

Comenius University in Bratislava

Faculty of Mathematics, Physics and Informatics



Internal Regulations

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Study Regulations

Faculty of Mathematics, Physics and Informatics

2022 academic year

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- The Study Regulations of the Faculty of Mathematics, Physics and Informatics (hereinafter referred to as the “Study Regulations”) is Internal Regulations of Rules of Study of Comenius University in Bratislava, of the Faculty of Mathematics, Physics and Informatics (hereinafter referred to as the “faculty” or “FMPI CU”) issued in accordance with
- S 113am (12) of Act No. 131/2002 Coll. on Higher Education and on Amendments and Additions to Certain Acts, as amended (hereinafter referred to as the "Higher Education Act"),
- Article 42 of Internal Regulations No. 20/2019 Rules of Study of Comenius University, as amended.

PART ONE INTRODUCTORY PROVISIONS

Art. 1 Subject of regulation

- (1) These Study Regulations regulate
 - a) the rules governing university studies at the Faculty,¹
 - b) proceedings in matters of academic rights and obligations of students of the Faculty (hereinafter referred to as the “student”).
- (2) These Study Regulations govern the study of Comenius University students at all levels of study in study programmes pursuant the Higher Education Act.
- (3) These Study Regulations also regulate
 - a) the study of students of inter-faculty study programmes, if the student is enrolled for a study programme conducted at FMPI CU, with the exception of the rules related to study results evaluation (Art.12) and examination (Art.13). These are governed by the provisions of the Study Regulations of the CU Faculty which provides the teaching of the relevant subject; if the faculty providing the teaching of the relevant subject does not have its own Study Regulations, the evaluation of study results and examination shall be governed by the Rules of Study of Comenius University,²
 - b) study of students in joint study programmes to the extent provided for in the agreement between Comenius University and the higher education institution in cooperation with which the Faculty of Comenius University provides the joint study programme,³
 - c) study of students from higher education institutions based outside the territory of the Slovak Republic, admitted for a part of their studies within the framework of academic mobility, subject to the conditions of the exchange programme or contract between the Comenius University and the sending higher education institution,⁴
 - d) study of students from other CU faculties and other other higher education institutions enrolled in a subject at FMPI CU, within the scope of the rules governing the assessment of study results (Article 12) and the rules governing examinations (Article 13).⁵

¹ Statute of FMPI CU Art. 40(6).

² Rules of Study of CU Art. 43(1).

³ Higher Education Act S 54a(2).

⁴ Higher Education Act S 58a(2).

⁵ Rules of Study of CU Art.43(2).

Art. 2
Academic rights and obligations of students

- (1) The rights of students are regulated by the Higher Education Act.⁶ A more detailed definition of students' academic rights is regulated by the Statute of the Faculty.⁷
- (2) The obligations of students are regulated by the Higher Education Act.⁸ A more detailed definition of students' academic obligations is regulated by the Statute of the Faculty.⁹
- (3) In electronic communication with the teachers of subjects (hereinafter referred to as “teachers”) and other faculty staff, the study department of the faculty hereinafter referred to as the “study department”), the doctoral study department (hereinafter referred to as the “doctoral study department”) and employees of other parts of Comenius University or the Rector’s Office of Comenius University, the student is required to use only the e-mail address assigned to him/her by Comenius University.

⁶ Higher Education Act S 70.

⁷ Statute of FMPI CU Art. 44

⁸ Higher Education Act S 71

⁹ Statute of FMPI CU Art. 45

PART TWO BACHELOR, MASTER AND DOCTORAL STUDIES

Art. 3

Study programme, recommended study plan and standard length of study

- (1) A study programme is a set of subjects and a set of rules compiled so that successful completion of the educational activities, while observing the above rules, allows the student to obtain a university degree.¹⁰
- (2) The first level study programme is a bachelor study programme. The study programme of the second level is the master study programme.
- (3) The faculty will determine a recommended study plan for each study programme. The recommended study plan is compiled so that by completing it the student meets the conditions for the successful completion of the study within the standard study length corresponding to the study programme.¹¹
- (4) Study advisors (tutors) work at faculty to provide counselling services to students in the compilation of study plans and other study related questions. Study advisors from among university teachers are appointed and dismissed by the Dean of the Faculty (hereinafter referred to as “Dean”) on the proposal of the guarantor of the study programme. When necessary, the Dean may appoint more study advisors. The names of study advisors and their contact details are published on the faculty's website.¹²
- (5) The standard length of study in a study programme is the period of study prescribed by the study programme expressed in academic years.¹³ The standard length of the study is specified in the accreditation file of the study programme.

Art. 4

Subjects of the study programme and educational activities

- (1) Details on the subjects are provided on the information sheet of the subject.
- (2) Each subject provided by the faculty has a unique internal code and name and generally takes one semester.
- (3) According to the obligation to be completed, the subjects of the study programmes are divided into¹⁴
 - a) compulsory - their completion is an essential condition for successful completion of a part or of the entire study programme,
 - b) compulsory elective – subjects selected by the student within the structure stipulated by the study programme - their completion is an essential condition for successful completion of a part or of the entire study programme,
 - c) elective - are the other subjects that students can enrol to supplement his/her study and to

¹⁰ Higher Education Act S 51(2).

¹¹ Decree of the Ministry of Education of the Slovak Republic No. 614/2002 Coll. on the Credit System of Study, as amended. S 6(7) (hereinafter referred to as the “Decree on the Credit System of Study”).

¹² Internal Regulation No. 23/2021 Internal system of quality assurance in higher education at CU Art.39

¹³ Higher Education Act S 51(4)(h).

¹⁴ Decree on Credit System of Study S 3(2).

accumulate sufficient number of credits within a certain part of study.

