these Study Regulations. A template of the decision on the termination of studies pursuant to Section 66(1)(c) and (d) of the Higher Education Act is set out in Annex 4 to these Study Regulations.

¹⁸ Section 66 (3) of the Higher Education Act.

¹⁹ Section 66 (4) of the Higher Education Act. The day on which the student drops out shall be the last day of the 10-day period referred to in Section 10.

²⁰ Section 65 of the Higher Education Act.

²¹ Section 66 of the Higher Education Act.

²² Section 59 (6) of the Higher Education Act.

²³ Section 67 (5)(a) of the Higher Education Act.

PART THREE
PECULIARITIES OF Ph.D. STUDY

Art. 23

Basic provisions

- (1) The third level study programme is a Ph.D. study programme.²⁴
- (2) Ph.D. study programmes at CU are provided at the faculties.²⁵ An external educational institution with which a faculty has concluded an individual agreement on the Ph.D. studies of a Ph.D. student may also participate in the conduct of a Ph.D. study programme.²⁶
- (3) The rules for organizing Ph.D. studies are broadly regulated by the Higher Education Act.²⁷
- (4) For the organization of Ph.D. studies, the following shall apply
 - a) the stipulations of Articles 3, 4, 6, 17, 21 and 22 shall apply equally,
 - b) the stipulations of Articles 5, 7, 8, 9, 10, 11, 12, 18 and 19 shall apply accordingly.

Art. 24

Board of Specialists

- (1) The faculty shall establish a Board of Specialists for each study programme. The Faculty of Arts of CU may, by agreement with other higher education institutions, form joint Boards of Specialists for individual study programmes. If the Ph.D. study is carried out in cooperation with an external educational institution, the external educational institution shall have appropriate representation on the Board of Specialists in question.²⁸
- (2) The Board of Specialists shall consist of a chair and at least four other members. At least one of the Board of Specialists members shall hold the scientific and pedagogical title of professor, the scientific rank of Doctor of Sciences or shall have been granted the scientific qualification level I.

The other members of the specialized committee may be

- a) visiting professors,
- b) university teachers and researchers with the scientific-pedagogical title of associate professor,
- c) university teachers and researchers with the academic degree of Ph.D., ArtD., the scientific rank of CSc., in Catholic theology with the academic degree of ThDr.,
- d) university teachers and researchers with a scientific qualification degree II or

²⁴ Section 2 (5) of the Higher Education Act.

²⁵ Section 2 (7) of the Higher Education Act.

²⁶ Guideline of the Rector of CU No.4/2004 Agreements with an external educational institution in the provision of Ph.D. studies (model modifications).

²⁷ Section 54 of the Higher Education Act.

²⁸ Section 54 (17) of the Higher Education Act.

- e) qualified professionals in practice holding one of the academic titles, scientific-pedagogical titles or scientific ranks listed in this paragraph.
- (3) The rules for the establishment of Board of Specialists are to be set out in an internal regulation of the faculty, which shall be issued by the Dean after the approval of the scientific council of the faculty.
- (4) The Board of Specialists particularly
- a) monitor and evaluate Ph.D. studies in a given field of study²⁹,
 - b) approve dissertation topics,
 - c) approve the individual study plan of the Ph.D. student³⁰,
 - d) propose the chair and members of the examination committee for the dissertation examination to the Dean,
 - e) propose the opponent of the written thesis for the dissertation examination to the Dean,
 - f) propose opponents for the dissertation to the Dean,
 - g) propose members of the examination committee for the defense of the dissertation to the Dean,
 - h) perform other activities if the regulations regulating Ph.D. studies at the faculty so stipulate.
- (5) Proposals pursuant to paragraph 4 (d) to (g) shall be presented to the Dean by the chair of the thesis committee without undue delay after a decision of the thesis committee has been taken.
- (6) The chair of the Board of Specialists shall in particular
- a) propose the chair and members of the admissions board for the entrance examination for Ph.D. studies to the Dean,
 - b) comment on the Ph.D. student's application for permission to defend the Ph.D. thesis and examine the fulfilment of the content and formal requirements for the Ph.D. thesis,
 - c) encourage the Ph.D. candidate to eliminate deficiencies in the required formalities of the Ph.D. thesis or the application for permission to defend the Ph.D. thesis,
 - d) comment on the transfer of credits within the framework of the Ph.D. student's academic mobility,
 - e) comment on the validation of course completion in the case of a change of Ph.D. study programme and a change of Ph.D. study form

Art. 25

Supervisor

- (1) The rules for the approval of supervisors are regulated by a separate internal regulation of CU.³¹

²⁹ Section 54 (17) first sentence of the Higher Education Act.

³⁰ Section 54 (8) of the Higher Education Act.

³¹ Internal Regulation No.19/2018 Guideline of the Rector of CU, which determines the rules for the approval of supervisors of Ph.D. studies at CU.

(2) Ph.D. Student's supervisor shall

- a) professionally guide the Ph.D. student during the doctoral studies,
- b) in cooperation with a Ph.D. student, draw up an individual study plan of a Ph.D. student and submit it for approval to the Board of Specialists,
- c) coordinate and professionally guarantee the fulfilment of the Ph.D. student's individual study plan and ensure that the Ph.D. student performs the tasks arising from the approved individual study plan, including pedagogical activities, responsibly, qualitatively and in a timely manner,
- d) determine the aim of dissertation thesis and specifies its topic in cooperation with Ph.D. student
- e) award the Ph.D. student a given number of credits for activities in accordance with set regulations³²,
- f) submit an annual evaluation of the Ph.D. student's fulfilment of the individual study plan to the respective Board of Specialists and to the Dean, in accordance with Article 28, point 3,
- g) submit a proposal to the Dean for the expulsion of the Ph.D. student from the Ph.D. programme, stating the reasons for the proposal,
- h) give a statement on the Ph.D. student's request for discontinuation of studies and on the Ph.D. student's request for a Ph.D. study programme change or a change in the form of Ph.D. studies,
- i) recommend the Ph.D. student in the event of his or her interest in a study programme at other domestic or foreign institutions of science, research, technology, education or arts,
- j) provide consultations with other experts for the Ph.D. student, when necessary,
- k) participate in the doctoral examination of the Ph.D. candidate and have the right to express his/her opinion during the evaluation of the examination,
- l) draw up the doctoral thesis evaluation and the Ph.D. student's professional profile,
- m) participate in the doctoral thesis defense and have the right to express his/her opinion in the evaluation of the thesis,
- n) attend Board of Specialists meetings at which the Ph.D. student's studies are evaluated, and the supervisor has the right to comment on the evaluation of his/her Ph.D. student.

Art. 26

Study schedule of Ph.D. programme

(1) Ph.D. studies

- a) commence at the beginning of the winter semester of the academic year,
- (b) may also commence³³ at the beginning of the summer term of the academic year.

(2) Ph.D. studies shall be conducted in accordance with an individual study plan under the guidance of a supervisor. The proper completion of the Ph.D. studies shall be conditional upon the passing of the dissertation examination, which is one of the state examinations,

³² See Annex No. 1 of the internal regulation of the Faculty of Arts of CU No. 5/2018 Guideline of the Dean of the Faculty of Arts of CU on the organisation of Ph.D. studies at the Faculty of Arts of CU in Bratislava.