- (4) Subject to the rules contained in the study programme, the student enrolls in elective subjects
 - a) from the range of the elective subjects from the study programme to which the student has been admitted,
 - b) from the range of other study programmes provided at the faculty or
 - c) from the range of programmes offered by different CU faculties or other universities. Enrolment of subject offered by other university is preconditioned by a prior written consent of the Dean of the FMPI CU.
- (5) By prerequisites, the subjects of the study programme are classified as:
 - a) subjects, conditioned by completion of other subjects – enrolment of such subject is possible only after successful completion of another subject or subjects-prerequisites (hereinafter referred to as "conditional subject").
 - b) subjects, enrolment of which is not conditioned by completion of another subject.
- (6) Each subject is implemented by one or more educational activities.¹⁵ Educational activities are, in particular, lecture, seminar, practicals, course, final thesis, project work, laboratory work, internship, excursion, professional practice, state exam or a combination thereof.
- (7) Educational activities are characterized as follows:
 - a) the lectures have, in particular, the character of a professional interpretation of the basic principles, methodology of the discipline, problems and their model solutions,
 - b) seminars, tutorials, project, and laboratory work shall, in particular, support the practical mastery of the curriculum which has been the subject of lectures or which the students have had to study individually; the individual work of students, presentation of the results of this work, and critical discussion make an integral part of them,
 - c) the course is a combination of the content of the educational activities under letters a) and b).
- (8) Educational activities according to Subsection 7 may be supplemented by individual consultations with the teacher(s).
- (9) The student shall ask the teacher to excuse his/her absence from the educational activities; the absence from educational activities may be justified by the teacher on grounds of treatment in a medical facility or other personal obstacles on the part of the student.¹⁶
- (10) The teacher shall excuse the student from the absence from the educational activity, provided that the student
 - a) attended a meeting of the Academic Senate of the Comenius University, the commission of the Academic Senate of the Comenius University, the academic senate of the faculty or the commission of the academic senate of the faculty; if he/she is a member of them, or
 - b) attended a meeting of the higher education representation, if he/she is a member,
 - c) is excused from the absence by the Rector, vice-rector, Dean of the faculty, or vice-Dean of the faculty.

¹⁵ According to S 60(4) of the Higher Education Act, educational activities may be conducted by the full-time method, the distance method or the combined method..

¹⁶ When showing the reasons for the absence from educational activities, the provisions on personal data protection and the provisions on personal data protection according to special regulations must not be violated.

- (11) The teacher may ask the student to complete an alternative task as a substitute for absence from educational activities.

Art. 5 **Credit system of study**

- (1) Organization of the bachelor study programme and the master study programme is based on a credit system.¹⁷
- (2) Credits are numerical values assigned to subjects expressing the amount of work required for their successful completion.¹⁸ The credit value assigned to the subject is an integer.
- (3) Standard workload of a student for one academic year is 60 credits, 30 credits per semester.¹⁹
- (4) Student obtains credits after successful completion of a subject. Credits for a given subject can be obtained only once while studying one study programme.²⁰ Should the student obtain the credits in previous study for a successfully completed subject that is a part of the study programme of his/her current study as a compulsory subject or a compulsory-elective subject, Art. 19 shall apply.
- (5) Credits obtained for completion of subjects while studying one study programme are counted (accumulated).²¹ One of the conditions to be met for a student to be able to advance to the next part of the study is obtaining the required number of credits in the relevant control stage of the study.
- (6) Total number of credits necessary for due completion of study, is determined in the accreditation file of the study programme.²² The total number of necessary for due completion of study is²³
 - a) in bachelor study programme with a standard length of study of three academic years at least 180 credits,
 - b) in bachelor study programme with a standard length of study of four academic years (conversion study programme) at least 240 credits,
 - c) in master study programme with a standard length of study of two academic years at least 120 credits,
 - d) in master study programme with a standard length of study of three academic years (conversion study programme) at least 180 credits,

Art. 6 **Documents of study**

- (1) The evidence of study is regulated by the Higher Education Act. There are the following forms of evidence of study:²⁴
 - a) student ID card,

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

¹⁸ Higher Education Act S 6 (2).

¹⁹ Higher Education Act S 62(3).

²⁰ Decree on Credit System of Study S 4(2).

²¹ Decree on Credit System of Study S 4(3).

²² Higher Education Act S 51(4)(k).

²³ Higher Education Act S 52 (3)(a) and S 53 (4)(a).

²⁴ Higher Education Act S 67.

- b) transcript of study records.
- (2) The student ID card is a document confirming the student's legal status, which entitles him/her to exercise the rights and benefits of a student arising from laws, internal regulation of CU, and agreements with other legal entities. The student card is issued by CU. Details on the issuance of a student card are regulated by a special internal regulation of Comenius University.²⁵
- (3) Transcript of study records contains information about the study obligations that the student fulfilled within the study programme. The record of study results is issued by the faculty.
- (4) The faculty will issue to a student the confirmation to the sending university that he/she is a Comenius University student and state the period of duration of his/her studies at Comenius University. Comenius University will issue a student ID card to the student if it cannot be replaced by a similar study document issued by the sending institution.²⁶

Art. 7 **Academic calendar**

- (1) The academic year begins on September 1 and ends on August 31 of the following calendar year.²⁷
- (2) The academic year is divided into a winter semester and a summer semester.²⁸
- (3) Each semester consists of an education part and an examination period. The education part of the semester lasts a minimum of 13 and a maximum of 15 weeks. The examination period lasts at least four weeks.
- (4) The study begins at the commencement of the winter semester of the academic year.²⁹
- (5) Following discussions in the Rector's Board of Comenius University, the Rector issues an academic calendar at Comenius University (hereinafter referred to as the “university academic calendar”) for the following academic year no later than 31 January; the university academic calendar contains, in particular,
 - a) commencement and end of the education part of individual semesters,
 - b) commencement and end of examination periods of individual semesters,
 - c) remedial and alternative dates for state examinations,
 - d) the date and place of the ceremonial opening of the academic year at Comenius University.
- (6) After issuing the university academic calendar, the Dean issues an academic calendar at the faculty (hereinafter referred to as the “faculty academic calendar”) for the following academic year no later than March 31, supplementing the university academic calendar with the period in which enrolments, state exams and other faculty-specific academic activities take place.

²⁵ Regulation of the Rector of Comenius University No. 1/2003 on the Organizational and Operational Rules of the System of Automatic Identification of Persons of Comenius University.

²⁶ Higher Education Act S 58(3).

²⁷ Higher Education Act S 61(1).

²⁸ Higher Education Act S 61(2).

²⁹ Higher Education Act S 61(3) 1st sentence.