³³ Section 61 (3) second sentence of the Higher Education Act.

and the defense of the dissertation. The dissertation is the final thesis.³⁴ The dissertation and its defense form a single course; the defense of the dissertation is one of the state examinations.³⁵

- (3) Ph.D. studies consist of a study part and a scientific part.³⁶
- (4) The study part of the doctoral studies consists mainly of lectures, seminars and individual study of the literature necessary in relation to the topic of the doctoral thesis.³⁷ The study part ends with the completion of the doctoral examination.
- (5) The scientific part of the doctoral studies shall consist of individual or team scientific work of the Ph.D. student, which is linked to the topic of the doctoral thesis; the scientific part of the doctoral studies is professionally supervised by the supervisor.³⁸
- (6) Part of the full-time doctoral studies is the performance of teaching activities or other professional activities related to teaching activities to the extent of not more than four hours per week on average per academic year in which the course of study takes place.³⁹
- (7) If a Ph.D. student has applied for a dissertation topic proposed by an external educational institution, he/she shall carry out the scientific part of the doctoral studies and the duties of the study part of the doctoral studies agreed with the faculty in this external educational institution. The faculty concludes an individual agreement on the doctoral studies of the Ph.D. student with the external educational institution. The agreement shall address issues related to the Ph.D. student's participation in the external educational institution, including the coverage of the costs of the external educational institution⁴⁰ and the conditions for the performance of teaching activities or other professional activities related to teaching activities pursuant to paragraph 6.
- (8) The standard length of doctoral studies and the number of credits, the acquisition of which is a prerequisite for the proper completion of the studies, are specified in the accreditation dossier of the doctoral study programme.
- (9) The credit system of study applies accordingly to doctoral study programmes.⁴¹

Art. 27

Individual study plan and assessment of study results

- (1) The individual study plan consists of a study part and a scientific part and also contains the deadlines for the Ph.D. student to complete the individual courses and the dissertation examination.
- (2) The individual study plan shall be drawn up by the supervisor and submitted for approval to the Board of Specialists⁴²; the supervisor shall draw up the individual study plan in

³⁴ Section 54 (3) of the Higher Education Act.

³⁵ Section 51 (3) first sentence of the Higher Education Act.

³⁶ Section 54 (8) first sentence of the Higher Education Act.

³⁷ Section 54 (9) of the Higher Education Act.

³⁸ Section 54 (10) of the Higher Education Act.

³⁹ Section 54 (11) of the Higher Education Act.

⁴⁰ Section 54 (12) of the Higher Education Act.

⁴¹ Section 9 of the Decree on the Study Credit System

cooperation with the Ph.D. student. The approved individual study plan is part of the Ph.D. student's study file.

- (3) During his/her studies, the Ph.D. student shall earn credits for activities in the following academic domains:
 - a) Subjects of the study part of the doctoral studies,
 - b) successfully passed dissertation examination, independent creative activity in the scientific and research fields (publishing activity, completion of a stage of research work defined in the individual study plan, etc.), related to the topic of the dissertation,
 - c) teaching activity at the University or at the faculty (conducting exercises, seminars, etc.) or other practical activity carried out at the faculty or at a related establishment, if required by the nature of the study,
 - d) the dissertation and its defense.
- (4) The Ph.D. student must obtain credits in such a proportion as is determined by the study programme.
- (5) Doctoral study programme courses and additional courses of the study part of the doctoral study, which the Ph.D. student has enrolled in, shall be evaluated by the classification grade of passed or failed.

Art. 28

Annual assessment of a Ph.D. student

- (1) The review stage of Ph.D. studies is the end of each academic
- (2) In order to continue his/her Ph.D. studies
 - a) a full-time Ph.D. student must obtain a minimum of 40 credits in each year of study,
 - b) an external Ph.D. student must obtain a minimum of 30 credits in each year of study.
- (3) In order to continue Ph.D. studies
 - (a) a student in the full-time form of study must, by the end of the second year of study at the latest, and a student in the part-time form of study must, by the middle of the third year of study at the latest, be the author of at least one scientific work related to the topic of the Ph.D. thesis which is published or accepted for publication and meets the requirements for inclusion in one of the specified EPC⁴³ categories. This time limit does not include the period of discontinuation of the Ph.D. student's studies,
 - (b) a full-time student must register for the dissertation examination no later than 24 months after the start of the course of study and a part-time student no later than 30 months after the start of the course of study. This time limit does not include the period of discontinuation of the Ph.D. student's studies,
 - (c) a full-time student must pass the dissertation examination no later than the end of the third year of studies and a part-time student no later than the end of the fourth year of studies; this time limit does not include the period of discontinuation of the Ph.D. student's studies.
- (4) By 15 June of each academic year at the latest, the supervisor must draw up and submit an annual evaluation of the Ph.D. student's fulfilment of the individual study plan (hereinafter

⁴² Section 54 (8) of the Higher Education Act.

⁴³ The EPC categories are AAA, AAB, ABA, ABB, ABC, ABD, ADC, ADD, ADE, ADF, ADM, ADN, AEC, AED, AEG, AEH, AEM, AEN, AFA, AFB, AFC, AFD, AFE, AFF. Cf. Annex No. 1 to Internal Regulation No. 10/2019 - Guidelines of the Rector of CU.

referred to as the "annual evaluation of the Ph.D. student") to the relevant Board of Specialists for discussion, stating whether or not he or she advises the Ph.D. student's continuation in his or her studies. In doing so, the supervisor reviews the status and level of fulfilment of the Ph.D. student's individual study plan, compliance with deadlines, and, if necessary, submits a proposal for modification of the Ph.D. student's individual study plan. The annual evaluation of the Ph.D. student, discussed within the Board of Specialists, is subsequently submitted by the supervisor to the Dean no later than 30 June. On the basis of the Ph.D. student's annual evaluation, the Dean shall decide whether the Ph.D. student may continue his or her studies and whether any changes to the Ph.D. student's individual study plan should be made.

- (5) Failure to comply with the conditions of the control stage of Ph.D. studies referred to in paragraphs 2 and 3 or failure to comply with the conditions of the individual study plan shall be grounds for the supervisor to submit a proposal to the Dean in the Ph.D. student's annual evaluation for the expulsion of the Ph.D. student from the studies pursuant to section 66(1)(c) of the Higher Education Act.

Art. 29 Dissertation examination

(1) A Ph.D. student in the full-time form of Ph.D. studies shall register for the dissertation examination no later than 24 months after the beginning of his/her studies. A Ph.D. student in the part-time form of Ph.D. studies shall register for the Ph.D. dissertation examination no later than 30 months after the beginning of his/her studies. The period of interruption of the Ph.D. student's studies shall not be included in the time limit for registration for the Ph.D. examination.

(2) A Ph.D. student is obliged to submit a written thesis for the Ph.D. examination (hereinafter referred to as the "written thesis") together with the application for the dissertation thesis. A condition for granting consent to take the dissertation examination is obtaining at least 60 credits, the completion of the courses of the study part of the Ph.D. studies in the composition determined by the study programme and the individual study plan, and the authorship of at least one scientific work related to the topic of the dissertation thesis, which is published or accepted for publication at the time of the application for the dissertation examination (Art. 28(3)(a); the application for the dissertation thesis must be accompanied by the published scientific work, if it has been published, or the manuscript and a confirmation from the journal or publishing house that it has been accepted for publication.

(3) The application for the dissertation examination with the attachment and the written thesis shall be submitted in written form to the Dean through the Department of Ph.D. study. The Faculty shall publish details of the requirements for the application for the dissertation examination and the method of its submission on the Faculty's website and in other ways deemed customary by the Faculty.

(4) The written thesis shall consist of the thesis (project) of the dissertation thesis, which shall include

- (a) the aim of the dissertation thesis,
- b) the theoretical foundations of the future solution,
- c) the current state of knowledge on the given topic,
- d) an analysis of the methodical approach to the thesis topic; and
- (e) the extent to which the thesis has been compiled so far.

The written work is assessed by an opponent. The referee shall draw up a written report on the written work and propose a pass or fail grade for the written work. The Ph.D. student has the right to get acquainted with the evaluation of the written thesis at the latest three working days before the date of the dissertation examination.

(6) The Dean appoints the opponent of the written thesis based on the proposal of the examination committee. The opponent shall be selected from experts in the field of study of the Ph.D. degree. The opponent may be

- (a) an expert with a third-level university degree who is not working at the teaching institution,
- or
- (b) an expert with a third-level higher education qualification working at the teaching institution,

if he or she does not have a joint publication with the Ph.D. student.

(7) The dissertation examination shall consist of

(a) a part consisting of a written thesis discussion and

(b) a part in which the Ph.D. student has to demonstrate theoretical knowledge of a range of topics according to the focus of the thesis topic.

(8) The dissertation examination shall be held before the state examination committee. The right to examine at the state examination is given to university teachers working as professors and associate professors and other experts approved by the Scientific Board of the Faculty⁴⁴. The chair and members of the examination committee shall be appointed by the Dean on the proposal of the Board of Specialists. At least one member of the examination committee shall not be from the teaching institution. The committee must have at least four members.

(9) If a Ph.D. student has applied for a dissertation thesis topic announced by an external teaching institution, the dissertation examination shall be held before an examination committee, which shall as a rule include a parity of members from the higher education institution designated pursuant to paragraph 8 and members designated by the external teaching institution⁴⁵.

(10) A member of the committee may be an opponent of the written thesis if he/she is a person authorised to examine at the state examination and has been appointed as a member of the examination committee by the Dean on the proposal of the Board of Specialists. If the opponent is not a member of the examination committee, he/she shall be invited to the dissertation examination and shall have the right to express his/her opinion during the evaluation.

(11) The supervisor may not be a member of the examination committee. The supervisor shall be invited to the dissertation examination and shall have the right to express his/her opinion during the evaluation.

(12) The examination committee can make decisions if an absolute majority of the members are present, including the chair and at least one member who is not from the Ph.D. student's teaching institution.

(13) The conduct of the dissertation examination and the announcement of its results are open to the public. The committee shall make decision on results of the examination at a closed meeting of the committee.

(14) The dissertation examination, as a whole shall be evaluated with the classification grade "pass" or "fail". The individual parts of the dissertation examination shall not be evaluated separately.

(15) Minutes of the dissertation examination shall be drawn up. The minutes shall be signed by the chair and the members of the committee present at the dissertation examination.

(16) The faculty gives the Ph.D. student a written certificate of the dissertation examination.

(17) If a Ph.D. student has failed the dissertation examination, he/she is entitled to take one resit of the examination. The Ph.D. student may retake the dissertation examination at the earliest, three months after the examination he/she had failed, but at the latest by the end of the penultimate year of the standard length of the Ph.D. studies.

(18) A failed resit examination is a reason for the Ph.D. student's exclusion from studies pursuant to Section 66 (1) (c) of the Higher Education Act.

Art. 30 Application for permission to defend the dissertation thesis

(1) A Ph.D. student may apply for permission to defend his/her dissertation thesis if

a) obtained at least 150 credits (in a study programme which requires 180 credits as a prerequisite for) or at least 210 credits (in a study programme which requires 240 credits as a prerequisite),

(b) fulfils the conditions stated in the individual study plan; and

(c) is the author of at least three scientific papers (see Article 28(3)(a) for the definition) related to the topic of the dissertation thesis, two of which must be published and the third either published or accepted for publication.

⁴⁴ § 63 (3) of the Higher Education Act.

⁴⁵ Section 54(13) of the Higher Education Act.

(2) An application for permission to defend the dissertation thesis shall be submitted in a written form to the Dean through the Department of Ph.D. study. The application shall be made no later than five months before the end of the standard length of study; if the Ph.D. student's studies exceed the standard length of study, the application shall be made no later than five months before the end of the academic year in which the defence is to take place. Details of the application requirements and how to submit the application shall be posted on the faculty's website and by other means.

(3) The application shall be accompanied by

(a) the dissertation thesis in three copies,

(b) a summary of main results of the dissertation thesis, normally of two standard pages,

(c) copies of all publications and other elaborations in one copy, if they are not part of the dissertation thesis; if the Ph.D. student attaches the output from the CU publication database, he/she does not have to submit copies of publications,

(d) a list of published works with full bibliographical data and unpublished scientific works and performances of the Ph.D. student, as well as reviews of them, and, where appropriate, opinions about them,

(e) a justification of the differences between the original dissertation thesis and the dissertation being submitted, if the Ph.D. student submits a new dissertation thesis in the same field of study after an unsuccessful defence,

(f) editor's confirmation of the acceptance of the thesis for publication, if it is a thesis accepted for publication pursuant to paragraph 1(c), and

(g) other documents, if the internal regulations of the faculty so provide.

Art. 31 Essentials of a dissertation thesis

(1) The basic requirements to be met by a dissertation thesis, the manner of its submission, control of its originality, archiving and accessibility shall be regulated by a special internal regulation of the Comenius University⁴⁶.

(2) A Ph.D. student may also submit as a dissertation thesis his/her own published work or a set of his/her own published scientific works, the content of which elaborates on the topic of the dissertation thesis. If the Ph.D. student submits a set of his/her own publications, he/she shall provide a detailed introduction in which he/she explains the current state of the issue, the aims of the dissertation thesis, his/her own contribution to the topics addressed, and the conclusions that have been drawn from the dissertation topic. If the enclosed publications are the work of several authors, the Ph.D. student shall also enclose a declaration of the co-authors of his/her authorship.

(3) If the dissertation thesis is part of a team work, the Ph.D. student shall present his/her own results and, in the discussion, put them in context with the results of the other members of the collective.

Art. 32 Preparation of the dissertation thesis defence

(1) After receiving an application for permission to defend the dissertation thesis, the Dean shall immediately forward the Ph.D. student's application together with the Ph.D. thesis to the chair of the Board of Specialists. Within 15 days, the chair of the committee shall state whether the dissertation thesis corresponds in level and form to the requirements for a dissertation thesis and whether he/she recommends it for defence. If the opinion of the chair of the Board of Specialists is positive, the Board shall propose to the Dean the composition of the examination committee for the defence of the dissertation thesis and three opponents. If the opinion of the chair of the Board of Specialists is negative, the fulfilment of the requirements for the level and form of the dissertation thesis will be examined by the Board of Specialists.

(2) If the Board of Specialists or its chair find that the Ph.D. student's application for permission to defend the dissertation thesis or the thesis itself does not meet the prescribed content and formal requirements, it shall ask the Ph.D. student to remedy the deficiencies within a specified time period.

(3) The Ph.D. student may withdraw the submitted dissertation thesis and the application for

⁴⁶ Internal Regulation No.12/2013 Rector's Directive of Comenius University on the basic requirements of final theses, rigorous theses and habilitation theses, control of their originality, storage and access to them at Comenius University, as amended.

permission to defend the thesis no later than the time of publication of the announcement of the defence pursuant to paragraph 11. The Dean shall decide on the further course of action as well as on the resolution of any disputed issues on the proposal of the Board of Specialists.

(4) The defence of the dissertation thesis shall take place before the examination committee for the state examinations. The right to examine at the state examination is given to university teachers working as professors and associate professors and other experts approved by the Faculty's Scientific Board.⁴⁷ The chair and members of the examination committee shall be appointed by the Dean on the proposal of the Board of Specialists.