- (7) The academic calendar of the faculty may, with the prior written consent of the Rector, adjust the dates according to Subsection 5 letters (a) to (c)
 - a) if the recommended semester for subject specified in the subject information sheet is the last semester of the study; or
 - b) in exceptional circumstances relating to study programmes carried out at the faculty.
- (8) If the faculty carries out study programmes in cooperation with other faculties, the Rector's consent to an adjustment of dates in the faculty academic calendar according to Subsection 7 is subject to the mutual consent of the relevant faculties.
- (9) If a student from another faculty of the Comenius University enrolls in a subject at the FMPI CU, the education period and dates for evaluation of study results for the subject are governed by the study schedule at the FMPI CU.³⁰

Art. 8

Enrolment in study and enrolment in next unit of study programme

- (1) The applicant admitted to study shall become a student from the day of enrolment.³¹ Enrolment of admitted students may also be carried out before the commencement of the academic year in which their study should begin, if stated by the faculty. Applicant will consequently become a student as late as from the commencement of the academic year unless he/she announces the faculty in writing by August 15 before the beginning of this academic year that he/she cancels his/her enrolment.³²
- (2) At the enrolment the student shall define what part of duties prescribed by the study programme he/she wants to complete in the following period of study concerned by the enrolment.³³ The composition of the subjects must be such that in the control phase of the study the student can meet the conditions for enrolment in the next unit of study.
- (3) There are three different types of enrolment:
 - a) enrolment in study;³⁴ by enrolling in study, the applicant admitted to the study becomes a student,
 - b) enrolment in the next unit of study programme³⁵ (hereinafter referred to as “enrolment in the next unit of study “); the student has the right to enrol in the next unit of the study if he/she has met the conditions prescribed by the study programme or these Study Regulations,
 - c) enrolment in part of study within an academic mobility, subject to the terms of an exchange programme or contract between the Comenius University and the sending university.
- (4) The Dean according to the academic calendar of the faculty determines the dates of enrolment in study and the enrolment in the next unit of the study.
- (5) Details on the relations between the faculty and the student, which arise during enrolment and enrolment in the next unit of study, are set out in Art. 1 of Annex No. 2.

³⁰ Rules of Study of CU Art. 43(3).

³¹ Higher Education Act S 69(1).

³² Higher Education Act S 69(2).

³³ Higher Education Act S 59(2).

³⁴ Higher Education Act S 59.

³⁵ Higher Education Act S 70(1)(c).

- (6) When the subject has limitations as to space, personnel, time, or other reasons, students are allowed to enrol in the subject in the following order:
- a) students, for whom the subject is compulsory,
 - b) students of their own faculty, for whom the subject is compulsory elective,
 - c) students of other faculties, for whom the subject is compulsory elective,
 - d) students of their own faculty, for whom the subject is elective,
 - e) students of other faculties who enrol in the subject as elective,
 - f) students of other universities who enrol in the subject as elective.
- (7) Within the categories referred to in Subsection 6, preference shall be given to students with a better weighted average of study achievements. Enrolment in the subject by students of other higher educational institutions is subject to the prior written consent of the teacher and the Dean of FMPI CU.
- (8) Enrolment (Registry) also includes inspection of preconditions and prerequisites. The teacher of a subject is empowered to decide that a prerequisite can be neglected under certain circumstances (namely completion of a course of similar coverage).
- (9) Should the student fail to enrol in the next unit of study, the faculty shall request the student in writing to enrol within ten working days upon receipt of the request.³⁶ The provisions of Articles 48 (3) and (4) shall apply to the service of the request.
- (10) Should a student fail to appear for enrolment in the next unit of study within the specified time limit upon service of the request, nor apply for an extension of this time limit due to health reasons preventing him/her from appearing for enrolment, the day on which he/she should have enrolled shall be deemed to be the day on which the student left his/her studies.³⁷

Art. 9

Admission procedure in case of transfer from another university

- (1) The faculty may, upon written request, allow enrolment to³⁸
- a) a student of another public higher education institution, state higher education institution, or private higher education institution, who has been admitted to study to a degree programme in the same field of study or in a related field of study;³⁹ the relatedness of the field of study shall be determined by the guarantor of the study programme,
 - b) a student of an accredited foreign higher education institution according to the legislation of the respective state, who has been admitted to a study programme of particular level in the same or related study field.
- (2) A student may apply for transfer from another higher education institution at the beginning of the academic year after successful completion of the first year of study after
- a) successful fulfilment of conditions to advance to the next study year according to conditions stated by the higher education institution from which a student wants to transfer,

³⁶ Higher Education Act S 66(3).

³⁷ Higher Education Act S 66(4) The day on which the student left his/her studies shall be the last day of the ten-day period referred to in Subsection 9.

³⁸ Higher Education Act S 59(4)

³⁹ Art 10 (1) Internal Regulation No. 4/2021 Rules for Admission to Study at CU

- b) successful fulfilment of admission conditions for the transfer applicable for the relevant academic year; unless the faculty has approved separate admission conditions for the transfer, the admission conditions for particular academic year are valid,
 - c) he/she was not imposed a disciplinary measure,
 - d) he/she is not the subject of disciplinary proceedings.
- (3) The application for transfer must be supplemented by
- a) transcript of study results of the higher education institution from which a student wants to transfer,
 - b) confirmation of the fulfilment of the requirements for admission in the next unit of study (control stage of study) in accordance with the rules of the higher education institution from which a student wants to transfer,
 - c) declaration of honour that he/she was not imposed a disciplinary measure and he/she is not the subject of disciplinary proceedings and
 - d) upon the Dean's request, the information sheets of the subjects he/she has successfully completed.
- (4) Transfer is carried out in the form of admission procedure.
- (5) As part of the transfer process procedure, an assessment of the equivalence of subjects completed in the original study programme with the subjects according to the recommended study plan of the new study programme is conducted. Provisions of Art. 19 shall apply for the recognition of completed during the transfer.
- (6) The faculty shall decide on the request of a student for a transfer from another higher education institution no later than 30 days upon receipt of the relevant documentation.⁴⁰ The request of a student for a transfer is decided by the Dean after the opinion of the guarantor of the relevant study programme.
- (7) According to Clause 1, a student from another higher education institution becomes a student of CU on the date of enrolment in the study programme, and their previous studies shall be considered terminated as of the day preceding the enrolment date. The faculty shall notify the higher education institution from which the student terminated their study no later than within three working days of enrolment, stating which students have been allowed to enrol and in which study programme, along with the date of enrolment.⁴¹
- (8) The student is obliged to fulfil the conditions laid down in the study programme he/she is studying following the transfer.

Art. 10 Study plan

- (1) The student study plan (hereinafter referred to as the „study plan”) determines the time and content sequence of subjects and the forms of assessment 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 according to these Study Regulations, either by the student himself/herself⁴² or in cooperation with the study advisor.
- (2) Upon enrolment, the student determines his/her study plan for the next unit of study

⁴⁰ Higher Education Act S 59(5).

⁴¹ Higher Education Act S 59(6).

⁴² Higher Education Act S 51(8).

(academic year or relevant semester).