(5) If a Ph.D. student has applied for a dissertation thesis topic announced by an external educational institution, the defence of the dissertation thesis shall take place before an examination committee, in which the members from the university determined pursuant to subsection (4) and the members determined by the external educational institution are usually in parity representation. The examination committee shall have at least four members.⁴⁸

(6) An opponent may be a member of the examination committee if he/she is a person entitled to examine at the state examination and has been designated by the Dean, on the proposal of the Board of Specialists, as a member of the examination committee. If the opponent is not a member of the examination committee, he/she shall be invited to the defence of the dissertation thesis and shall have the right to express his/her opinion during the evaluation of the dissertation thesis.

(7) The supervisor may not be a member of the examination committee. The supervisor will be invited to the defence of the dissertation thesis and will have the right to express his/her opinion during the evaluation of the dissertation thesis.

(8) After receiving all opinions from the opponents, the Dean shall immediately forward the Ph.D. student's application for the defence of the dissertation thesis together with all the requisites, including the opinions of the opponents, to the chair of the committee.

(9) Within 15 days after receiving the materials pursuant to the preceding paragraph, the chair of the committee shall propose to the Dean the time and place of the dissertation defence. The place and time of the defence shall be determined by the Dean.

(10) The Dean shall invite in writing the members of the committee, the opponents, the supervisor and the Ph.D. student to the dissertation defence.

(11) The faculty shall post a notice on the faculty's website and on the faculty's official notice board at least 14 days before the date set for the defence of the dissertation thesis, stating the time and place of the defence of the dissertation thesis, including information on where and how interested persons can find the dissertation thesis.

(12) Anyone may make suggestions, comments or representations on the dissertation thesis to the chair of the examination committee before the dissertation defence. At the defence of the thesis, the Ph.D. student shall address the submitted suggestions, comments or statements.

Art. 33 Dissertation thesis opponents and their opinions

(1) The Dean shall appoint the opponents of the dissertation thesis based on a proposal from the Board of Specialists. The opponents shall be selected from experts in the field of study of the Ph.D. degree. There may be no more than one opponent from the faculty or external educational institution at which the teaching institution is located; the provision of paragraph 3 is not affected.

(2) The dissertation thesis shall be assessed by three opponents. At least one opponent must hold the scientific and pedagogical title of professor, the scientific rank of doctor of science or have been awarded the scientific qualification grade I. The other opponents may be persons who meet the qualification requirements for a member of the Board of Specialists pursuant to Article 24(2).

(3) A close person cannot be the opponent of the dissertation thesis ⁴⁹86 of the Ph.D. student. There may be no more than one opponent from the supervisor's or advisor's department.

(4) The Dean will send the dissertation thesis to the dissertation opponents together with a

⁴⁷ Section 63 (3) of the Higher Education Act.

⁴⁸ Section 54(13) of the Higher Education Act.

⁴⁹ Section 116 of Act No. 40/1964 Coll. Civil Code as amended.

request for an opinion.

(5) The opponent shall submit his/her written opinion to the Dean and return the dissertation thesis no later than 30 days after receiving it. If the opponent is unable to provide an opinion, he/she shall notify the Dean without undue delay. If the opponent does not return his/her report within the time limit referred to in the first sentence, the Dean shall appoint a new opponent.

(6) The opponent's opinion shall contain an objective and critical analysis of the merits and shortcomings of the submitted dissertation thesis, shall be concise and shall not repeat its content. In particular, the opponent shall comment on

a) the topicality of the chosen topic,

(b) the chosen methods of processing,

(c) the achieved results, with a specification of the new knowledge brought by the thesis,

(d) its contribution to the further development of science, technology or the arts,

(e) whether the dissertation thesis has fulfilled its stated aim.

(7) The opponent will assess the dissertation thesis according to the state of development of the scientific or artistic discipline covered by the Ph.D. study at the time when the Ph.D. student submitted the application for the permission to defend it. In the conclusion of the written assessment, the opponent shall comment on whether he/she recommends the dissertation thesis for defence and shall propose a classification grade of pass or fail.

(8) Compliance with the requirements of the opponent's opinion pursuant to paragraphs 6 and 7 shall be assessed by the chair of the examination committee. If the opponent's opinion does not meet the conditions stated above, the Dean, upon the chair of the committee's proposal, shall return it to the opponent for completion or revision. At the same time, he/she shall set a deadline for resubmission, which shall not exceed 15 days. If the opponent fails to submit his/her opinion within the time limit set and fails to do so even five days after receiving the renewed invitation, the Dean shall appoint a new opponent.

Art. 34 Defence of the dissertation thesis

(1) The successful defence of the dissertation thesis will be the end of the Ph.D. studies. The defence of the dissertation thesis will demonstrate the ability and readiness for independent scientific and creative activity in the field of research or development or for independent theoretical and creative artistic activity.⁵⁰

(2) The defence of the dissertation thesis may take place after the conditions of Article 30, paragraph 1, letters a) to c) and the student's obligations arising from Section 71, paragraph 3, letter b) of the Higher Education Act have been fulfilled,

(3) The dissertation defence may also take place at a foreign university with which the Comenius University has signed an agreement on joint dissertation defences, whereby the dissertation committee shall as a rule be composed of appointed Slovak and foreign university members represented in parity.⁵¹

(4) The defence of the dissertation thesis may only take place in the presence of at least two thirds of all members of the examination committee and at least two opponents of the dissertation thesis. If one of the three opponents of the dissertation thesis cannot attend the defence for serious reasons and proposes a "pass" grade in his/her opinion, the defence may be held without his/her presence. The opinion of the absent opponent shall be read in full at the dissertation thesis defence.

(5) The process of the dissertation thesis defence and the announcement of its results shall be public.

(6) If it is necessary for the dissertation defence to inform the supervisor, opponent or examination committee of data whose disclosure is excluded in the thesis, especially because it is a trade secret of a third party, classified fact or personal data, the Ph.D. student may, under special regulations include these data in special non-public documentation, which is not part of the thesis and which is intended exclusively for the supervisor, the opponent and the

⁵⁰ Section 54 (14) of the Higher Education Act.

⁵¹ Section 54(19) and (20) of the Higher Education Act.

examination committee.⁵²

(7) The dissertation thesis defence takes place in the form of a scientific debate between the Ph.D. student, the opponents, the 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.

(8) Procedure for the defence of the dissertation thesis:

(a) The chair of the examination committee shall give a brief curriculum vitae of the Ph.D. student, announce the topic of the dissertation thesis, essential information from the supervisor's report, an overview of the Ph.D. student's scientific or artistic works and the responses to them,

b) the Ph.D. student will briefly state the essential content of his/her dissertation thesis, its approach, results and contribution,

c) the opponents of the thesis shall present the essential content of their opinions; in the absence of the opponent, the chair of the examination committee or a member of the committee authorised by him/her shall read his/her opinion in its entirety,

d) the Ph.D. student shall take a standpoint to the opinions of the opponents, in particular he/she shall comment on all suggestions and comments and answer their questions,

e) the chair of the examination committee will inform the participants of any further suggestions, comments or statements and open a discussion in which all participants may take part; the discussion shall verify the accuracy, validity, scientific or artistic originality and relevance of the knowledge contained in the dissertation thesis,

(f) the Ph.D. candidate shall answer all questions during the discussion and take a standpoint to all suggestions and comments made by the participants in the dissertation thesis defence.

(9) The decision of the examination committee on the result of the defence shall take place at a closed meeting of the examination committee in the presence of the opponents and the supervisor. At the closed session, the course of the defence and the possibility of using the results of the dissertation thesis in practice shall be evaluated.

(10) The examination committee can make decisions if at least two thirds of all members of the examination committee are present, including the chair of the examination committee.

(11) The defence of the dissertation thesis will be evaluated by the classification grade "pass" or "fail". The overall result of the completed Ph.D. studies shall be graded as "pass".

(12) Minutes of the dissertation thesis defence shall be drawn up and it will be signed by the chair and the members of the examination committee present at the defence.

(13) If a Ph.D. student has been graded with a failing grade at the dissertation thesis defence, he/she shall be entitled to one resit.

(14) A failing grade at the resit of the dissertation thesis defence will be a reason for the Ph.D. student's exclusion from studies pursuant to Section 66(1)(c) of the Higher Education Act.

Art. 35 Interruption of Ph.D. studies

(1) Article 20 will apply to the interruption of Ph.D. studies.

(2) The supervisor shall comment on the application for interruption of the Ph.D. student's studies.

(3) The interruption of the studies of a Ph.D. student who has applied for a dissertation thesis topic offered by an external educational institution, shall be authorised by the Dean after the affirmative opinion of the director (statutory representative) of the external educational institution.⁵³

(4) During the interruption of the Ph.D. student's studies, the Ph.D. supervisor's duties are also interrupted.

PART FOUR OF THE ACADEMIC RIGHTS AND RESPONSIBILITIES PROCEDURE

Art. 36 Commencement of proceedings concerning the academic rights and obligations of students

(1) In accordance with the Higher Education Act, the bodies of the academic self-government of

⁵² Section 62a (2) of the Higher Education Act

⁵³ Section 64(3) of the Higher Education Act.

a faculty shall have the right to decide on behalf of the University in matters concerning the academic rights and obligations of students enrolled for studies according to study programmes conducted at the faculty.⁵⁴

(2) Proceedings concerning the academic rights and obligations of students shall be administrative proceedings. Proceedings and decisions concerning the academic rights and obligations of students shall not be subject to Act No. 71/1967 Coll. on Administrative Proceedings, as amended.⁵⁵

(3) Proceedings concerning exclusion from studies for failure to comply with the requirements arising from the study programme and the study regulations shall commence on the date of the decision on exclusion from studies.

(4) Proceedings concerning a change of study programme within the University, proceedings concerning the recognition of the completion of courses, proceedings concerning the transfer of credits, proceedings concerning the authorisation of interruption of studies and proceedings concerning a change of the form of Ph.D. studies shall commence on the date on which the student has submitted a written request for the issue of the relevant decision. The request must contain basic identifying information about the student, the merits of the matter to be decided and the reasons for the request.

(5) If the request does not contain the necessary information for a decision, the Dean will invite the student to complete the request or to provide the necessary explanation within a reasonable period of time, but not less than eight days. If the student fails to complete the application within the time limit, the Dean shall reject it.

Art. 37 Particulars of the decision and its delivery

(1) The Dean shall issue a decision in proceedings under Article 36(4) within 30 days of receipt of a complete application. This time limit shall not include the time during which the student has been allowed to complete the application or to submit the necessary explanation pursuant to Article 36(5). If the Dean fails to make a decision within the 30-day period, the student may request that the Rector declare the Dean's obligation to act and decide on the matter.

(2) Decisions in proceedings concerning the academic rights and obligations of students shall be in writing, shall contain a statement of the case with reference to the relevant provision of a generally binding legal regulation, an internal regulation of the Comenius University or an internal regulation of the faculty, a statement of reasons based on the established facts, and a statement of the remedy.

(3) The decision in proceedings concerning matters of academic rights and obligations of students will be delivered in paper form to the student in his/her own hands at the faculty or anywhere else where he/she can be reached, with an acknowledgment of recorded delivery; this will not affect the obligation of the faculty to deliver the decision to an electronic mailbox pursuant to a special regulation on the electronic form of the exercise of public authority. If such service is not possible,

(a) the decision in the proceedings referred to in Article 36(3) shall be served by means of a postal undertaking at the address for service of documents notified by the student to the faculty,⁵⁶ by registered letter in hand with acknowledgement of recorded delivery,

(b) a decision in proceedings under Article 36(4) shall be served by registered mail, return recorded delivery requested.

(4) The effect of service of a decision in proceedings relating to the academic rights and obligations of students under subsection (3) shall take effect on

(a) the decision by the student or a person authorised by the student to collect his/her mail,

(b) the return of the undelivered parcel to the faculty, even if the student has not become aware of it,

(c) the student's refusal to accept the parcel.

Art. 38 Application for review of a decision to exclude a student from study

(1) A student may apply for a review of a decision to exclude him/her from studies. The

⁵⁴ Sections 23(1)(c) and 55(9) of the Higher Education Act.

⁵⁵ Section 108 (1) of the Higher Education Act.

⁵⁶ Section 71(3)(c) of the Higher Education Act.

application shall be submitted to the Dean who issued the decision within eight days of the date of the decision. A timely filed application shall have suspensive effect.

(2) An application for review of a decision to exclude a student from study shall include the name of the student making the application, the name of the decision sought to be reviewed, a proposal as to how the matter is to be decided and the reasons for the decision. The application must be accompanied by supporting documents and information in the student's possession which substantiate the student's allegations. The request may not be directed solely against the reasoning without challenging the operative part of the decision.

(3) Upon receiving the request for a review of a decision on exclusion from studies, the Dean shall examine whether the requirements pursuant to subsection (2) have been fulfilled. If the application does not comply with the prescribed requirements, the Dean shall invite the student to complete the application and shall allow the student a reasonable period of time, but not less than eight days, to complete it. If the application is submitted after the time limit referred to in paragraph 1 has expired or the student fails to complete the application within the time limit, the Dean shall reject it.

(4) The Dean may himself/herself grant the application if he/she finds that the decision was made in violation of a generally binding legal regulation, an internal regulation of the CU or an internal regulation of the faculty. Otherwise, he/she shall forward the application within 15 days from the date of its receipt to the Rector, together with the attached file material and a written opinion on the applicant's comments and objections.

(5) The dean's written opinion shall contain the comprehensive results of the proceedings to date, in particular details of all the actions taken, an opinion on the timeliness of the application and on compliance with the prescribed formalities of the application. In the report, the Dean shall state his or her opinion on all objections raised by the applicant, together with the relevant evidence, as well as his/her opinion concerning the completeness and correctness of the established facts of the case and the legal opinion on which the contested decision is based.

(6) The Rector shall amend or annul a decision if it was made in contravention of a generally binding legal regulation, an internal regulation of the CU or an internal regulation of the Faculty. Otherwise, he/she shall reject the application and confirm the original decision.

(7) If the Rector annuls a decision on the grounds that the facts of the case have not been sufficiently established, he/she may, according to the circumstances of the case, return the case to the Dean for further proceedings and a decision; the Dean shall be bound by the Rector's legal opinion.

(8) The Rector shall issue a decision no later than 30 days from the date of receipt by the Faculty of the request for review of the decision on exclusion from studies. In more complex cases, the Rector will make a decision within 60 days at the latest. The Rector will send a written notice to both the student and the Dean of the extension of the time limit.

(9) The content of the Rector's decision on the request for review of a decision to exclude a student from studies is set out in Annex 3 to these Study Regulations. A specimen of the Rector's decision on a request for a review of a decision to exclude a student from studies is set out in Annex 5 to these Regulations.

(10) The provisions of Article 37(3) and (4) shall apply to the service of the Rector's decisions.

(11) An application for review of the Rector's decision may not be made against the Rector's decision. The Rector shall notify the Dean of his/her decision without undue delay and shall return the complete student file to the Dean, together with a return of service of the decision on the student.