- (3) The student enrolls in subjects in such a credit value and in such a composition (compulsory subjects, compulsory elective subjects, and elective subjects) that in the control phase of the study he/she can meet the conditions for enrolment in the next unit of study. In the academic year in which the student intends to complete his/her studies, he/she enrolls in subjects in such a credit value and such a composition that by their successful completion he/she meets the conditions for proper completion of studies.
- (4) A student of a bachelor study programme and the master study programme may enrol in a subject of a study programme of a higher or lower level of study only with the prior consent of the teacher and the guarantor of the study programme in which the student is enrolled.
- (5) A student can enrol a maximum of 90 credits in one academic year. In exceptional circumstances and upon a written request, the Dean may allow a student to enrol in subjects for more than 90 credits in a given academic year. The Dean's decision to allow or not the enrolment in subjects for more than 90 credits is final and cannot be appealed.
- (6) When enrolling in subjects from other study programmes, a student shall ensure that he/she does not enrol in subjects that have substantial content overlap with other subjects he/she has already completed or those that are compulsory or compulsory elective within his/her study programme. If such an overlap is detected after the deadline for modifying the study plan has passed, these subjects will be removed from the study plan in the current semester, and the student is not entitled to add other subjects in place of the removed ones. This action will be taken based on the suggestion of the guarantor or study advisor, and the student will be informed of this decision without delay.
- (7) Upon written request, the Dean may grant the application for an individual study plan submitted by a student when:
 - a) the student is an exceptionally talented student with excellent study results,
 - b) the student is a student with special needs, taking into account the type and extent of the specific needs of the student,
 - c) the student has long-term health problems,
 - d) the student is a professional, artistic, or sports representative,
 - e) the student takes permanent care of his or her child under the age of six; or
 - f) the student is sent by the faculty within the academic mobility.
- (8) The extent of exceptions and reliefs from the faculty academic calendar is set out by the Dean during the study according to the individual academic calendar of study. Before the commencement of the education part of the semester, the student shall make agreements in person with the teachers of the relevant subjects on the conditions of individual fulfilment of study obligations and the method of controlling the study results. The scope of exceptions and reliefs must correspond to the reasons for which the student applies for granting to study under the individual academic calendar of study.
- (9) There is no legal entitlement to grant leave to study under the individual academic calendar of study in the relevant academic year. The Dean's decision to allow or not a study according to the individual academic calendar of study is final and cannot be appealed.

Art. 11

Conditions for re-enrolment in subjects

- (1) During the study, the student may repeatedly enrol in a compulsory subject that he/she has failed. After the second unsuccessful attempt to complete the compulsory subject, the student is expelled from the study according to S 66(1) (c) of the Higher Education Act.⁴³
- (2) During the study, the student may repeatedly enrol in a compulsory elective subject that he/she has failed, or he/she may enrol in another compulsory elective subject among the compulsory elective subjects of the relevant study programme. After the second unsuccessful attempt to complete the compulsory elective subject, the student is expelled from the study according to S 66(1) (c) of the Higher Education Act.⁴⁴ If a student has achieved a sufficient number of credits for the proper completion of studies and has met the conditions for the composition of subjects of the relevant study programme, he/she does not have to re-enrol in a compulsory elective subject according to the first sentence.
- (3) When enrolling in the next unit of study, the student shall determine the compulsory elective subject in which he/she shall enrol in instead of the unsuccessfully completed compulsory elective subject. If a student chooses another compulsory elective subject instead of an unsuccessfully completed compulsory elective subject, the compulsory elective subject thus determined is assessed as a re-enrolled compulsory elective subject.
- (4) The student may re-enrol an elective subject that he/she failed, or he/she may enrol another elective subject or a compulsory elective subject among the compulsory elective subjects not yet completed. If the student has obtained sufficient number of credits, he/she does not have to enrol any elective subject. If the student has not obtained sufficient number of credits,⁴⁵ he/she is expelled from study after the second unsuccessful passing of the chosen optional subject in accordance with Higher Education Act § 66 (1) (c).⁴⁶

Art. 12

Evaluation of study results

- (1) The teacher decides on matters of evaluation of study results within the study of the 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 given subject, shall decide.
- (2) The evaluation of the study results within the study of subject is performed in particular by⁴⁷
 - a) continuous evaluation of study results during the education part of the given period of study (control questions, written tests, assignments for individual work, term papers, seminar papers, etc.) (hereinafter referred to as “continuous evaluation”),
 - b) an examination for the period of study (hereinafter referred to as “the examination”).
 - c) a combination of continuous evaluation and an examination

⁴³ Decree on the Credit System of Study S 5(3).

⁴⁴ Decree on the Credit System of Study S 5(4).

⁴⁵ Failure to achieve a sufficient number of credits is, in particular, failure to meet the control stage of the study or failure to meet the requirements for passing the final state examination in the event that in a given academic year the student planned to complete his/her studies properly and enrolled in courses of such a credit value and in such a composition that by successfully completing them he/she would meet the conditions for the proper completion of his/her studies.

⁴⁶ Decree on the Credit System of Study S 5(5).

⁴⁷ Decree on the Credit System of Study S 6(1).

- (3) The conditions for passing the subject are specified in the subject information sheet.⁴⁸
- (4) At the beginning of the education part of the semester, the teacher shall publish on the website of the faculty in writing or by other means as usually applicable,
- a) the extent of compulsory participation in the educational activities forming the subject in question,
 - b) specification of the conditions for completion of a subject,
 - c) dates for continuous evaluation,
 - d) information on whether the student is entitled to remedial or alternative options of meeting the conditions of the continuous evaluation,
 - e) information on whether the examination is conditional upon the attainment of the prescribed level of continuous evaluation or the prescribed extent of compulsory participation in the educational activities.
- (5) If several teachers participate in the teaching of the subject or the subject is taught in several study programmes, the teachers shall publish conditions pursuant to Subsection 4 by mutual agreement; the published conditions must be identical in content.
- (6) Completion of a subject is assessed by a grade. The grade reflects the quality of acquiring knowledge or skills in accordance with the objectives of the subject as stated in the subject information sheet.⁴⁹
- (7) To assess the study results a grading scale consisting of six grades shall be used:⁵⁰
- a) A - excellent (outstanding results) = 1,
 - b) B - very good (above average results) = 1,5,
 - c) C - good (average results) = 2,
 - d) D - satisfactory (acceptable results) = 2,5,
 - e) E - sufficient (results meet minimum criteria) = 3,
 - f)FX - insufficient (additional work is required) = 4.
- (8) Student obtains credit for subject that is evaluated by a grade, and subject has been successfully passed if the student obtained the assessment from A to E.⁵¹
- (9) The faculty may decide for selected subjects that they shall not be evaluated with a grade and determine other criteria as conditions for obtaining credits for their successful completion.⁵²
- (10) Subjects that a student has enrolled in and failed to complete are graded FX at the end of the relevant examination period.
- (11) If the weighted study average of the continuous evaluation in the overall assessment of study results in the subject is 100%, and the student has not met the minimum requirements to pass the subject, the final grade is FX. Unless otherwise specified by the teacher, the student is not entitled to a remedial date.

⁴⁸ Requirements for subject accomplishment are stated in the Subject Information File and usually include forms of continuous scrutiny, examination procedure, table of grades, weight of scrutiny and examination on the final assessment of the student's performance in the course.

⁴⁹ Decree on the Credit System of Study S 6(2).

⁵⁰ Decree on the Credit System of Study S 6(3).

⁵¹ Decree on the Credit System of Study S 6(5).

⁵² Decree on the Credit System of Study S 6(6).

- (12) In case of a student's dishonest conduct or behaviour discordant with the rules set by the teacher at the beginning of the course, the student's results in the continuous evaluation may be dismissed without any remedial or substitution opportunity. Dishonest conduct or behaviour discordant with the rules during an examination will result in the FX grade without retake opportunity. Dishonest conduct includes, namely, cheating and copying in the test, or allowing another student to cheat and copy, whether in the examination room or outside it, plagiarism, giving or accepting not allowed co-operation or assistance by another person, making modifications to a test which has been assessed to claim a better score, using not allowed paper or electronic aid or support, obtaining or attempting to obtain the assignment record prior the examination.
- (13) Details of the relationships that arise in the assessment of study results are specified in Art. 2 of Annex No. 2. of these Study Regulations.
- (14) A weighted average of study results is used to assess the overall study performance of a student within a defined period⁵³. The weighted average for a given period is calculated according to Section 7 by adding the products of the credit evaluation of the subject and the numerical value of the grade of all subjects enrolled for a given period by student and by dividing by the sum of credits for a given period. Subjects in which the student enrolled but did not complete are assigned numerical value of 4 for the purposes of calculating weighted study average. Subjects without an assigned grade will not be included in the calculation of the weighted study average.⁵⁴
- (15) The weighted average of study results is used in particular in the assessment of the overall result of the duly completed study, as other conditions of admission to study, for priority enrolment in subjects due to capacity limitations, when deciding on the award of an incentive scholarship from the state budget and a scholarship from the own resources of Comenius University, in selection of students for academic mobility, and when allocating accommodation in the Comenius University accommodation facilities.

Art. 13 Examination

- (1) The exam takes place in the examination period of the semester in which the student completed the study of the subject.
- (2) The examination may be in written form, oral form, practical form, or a combination thereof.
- (3) The taking of the examination may be conditional upon the achievement of the prescribed level of continuous evaluation or the prescribed scope of compulsory participation in educational activities. In case the student does not meet the prescribed level of continuous evaluation or the prescribed scope of compulsory participation in educational activities, he/she is evaluated with the FX mark without the possibility to take the exam.
- (4) No later than three weeks before the beginning of the examination period, the teacher shall be obliged to determine at minimum three examination dates subject to evenly distribution during the examination period of the semester and to determine the method of registering and signing out for the examination. For courses with fewer than ten students, examination dates may be announced at a later time than indicated in the first sentence, in agreement with the students.

⁵³ The defined period is usually a semester, an academic year or the entire period of study of a given programmes of study.

⁵⁴ Decree on the Credit System of Study S 6(7).

- (5) The teacher may determine that the examination dates are divided into ordinary and remedial dates. The cumulative capacity of ordinary examination dates shall be at least 125% of the number of students enrolled in the subject. Unless the teacher decides otherwise, a student shall not be entitled to have additional examination dates beyond those scheduled under Subsection 4.
- (6) The result of the examination, which includes the results of the continuous evaluation, shall be evaluated with a mark according to Section 12 (7). The rate at which the results of the continuous evaluation are to be taken into account shall be determined in the manner laid down in Articles 12 (3), (4) and (5).
- (7) If a student registered for an examination date, has not signed out of it, and failed to attend, he/she is obliged to apologise via university e-mail to the relevant teacher no later than three working days after the date of the examination. If the student fails to do so, or if the teacher rejects to acknowledge his/her apology, the student will be evaluated with an FX mark for given examination date.
- (8) If a student has been awarded an FX mark on an ordinary examination date or has failed to register on time for any of the ordinary examination dates, the student shall be entitled to register for two remedial dates.
- (9) The student has the right to refuse the evaluation on the exam date and to participate in the remedial examination date. Details on the manner and consequences of refusing the evaluation on the due date of the exam are specified in Art. 2 of Annex No. 2. of these Study Regulations.
- (10) If a student has been evaluated with an FX mark on the last remedial examination or has failed to register on time for the remedial examination, the course shall be deemed to have been completed unsuccessfully.
- (11) A student has the right to request that the last exam date be made up by a commission examination; the same applies to the written form of assessment. The application for a commission examination, stating the reasons for the request in writing, must be addressed to the Dean; the application must be made no later than ten days before the last day of the examination period in question. The Dean, on the proposal of the guarantor of the study programme, appoints the chairman of the examination commission and at least two members. The commission examination shall take place during the examination period. The teacher of the subject or the guarantor of the study programme has the right to request the commission form of examination.
- (12) Every student has the right to be informed of
 - a) the results of each part of continuous evaluation as well as about his/her mistakes and correct solutions of assignments,
 - b) examination assessment and result as well as mistakes made and correct assignments solutions.

Art. 14 **Control stages of study**

- (1) The control of study within the study programme (hereinafter referred to as the “control stage of study”) shall be conducted by:

- a) checking the number of credits obtained for the completed subjects⁵⁵ and
 - b) completion of re-enrolled subjects.
- (2) In order to continue studying, the student must demonstrate the achievement of a minimum number of credits in the control stages of their studies in accordance with Annex no 1. The control stages of the study are the following:
- a) from the point of view of checking that the minimum number of credits has been obtained, at the end of the first semester of study and at the end of each year of study,
 - b) from the point of view of checking the completion of re-enrolled courses, at the end of each semester of study.
- (3) For the purposes of the control stage of studies, entire semesters in which a full-time student's study has been interrupted shall not be included in the overall duration of studies.
- (4) For the purpose of the control stages of study, credits for subjects the completion of which has been recognised under Article. 19 shall not be included in the number of credits obtained: this does not apply if the student is admitted to the study during transfer or there has been a change in the study programme of Comenius University.