(12) If the Dean grants the request under paragraph (2), or if the Rector modifies or reverses the decision under paragraph (4), the academic governance bodies of the faculty or the CU shall, if necessary, take such measures as are necessary to ensure that the student's academic rights are restored and the consequences caused by the decision are eliminated or mitigated.

Art. 39 Validity of the decision

(1) A decision in a proceeding concerning the academic rights and obligations of students, which cannot be appealed, shall become final on the date of delivery pursuant to Article 37(3) and (4).

(2) A decision on exclusion from studies against which the student has not lodged an

application for review of the decision shall become final on the date of the expiry of the eight-day period referred to in Article 38(1).

(3) A decision on exclusion from studies against which the student has lodged an application for review of the decision and the Rector has upheld the original decision shall enter into force on the date of receipt of the Rector's decision in accordance with the provisions of Article 37(3) and (4).

(4) The Rector's decision on an application for review of a decision to exclude a student from studies shall become final on the date of its delivery to the student in accordance with the provisions of Article 37(3) and (4).

PART FIVE COMMON, TRANSITIONAL AND FINAL PROVISIONS

Art. 40 Common provisions

(1) The general regulations on occupational safety and health and women's working conditions shall apply to a student participating in practical training and practice.⁵⁷

(2) Unless otherwise provided for in these Study Regulations, documents shall be delivered to the student in paper form to the student's address listed in the Central Database of Persons of the CU or in electronic form to the student's e-mail address assigned by the CU or the faculty.

Art. 41 Relaxation of the severity of the study regulations

The Dean may, in cases worthy of special consideration, on the basis of a written request from a student

a) grant an exemption from the terms of the faculty study schedule,

b) grant an exemption from the control stages of studies,

c) grant an exception to the maximum length of interruption of studies,

(d) to allow an interruption of study if the student has not met the requirements of a control stage of study or

(e) excuse a missed deadline under these Regulations.

Art. 42 Conflict provisions

(1) The rules governing the study of inter-faculty study programmes shall be governed by the study regulations of the faculty at which the student is enrolled for study according to the study programme, with the exception of the rules governing the assessment of learning outcomes (Article 11) and the rules governing examinations (Article 12), which shall be governed by the provisions of the study regulations of the faculty which provides the teaching of the relevant subject. If a faculty does not have its own study regulations, the rules for the assessment of learning outcomes and the rules for examinations shall be governed by the study regulations of the CU.

(2) If a student of another faculty enrolls in a course at a faculty which has issued its own study regulations, the rules governing the assessment of learning outcomes (Article 11) and the rules governing the examination (Article 12) shall be governed by the provisions of the study regulations of the faculty which provides the teaching of the course in question. If a faculty does not have its own study regulations, the rules governing the assessment of learning outcomes and the rules governing examinations shall be governed by the study regulations of the CU.

(3) If a student of another faculty enrolls in a course at the faculty, the teaching of the course and the assessment of the learning outcomes in the course of study of the course shall be governed by the faculty timetable of the faculty which provides the teaching of the course in question.

Art. 43 Transitional and final provisions

(1) The conditions of the control stages of study, the conditions for the state examinations and the subjects of the state examinations, the method of evaluation of the dissertation thesis examination and the defence of the dissertation thesis of students enrolled for study before the entry into force of these Study Regulations shall remain in accordance with the Study Regulations of the Faculty of Arts of Comenius University in force until 31 August 2020.

(2) The conditions of admission to study determined pursuant to Section 57(5) of the Higher

⁵⁷ Act No. 311/2001 Coll., the Labour Code as amended.

Education Act for the academic year 2020/2021 shall remain in accordance with the Study Regulations of the Faculty of Arts of the Comenius University in force until 31 August 2020.

(3) The rules of the admission process, including the admission process for the transfer of a student from another higher education institution, shall be regulated by a special internal regulation of FiF UK.

(4) The annexes to these Study Regulations are:

Annex No. 1 Minimum numbers of credits in the control stages of study

Annex No. 2 General rules for enrolment, assessment and recording of study results at the Faculty of Arts of Comenius University

Annex No. 3 Content of decisions

Annex 4 Model decision on the exclusion of a student from studies

Annex 5 Model Rector's decision on the request for review of the decision on exclusion from studies

(5) On the date of entry into force of these Study Regulations, Internal Regulation No. 8/2014 Study Regulations of Comenius University in Bratislava, Faculty of Arts, as amended by Internal Regulation No. 2/2016 Appendix No. 1 and Internal Regulation No. 7/2019 Appendix No. 2, and Internal Regulation No. 5/2018 Dean's Directive on the Organisation of Ph.D. Studies at Comenius University in Bratislava, Faculty of Arts, are repealed.

(6) These Study Regulations shall enter into force on the date of their approval by the Academic Senate of Comenius University and shall come into force on 1 September 2020.

.....
prof. Ph.Dr. Zlatica Plašienková, Ph.D.
Chair of the AS CU

.....
prof. JUDr. Marek Števček, Ph.D..
Rector of CU

.....
prof. Mgr. Marián Zouhar, Ph.D.
Dean of Faculty of Arts CU,

.....
Mgr. Martin Bača, Ph.D.
Chair of the AS Faculty of Arts CU

Annex No. 1 to the internal regulation No. 5/2020 approved by the AS CU
MINIMUM CREDIT AMOUNTS IN CONTROL STAGES OF A FULL-TIME TIME FORM OF STUDY

A. Bachelor study programmes with a three-year standard study length

| Control stage of study | Credit amount |
|--|----------------------|
| at the end of the first semester | 15 credits |
| at the end of the first year of study | 40 credits |
| at the end of the second year of study | 80 credits |
| at the end of the third year of study | 120 credits |
| at the end of the fourth year of study | 160 credits |
| at the end of the fifth year of study | 180 credits |

B. Bachelor study programmes with a four-year standard study length

| Control stage of study | Credit amount |
|--|----------------------|
| at the end of the first semester | 15 credits |
| at the end of the first year of study | 40 credits |
| at the end of the second year of study | 80 credits |
| at the end of the third year of study | 120 credits |
| at the end of the fourth year of study | 160 credits |
| at the end of the fifth year of study | 200 credits |
| at the end of the sixth year of study | 240 credits |

C. Master study programmes with a one-year standard study length

| Control stage of study | Credit amount |
|--|----------------------|
| at the end of the first semester | 15 credits |
| at the end of the first year of study | 40 credits |
| at the end of the second year of study | 40 credits |
| at the end of the third year of study | 60 credits |

D. Master study programmes with a two-year standard study length

| Control stage of study | Credit amount |
|--|----------------------|
| at the end of the first semester | 15 credits |
| at the end of the first year of study | 40 credits |
| at the end of the second year of study | 80 credits |
| at the end of the third year of study | 100 credits |
| at the end of the fourth year of study | 120 credits |

E. Master study programmes with a three-year standard length

| Control stage of study | Credit amount |
|--|----------------------|
| at the end of the first semester | 15 credits |
| at the end of the first year of study | 40 credits |
| at the end of the second year of study | 80 credits |
| at the end of the third year of study | 120 credits |
| at the end of the fourth year of study | 160 credits |

| | |
|---------------------------------------|-------------|
| at the end of the fifth year of study | 200 credits |
|---------------------------------------|-------------|

F. Study programmes in accordance with Section 53 par. 3 of the Higher Education Act with a five-year standard study length

| Control stage of study | Credit amount |
|---|----------------------|
| at the end of the first semester | 15 credits |
| at the end of the first year of study | 40 credits |
| at the end of the second year of study | 80 credits |
| at the end of the third year of study | 120 credits |
| at the end of the fourth year of study | 160 credits |
| at the end of the fifth year of study | 200 credits |
| at the end of the sixth year of study | 240 credits |
| at the end of the seventh year of study | 300 credits |