Art. 15

Bachelor and diploma thesis

- (1) A final thesis shall be part of the study according to each study programme and shall constitute, together with its defence, a single subject; the defence of the final thesis shall be part of the state examinations.⁵⁶
- (2) The final thesis is a bachelor thesis for the study according to the bachelor study programme, and a diploma thesis for the study according to the master study programme.
- (3) The bachelor thesis is intended to demonstrate the student's ability to acquire theoretical and practical knowledge independently and apply it. The diploma thesis is intended to demonstrate the student's ability to independently acquire theoretical and practical knowledge based on the current state of science or art and apply, use, and develop it creatively.
- (4) The final thesis shall be drafted in the Slovak language; final thesis written in Czech and English is also accepted. Upon the consent of the Dean, the thesis may also be written and defended in other languages. In the case of a thesis written in a language other than the state language, the thesis abstract in the state language shall be submitted as part of the thesis.
- (5) The fundamental elements of the thesis, the method of its submission, originality control, archiving and accessibility shall be regulated by a special internal regulation of Comenius University.⁵⁷
- (6) The final thesis is elaborated by the student under the supervision of the thesis supervisor. The thesis supervisor shall prepare a written report on the thesis and propose an assessment of the thesis.

⁵⁵ Higher Education Act S 51(4) (j)

⁵⁶ Higher Education Act S 51(3) 1st sentence

⁵⁷ Internal Regulation No. 12/2013 Directive of the Rector of Comenius University on the basic requirements of final theses, rigorous theses and habilitation theses, control of their originality, storage and accessibility at Comenius University, as amended.

- (7) The final thesis is assessed by an opponent. The opponent shall draw up a written review on the thesis and propose its assessment.
- (8) The student who has elaborated the final thesis has the right to be informed of the reviews on the final thesis (with the review of the thesis supervisor and the thesis opponent) not later than three working days before the defence of the thesis.
- (9) Unless the thesis supervisor or the opponent is a member of the examination commission for the state examinations, they are invited to the defence of the thesis and have the right to express their review during the assessment of the thesis.

Art. 16 State Examination

- (1) Passing a state examination or state examinations is one of the conditions for successful completion of the study programme.⁵⁸
- (2) State examination is deemed to be a subject of the study programme.⁵⁹
- (3) State examination may consist of state examination units; the units of the state examination shall not be regarded as subjects of the study programme and shall not be assigned credits.
- (4) Unless otherwise stated by the study regulations of the faculty, the final state examination may be taken by the student after fulfilment of requirements stipulated by the study programme
 - a) upon attaining such a minimum number of credits that, after obtaining credits for the successful completion of the final state examination, he or she will have achieved the necessary number of credits for the proper completion of the study,
 - b) upon successful completion of all prescribed compulsory subjects, compulsory elective subjects and elective subjects in the composition determined by the study programme, except for the final state examination,
 - c) he/she is not the subject of disciplinary proceedings,
 - d) has settled all his/her financial obligations towards the faculty and university, especially the tuition fee and other fees connected with the study.
- (5) The Dean consistent with the academic calendar states
 - a) the dates of state examinations
 - b) the dates for registering for state examination dates.
- (6) State examination is taken before an examination commission. The course of the state examination and the announcement of its results are public. The decision of the examination commission on the result of the state examination shall be made in a closed session of the examination commission.⁶⁰
- (7) The examination commission for state examinations shall be composed of no less than four members.⁶¹ The chairman of the examination commission is a university teacher holding the office of professor or associate professor. A quorum of the examination commission shall be present if the chairman and at least two other members are present.

⁵⁸ Higher Education Act S 63(1).

⁵⁹ Decree on the Credit System of Study S 3(4).

⁶⁰ Higher Education Act S 63(2).

⁶¹ Higher Education Act S 63(6).

- (8) The assessment of the state examination or part thereof shall be decided by consensus of the examination commission. If the examination commission fails to reach a consensus, the assessment of the state examination or part thereof shall be decided by voting. The details of the voting procedure of the examination commission shall be determined by the chairman of the examination commission.
- (9) Should a student be unable for serious reasons to attend the date of a state examination or a part thereof for which he/she has registered, he/she is obliged to apologise in writing to the chairman of the examination commission in advance or at the latest within three working days following the date of the state examination or a part thereof, provided that there were serious obstacles preventing him/her from excusing himself/herself in advance. Should a student fail to attend a state examination or part thereof on the specified date without an excuse or should the chairman of the examination commission refuse to accept his/her excuse, the student shall be evaluated with an FX mark for that date of the state examination.
- (10) A student is entitled to two remedial dates if he/she has been marked with an FX mark for the ordinary state examination date. The student may take remedial state examinations as follows:
 - a) within the remedial dates for the state examinations in the relevant academic year;
 - b) on the dates for the state examinations in one of the subsequent academic years

Art. 17 **Overall result of study**

- (1) The overall result of the properly completed studies shall be assessed by two grades:
 - a) passed with honours,
 - b) passed.
- (2) The overall result of the properly completed studies shall be assessed as a passed with honours if the student
 - a) has achieved a study average of equal to or less than 1.30 for the entire course of study, the calculation of which includes all the subjects the student has enrolled in, and
 - b) has passed the ordinary terms of the state examinations with A or B marks only, the number of A grades shall not be less than the number of B marks.
- (3) Unless the conditions of subsection (2) are met, the overall result of properly completed studies shall be graded as passed.
- (4) Comenius University shall issue a diploma with honours to a graduate who has properly completed his/her studies with an overall result of passed with honours.

Art. 18 **Change of study programme within Comenius University**

- (1) A student has the right to apply for a change of study programme carried out at the FMPI CU or other faculty of CU within the same field of study.⁶²

⁶² Higher Education act S 70 (1)(1) Art. 44 (3)(l) Statute of the FMPI CU

- (2) A student may apply for a change of study programme after completion of the winter semester of the first year of study or always at the commencement of the academic year. A student requesting a change of programme of study must demonstrate compliance with
 - a) the conditions of the control stage of the original programme of study; and
 - b) other conditions of admission for the transfer, which are applicable for the academic year in question; unless the faculty has approved specific conditions of admission for transfer, the general conditions of admission applicable for the relevant academic year shall apply.
- (3) A student of the first year of the bachelor study programme with the standard length of study of three years may apply for the change of his/her study programme into the bachelor study programme with the standard length of four years (conversion study programme) no later than four weeks after the beginning of the winter semester. Such a student applying for a change of study programme is not obliged to demonstrate compliance with the conditions under Section (2) (a) and (b).
- (4) A change of study programme within the CU shall not be subject to an admission procedure.
- (5) As part of the process for changing the study programme, an assessment of the equivalence of subjects completed in the original study programme with the subjects according to the recommended study plan of the new study programme is conducted. The student shall attach to the application the information sheets of the subjects he/she has successfully completed in the original study programme. Provisions of Art. 19 shall apply for the recognition of subjects when changing the study programme.
- (6) The request of a student for a change of study programme is decided by the Dean after the opinion of the guarantor of the original study programme and the guarantor of the new study programme. Should the original study programme and the new study programme be studied at different faculties, the consent of both respective Deans is a condition for the change of study programme.
- (7) In order to complete his/her studies properly; the student is obliged to fulfil the conditions laid down in the study programme he/she is studying following the change of study programme.