G. Study programmes in accordance with Section 53 par. 3 of the Higher Education Act with a six-year standard study length and Ph.D. study programmes with a six-year standard study length

| Control stage of study | Credit amount |
|---|----------------------|
| at the end of the first semester | 15 credits |
| at the end of the first year of study | 40 credits |
| at the end of the second year of study | 90 credits |
| at the end of the third year of study | 135 credits |
| at the end of the fourth year of study | 180 credits |
| at the end of the fifth year of study | 225 credits |
| at the end of the sixth year of study | 270 credits |
| at the end of the seventh year of study | 315 credits |
| at the end of the eighth year of study | 360 credits |

Annex No. 2 to the internal regulation No. 5/2020 approved by the AS CU
GENERAL STUDY ENROLMENT RULES, ASSESSING AND RECORDING STUDY RESULTS AT THE FACULTY OF ARTS

Art. 1

Details about study enrolment and enrolment to the next part of studies

- (1) Study enrolment and enrolment to the next part of studies is administratively provided by the study department.
- (2) Study enrolment is carried out by
 - a) inserting student information into the Academic Information System (especially personal student information, information about their student identification card, agreement with providing personal student information to third parties),
 - b) specifying subjects which the student wants to complete in the upcoming period of study (academic year or a respective semester); student enters this information into the registration form in the Academic Information System,
 - c) filling and submitting forms (specifically affidavit of current or previous study),
 - d) confirming the registration form in the Academic Information System,
 - e) submitting their student card.

- (3) Study enrolment in the Academic Information System and on the certificate of study records on the date of the study enrolment.
- (4) Enrolment into the next part of study is carried out by
 - a) conclusion of the previous part of study in accordance with the rules and conditions of creating study plans of a respective study programme and confirmation of the Report of fulfilling student responsibilities for the previous academic year by the student,
 - b) checking and making changes to student information in the Academic Information System (specifically personal student information, information about their student card, agreement with providing personal student information to third parties),
 - c) specifying subjects which the student wants to complete in the upcoming period of studies (academic year or a respective semester); the student enters this information into the registration form in the Academic Information System,
 - d) filling and submitting the affidavit of current or previous studies,
 - e) confirming the registration form in the Academic Information System,
 - f) resuming the validity of their student card by a prolongation stamp; this action is the final part of the enrolment into the next part of study and is done after a successful realisation of the previous actions.
- (5) Enrolment into the next part of study or re-enrolment in the Academic Information System and on the certificate of study records on the date of the enrolment into the next part of study.
- (6) The student has the right to edit their study plan until the end of the second week of the teaching part (cancel or change registered subjects) without giving a reason.
- (7) The student can be represented by a person authorized in writing in actions which, during the study enrolment or enrolment into the next part of study, are done at the study department.
- (8) The student is required immediately after finishing their study enrolment or enrolment into the next part of study to get their student card validated at the university terminal.

Art. 2

Details about assessing and recording study results

- (1) Scope of the study department:
 - a) archives reports about subject assessment signed by the respective teachers,
 - b) after the finalisation of the exam period of the summer semester will perform a study results check; after the winter semester a check of study results only takes place with students of the first year of studies.
- (2) Scope of the departments:
 - a) supplies and updates the study department with a list of internal and external teachers and their signature models,
 - b) archives written works of the students which are part of subject assessment in accordance with Registry Regulations and registry plan of CU in a span of three years,
 - c) the head of department provides immediate correction and takes action to get rid of defects when the study department finds and reports to them different or missing assessment which was found during a study results check.
- (3) Status and the role of the teacher:
 - a) The teacher can require from a student to, during continuous assessment or exam, to present their student identification card.
 - b) If written form is a part of student evaluation, the teacher is required, in a pre-arranged date and way, to publish the results of the continuous assessment or the results of the written form of the exam on the condition of compliance with the provision of generally binding legislation on the protection of personal data.

The names of the students and the results of the assessment are published only with their written consent. Otherwise, the teacher uses the codes assigned to them.

- c) The teacher enters the result of the assessment into the Academic Information System.
 - d) The teacher provides the printing, signing and submitting of the Report of subject assessment to the study department after the last student's exam, at the latest on the next business day after the exam period.
- (4) The student has the right, in accordance with Art. 12 par. 9, to not accept assessment at the date of the exam. The student will notify the teacher about their non-acceptance of the assessment immediately after the publication of the assessment of the last part of the exam. If the exam was done in a written form in accordance with par. 3 letter b), the student notifies the teacher about their non-acceptance of the assessment in written form by electronic mail at the latest within 48 hours of the publication of the results of the written part of the exam. The teacher enters the FX mark into the Academic Information System as an assessment of the respective exam date immediately after the non-acceptance of the assessment.
- (5) Student responsibilities:
- a) the student is required to bring on the day of the continuous assessment or exam their student identification card which, upon request, they present to the teacher; if the student does not present their student identification card upon request, the teacher cannot test the student or carry out continuous assessment,
 - b) after the completion of the last student responsibility in the semester or in the academic year, but at the latest until the end of the exam period, the student is responsible to check for accuracy and completeness of the assessment registered in the Academic Information System; in the event of finding a discrepancy or missing data during the check, the student immediately notifies the teacher of the subject about the matter,
 - c) by signing, they confirm the accuracy and completeness of the data in the Report of fulfilling student responsibilities in the given academic year.
- (6) If the respective period since the finalisation of the exam period expires, the subject, which the student registered and there is no data about its assessment in the Academic Information System, is considered failed; under subject shall be understood the subject indicated, after authorised corrections, on the study agreement of a student sent on academic mobility.

DECISION TO EXPEL A STUDENT FROM STUDIES

The statement of the decision to expel a student contains:

- a) designation of the authority, which decided to expel the student,
- b) the addressee of the decision (name and surname of the student, date of birth, place of permanent residence, code of the student, if they have one assigned to them),
- c) listing the respective provisions of these study regulations and possibly listing the provisions of generally binding legislation, internal regulations of CU or its components, based on which the decision to expel the student has been made,
- d) the decision to expel the student with designation of the study programme the student is expelled from.

The justification of the decision to expel a student contains:

- a) information about who filed the proposal to expel the student (if there was no proposal filed to expel studies, it is necessary to state that the Dean acted ex officio, meaning on their own initiative), give the reason which led to the expulsion of the student from the studies. It is necessary to list all the supporting evidence from which the facts justifying

- the expulsion from studies were recognized and to attach the copies of the supporting evidence as an attachment (for instance the student's assessment statement, which shows failure to fulfil conditions required to continue their studies),
- b) the justification of the decision, meaning the summary and evaluation of all facts based on which the decision has been made, including listing all the supporting evidence for the decision from which these facts were recognized,
 - c) the reasoning which was guiding the Dean in the application of the regulations based on which the decision has been made, including the justification of the use of correct reasoning when issuing the decision to expel the student, if it was used.

THE DECISION ON THE APPLICATION FOR REVIEW OF THE DECISION TO EXPEL A STUDENT FROM STUDIES

The statement of the decision on the application for review of the decision to expel a student from studies contains:

- a) designation of the authority which decided on the application for review of the decision to expel the student from studies,
- b) addressee of the decision (name and surname of the student, date of birth, place of permanent residence, code of the student, if they have one assigned to them),
- c) listing the respective provisions of these study regulations (in case of the need to list different provisions of generally binding legislation, internal regulations of CU),
- d) the decision which:
 - I. confirms the decision of the Dean to expel the student from studies and the student's application for review of the decision to expel the student from the is rejected,
 - II. changes the decision of the Dean to expel the student from studies,
 - III. reverses the decision of the Dean to expel the student from studies and returns the case for further proceedings

The justification of the decision on the application for review of the decision to expel a student from studies contains:

- a) information about who filed the application to expel the student (if there was no proposal filed to expel a student from studies it is necessary to state that the Dean acted ex officio, meaning on their own initiative), give a reason which led to the expulsion of the student from studies,
- b) detailed content of the decision of the Dean to expel the student from studies listing copies of the supporting evidence which were attached to the decision of the Dean to expel the student from studies.
(*These copies of the supporting evidence need to be a part of this decision as well*),
- c) information when (*give date*) the student applied for review of the decision to be expelled from studies. It is necessary to state (*necessary to make sure*) whether the application of the student to be expelled from studies was filed on time and by an authorised person,
- d) the description of what the student objects to in their application for review of the decision to be expelled from studies, where the Rector needs to appropriately deal with the student's objections,
- e) the justification of the decision, meaning the summary and evaluation of all facts based on which the decision has been made, including listing all the supporting evidence for the decision, from which these facts were recognized,
- f) reasoning which was guiding the Dean in the application of the regulations based on which the decision has been made, including the justification of the use of correct reasoning when issuing the decision to expel the student, if it was used,
- g) the conclusion reached by the Rector in reviewing the student's application

COMENIUS UNIVERSITY IN BRATISLAVA
faculty
(give correspondence address of the faculty)

Dear Mr or Mrs
name and surname
address

Your list No. / of

Our number

Provided by

Place and date
Bratislava/Martin
XX.XX.20XX

Decision to expel a student from studies

The Dean of Comenius University in Bratislava faculty (give name of faculty), (hereinafter as "Dean" and "faculty"), as an authority respective for proceedings in accordance with **Section 66 par. 1 letter b) / Section 66 par. 1 letter c)** (*Select one option.*) of the law No. 131/2002 Coll. on Higher Education Act and on Amendments and Additions to Certain Acts (hereinafter as "Higher Education Act") (*it is necessary to give the provisions of the study regulations of the faculty, if the faculty has issued them*) in the matter of the proceedings on expulsion from studies (*name and surname of the applicant, date of birth, place of permanent residence, code of the applicant, if they have one assigned to them*) (hereinafter as "applicant"), is issuing this

decision:

in accordance with Section 66 par. 1 letter b) / Section 66 par. 1 letter c) of the Higher Education Act, by which I (*Select one option.*)

I expel

from studies of study programme

Justification:

1. a) On a proposal was issued to expel a student from studies on account of (*state who filed the proposal to expel the student from studies and give the reason which led to the expulsion of the student from studies*).

b) (*if the Dean acted ex offio*)

On the Dean began the proceedings to expel the student from studies on account of (*give the reason which led to the expulsion of the student from studies*).

(*select one of the above-mentioned options, meaning point 1. a) or 1. b)*).

2. (*It is necessary to summarize and evaluate all the facts for which the student is being expelled from studies. It is also necessary to list all the supporting evidence from which the facts justifying the expulsion from studies have been ascertained and to attach copies of the supporting evidence as an attachment, e. g. the student's assessment statement which shows failure to fulfil the conditions required to continue their studies*).

3. Considering the fact that you have not fulfilled the requirements imposed on you by the study programme study regulations/study regulations of the faculty (*it is necessary to indicate the specific article of the study regulations/study regulations of the faculty*) I have decided as set out in the statement of this decision.

Guidance:

This decision may be reviewed pursuant to Art. 38 par. 1 of the study regulations upon written request filed within 8 days from the date of receipt of the decision by the student which was expelled from studies. The application is filed to the authority which issued the decision. A timely request for review of a decision shall have suspensive effect.

This decision is not reviewable by the court on the basis of a general administrative action pursuant to Section 177 et seq. of Act No. 162/2015 Coll., the Administrative Procedure Code.

.....
Title, name and surname
the Dean of the faculty

Attachments:

(e. g. the student's assessment statement which shows failure to fulfil the conditions required to continue their studies)

COMENIUS UNIVERSITY IN BRATISLAVA
The Rector's Office
Šafárikovo námestie 6, P. O. BOX 440, 814 99 Bratislava 1

Dear Mr / Mrs
name and surname
address

Your list No. / of

Our number

Provided by

Place and date
Bratislava/Martin
XX.XX.20XX

Decision in the matter of the application for review of a decision on expulsion from studies

The Rector of Comenius University in Bratislava, (hereinafter as "Rector" and "CU"), as an authority respective for proceedings in accordance with Art. 38 par. 6 of the internal regulation of the CU No. XX/2019 – study regulations of CU (hereinafter as "study regulations") in the matter of the application of (name and surname of the student, date of birth, place of permanent residence, code of the student, if they have one assigned to them) (hereinafter as "student") received on for review of the decision to expel from studies No. issued by the Dean of CU, faculty (hereinafter as "Dean") on by which the student was expelled from studies issues this

decision:

in accordance with Art. 38 par. 6 of the study regulations which

confirms the decision of the Dean to expel from studies and the student's application for review of the decision be expelled from studies is **rejected/**

changes the decision of the Dean to expel the student from studies/

reverses the decision of the Dean to expel the student from studies and **returns the matter** for further proceedings

(select only one option)

Justification:

(description of the proceedings to date)

1. a) On a proposal was filed to expel the student from studies on account of *(give the reason which led to the expulsion of the student from studies).*

b) *(if the Dean acted ex offo)*

On the Dean began proceedings to expel the student from studies on account of *(give the reason which led to the expulsion of the student from studies).*

(select one of the above-mentioned options, meaning point 1. a) or 1. b).

2. The Dean as the first instance authority issued on the decision to expel the student from studies *(give detailed content of the decision to expel the student from studies, where and when the decision was issued, whom and what matter the decision concerned).*

3. On the student who was expelled from studies by the Dean's decision has filed an application in written form for review of the decision to be expelled from studies. The written application for review of the decision to be expelled from studies has been filed on time and by an authorised person.
4. Since the Dean, as the first instance authority, did not decide on the application for review of the decision for expulsion from studies by means of the so-called autoremedy procedure, he submitted the filed application for review of the decision for expulsion from studies together with the entire dossier, the report, including their own opinion on the application for review of the decision for expulsion from studies to the Rector, as a second-instance authority.
5. The student in their application for review of the decision to be expelled from studies *(it is necessary to describe what the student in their application for review of the decision to be expelled from studies objects to and what they propose. At the same time, it is necessary for the Rector to deal, in the justification, with the student's argumentation which they stated in their application for review of the decision to be expelled from studies and the Rector has to appropriately justify their opinion).*
6. *(In this place it is necessary to justify the decision. In case of the Rector agreeing with the justification of the decision of the first instance authority, it is necessary to explicitly state in the justification that they agree with the reasons which are given in the first instance decision. If the Rector does not agree with the whole, or a specific part of the first instance decision, it is necessary for the Rector to deal with the reasons which led them to their disagreement.)*
7. The Rector, as a second instance authority, after reviewing the application for review of the decision for expulsion from studies *(give the conclusion reached by the Rector).*
8. On the basis of the aforementioned facts the Rector decided as is indicated in the statement part of the decision.

Guidance:

This decision cannot be challenged by filing an application for review of the decision for expulsion from studies.

This decision is reviewable by the court on the basis of a general administrative action pursuant to Section 177 et seq. of Act No. 162/2015 Coll., the Administrative Procedure Code. The administrative action must be filed within two months of the notification of this decision.

.....
**Title, name and surname
the Rector of CU**

Attachments:
(specify as appropriate)