Art. 19

Recognition of completion of subjects

- (1) Recognition of completion of a subject is the award of a subject mark and subsequent attainment of the appropriate number of credits assigned to the subject, based on the part of the study completed in the past.
- (2) A student who has previously studied at the higher education institution and whose studies have not been properly completed may apply for recognition of completion of courses provided that
 - a) as of the date of the assessment no more than four years have elapsed,
 - b) they have been evaluated with grades A to C or their equivalents; and
 - c) they are part of the study according to 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 study according to the current study programme.
- (3) State examinations may not be recognised.

- (4) A student may apply for recognition of completion of subjects before the commencement of the education part of the winter semester of the first year of study. Upon request, the student shall attach to the application the information sheets of the courses he/she has successfully completed.
- (5) A student may have the subjects recognised worth of no more than 50 credits for the entire study of the study programme.
- (6) The Dean decides on the recognition of the completion of subjects following the opinion of the teachers of the subjects for which the student requests the recognition of completion. The Dean's decision on the recognition or non-recognition of the completion of the subjects is final and cannot be appealed.
- (7) Upon a written student's request, the Dean may allow the recognition of subjects from a duly completed bachelor's studies, if
 - a) they have been part of the studies under a completed bachelor's study programme; and
 - b) they are equivalent as to the content to subjects under the master's study programme in which the student is enrolled, as compulsory subjects or compulsory elective subjects.
- (8) A subject which has been recognised pursuant to Art. 7 shall be stated in academic information system with zero number of credits. The Dean decides, after the statement of the guarantor of the study programme, on student's enrolment in other subject(s) of the recommended study plan under the master's degree programme, the enrolment in which replaces the credit value of a recognised subject.

Art. 20

Transfer of credits upon completion of academic mobility

- (1) Transfer of credits is the process of setting off credits gained during a part of studies at another higher education institution in the Slovak Republic or at a higher education institution abroad (hereinafter referred to as the “academic mobility”) against the number of credits the student accrues according to S 5(5).
- (2) The rules and conditions for sending students on academic mobility are governed by specific internal regulations of the Comenius University ⁶³ and the terms and conditions of the academic mobility programmes.
- (3) Academic mobility is formally conditioned by a study contract concluded between the student, the Comenius University, and the receiving university prior to the student's enrolment into receiving university.⁶⁴ The study contract shall contain 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 contract on study and any amendments thereto shall be signed by the Dean or the vice-Dean authorised by the Dean, after prior written approval by the study programme guarantor, or the department's mobility coordinator. The subjects to be taken by the student at the receiving university on the basis of the study contract of shall be included in the student's study plan; their non-completion is graded with an FX.

⁶³ For example, Internal Regulation No.3/2016 Directive of the Rector of Comenius University on the competence of Comenius University and its faculties in the framework of the European Community Erasmus+ programmes.

⁶⁴ Decree on the Credit System of Study S7(1) and (2) A form of study contract is given in Annex 3 of the Decree on the Credit System of Study.

- (4) Subjects completed at the receiving university⁶⁵ in accordance with the terms and conditions of academic mobility programme shall be recognised by the faculty on the basis of the student's Transcript of Records issued by the receiving higher education institution at the end of the study. Transcript of Records is an integral part of the student's study documentation conducted by the faculty;⁶⁶ if specified by a special internal regulation of CU, the Transcript of Records becomes part of the documentation on academic mobility kept by the relevant department of the Rector's Office of CU.
- (5) If the subject taken at the receiving university has a non-integer number of credits, the number of credits accrued shall be mathematically rounded to a natural number when transferring credits.
- (6) A subject attended at the receiving university that is comparable in content and scope to a subject attended at the sending faculty and that the student has participated in as part of an approved academic mobility,
- a) shall automatically be recognised as being completed instead of the relevant compulsory subject, compulsory elective subject, or elective subject from the programme of study to which the student has been admitted, provided that it has been specified in the study contract in the section governing recognition of the corresponding part of the study at the sending faculty,
 - b) may be recognised by the Dean, on the basis of a written request by the student and with the consent of the programme guarantor, as being completed in place of the relevant compulsory subject or compulsory elective subject from the programme of study to which the student has been admitted, unless the conditions of letter (a) are met.
- (7) A subject, whose completion has been recognised pursuant to Subsection 6, shall be indicated in the supplement to the diploma with a zero number of credits and with the note that its completion has been substituted by the completion of the subject at the receiving higher education institution within the framework of academic mobility. The number of credits obtained for the subject completed at the receiving university shall be derived from the number of credits indicated in the transcript of records; the grade for the subject completed at the receiving university shall be converted into the grading scale used by Comenius University in accordance with S(7) of the Decree on the Credit System of Study.
- (8) Unless the terms and conditions of the relevant academic mobility programme, the study contract or Subsection 6 provide otherwise, subjects completed at the receiving higher education institution as part of academic mobility shall be recognised by the faculty as elective subjects for the student.
- (9) The provisions of this article shall also apply accordingly to a student who takes only some subjects at a higher education institution abroad during the relevant part of the academic year based on an internship, summer school, or other similar educational activity approved by the sending faculty.

⁶⁵ Courses /Subjects classified as completed at the receiving university are:

- a) courses assessed with A to FX grades, or their equivalents used at the receiving university.
- b) courses not completed with grades but regularly attended and credited.

⁶⁶ Decree on the Credit System of Study S 7(3).

Art. 21
Interruption of study and re-enrolment

- (1) A student's study programme may be interrupted upon his/her written request, usually for a complete part of the study (semester, academic year).⁶⁷
- (2) The interruption of studies shall be granted by the Dean.⁶⁸ The decision to grant or refuse to grant the interruption of studies shall contain the particulars referred to in Article 47 (2) including the period of the interruption of studies; the instruction shall specify the date or dates on which re-enrolment in studies (hereinafter referred to as "re-enrolment") may be made. The Dean's decision whether or not to grant the interruption shall be final and shall not be subject to appeal.
- (3) A student's study can be interrupted
 - a) without stating a reason for no more than one year, and if there are no circumstances hindering the interruption of studies.
 - b) where the grounds for interruption concern serious health reasons, maternity leave or parental leave, studies may be interrupted for a maximum period of three years.
- (4) A student's study can be interrupted repeatedly. When a student's studies are interrupted more than once, the cumulative total period of interruption may not exceed three years.
- (5) A student who applies for the interruption of studies and has not met the conditions of the control stage of studies may not be granted an interruption of studies.
- (6) If a student interrupts his/her studies during the winter term, the enrolment in subjects for the summer term shall be cancelled. When a student interrupts his/her studies for serious health reasons, serious personal reasons or other relevant reasons, the Dean may also grant the cancellation of enrolment in subjects not completed for the semester in which the study was interrupted; the cancellation of the enrolment in subjects shall be stated in the decision to grant the interruption of studies.
- (7) When a student interrupts his/her studies outside the education part of the semester, all assessments of the student's learning outcomes in the course of study obtained by the date of the request for interruption of studies shall be recorded. Subjects for which the student has received a grade of FX or no grade by the date of the request for interruption shall be treated as re-enrolled subjects upon re-enrolment. The re-enrolment in subjects shall be subject to the procedures set out in Article 11.
- (8) A student who has interrupted his/her studies ceases to have the status of a student as of the date specified in the decision granting the interruption of his/her studies.
- (9) A student whose studies have been interrupted shall become a student again on the date of re-enrolment.⁶⁹ Re-enrolment shall simultaneously constitute enrolment in the next unit of study. The period of interruption of studies shall be extended in the student's register of study until the day preceding the date of re-enrolment.

⁶⁷ Higher Education Act S 64(1).

⁶⁸ Higher Education Act S 64(2).

⁶⁹ Higher Education Act S 64(1).

- (10) Should the student fail to re-enrol, the faculty shall request the student in writing to re-enrol within ten working days upon receipt of the request.⁷⁰ The provisions of Articles 48 (3) and (4) shall apply to the service of the request.
- (11) Should a student fail to appear for re-enrolment within the specified time limit upon service of the request, nor apply for an extension of this time limit due to health reasons preventing him/her from appearing for re-enrolment, the day on which he/she should have re-enrolled shall be deemed to be the day on which the student left his/her studies.⁷¹
- (12) When a student delivers upon a written request a written notice of leaving studies under Subsection 10, the period of interruption of studies shall be extended by the date on which the faculty is served with the student's written notice of leaving studies.

Art. 22

Proper completion of study

- (1) Student duly completes his/her study by completion of study in accordance with particular study programme. The day of duly completed study is the day when the final state examination has been passed.
- (2) The study according to study programme should not go beyond its standard length by more than two years.⁷²
- (3) Into the student's length of study is Pursuant to Section 2
 - a) shall be included the length of study in the original study programme, in which he/she studied before transferring from/or change of the study programme.
 - b) shall not be included periods in which the study has been interrupted.

Art. 23

Other termination of study

- (1) In addition to due completion of study, the study may be terminated by the following events:⁷³
 - a) a student may leave his/her studies on the basis of his/her own decision,
 - b) failure to complete the study at the date specified under Section 65, Clause 2,
 - c) exclusion from the study as a result of failure to meet requirements following the study programme or this study programme,
 - d) if he/she was imposed a disciplinary measure of expelling from study,⁷⁴
 - e) the entry into force of a decision on the invalidity of a state examination or part thereof, as per Section 108f (1) of the Higher Education Act, during the course of a bachelor's degree programme. This is applicable if the mentioned education is a requirement for admission to a master's degree programme in progress,
 - f) the renunciation of an academic degree obtained after the completion of a bachelor's degree programme. This is applicable if the mentioned education is a requirement for admission to a master's degree programme in progress,
 - g) cancellation of the study programme,⁷⁵ provided the student refuses the offer of the CU to

⁷⁰ Higher Education Act S 66(3).

⁷¹ Higher Education Act S 66(4) The day on which the student left his/her studies shall be the last day of the ten-day period referred to in Subsection 10.

⁷² Higher Education Act S 65(2).

⁷³ Higher Education Act S 66(1).

⁷⁴ Higher Education Act S 72(2)(c).

- continue in another study programme,
h) student's death
- (2) A student may leave his/her studies on the basis of his/her own decision by a written notice in documentary form addressed to the Dean via the Registrar's Office.
- (3) The leaving of studies shall also be deemed to be:
- a) failure to appear for the enrolment in the next part of the study according to S 8(10),
 - b) failure to re-enrol in accordance with Article. 21 (11); or
 - c) the transfer of a student to another higher education institution.⁷⁶
- (4) The date of the study termination is⁷⁷
- a) pursuant to Section 1, Letter (a) the date of delivery of the student's statement to higher education institution on giving up his/her study,
 - b) pursuant to Section 1, Letter (b) the end of the academic year in which the student should have completed the higher education,
 - c) pursuant to Section 1, Letters (c) and (d) the date of resolution on exclusion from the study taking effect,
 - d) pursuant to Section 1, Letter (e) the day of the decision on the date the decision on the invalidity of the state examination or part thereof taking effect,
 - e) pursuant to Section 1, Letter (f) the date of the delivery of the written notification of renunciation of the academic degree pursuant to S 108(h) of the Higher Education Act,
 - f) pursuant to Section 1, Letter (g) the date for which the higher education institution has announced cancellation of the study programme.
- (5) The faculty shall issue Transcript of records upon a person who has completed the study of the study programme pursuant to Clause 1.⁷⁸

⁷⁵ Higher Education Act S 87(2).

⁷⁶ Higher Education Act S 59(6).

⁷⁷ Higher Education Act S 66(2).

⁷⁸ Higher Education Act S 67(5)(a).

PART THREE
SPECIAL PROVISIONS ON DOCTORAL STUDY

Art. 24

Study programme, recommended study plan and the standard length of study

- (1) Doctoral study programme is a set of subjects and a set of rules compiled so that successful completion of the educational activities, while observing the above rules, allows the doctoral student to obtain a third-level higher education degree. The doctoral study programme shall be designed to allow for academic mobility or experience equivalent to academic mobility.⁷⁹
- (2) Doctoral study programme may take the form of a full-time study or an external study⁸⁰
- (3) The standard length of study in a study programme is the period of study prescribed by the study programme expressed in academic years.⁸¹ The standard length of study is prescribed in the accreditation file of the study programme.
- (4) An external educational institution, with which the faculty has concluded an individual agreement on the doctoral study of a doctoral student, may also participate in the implementation of a doctoral study programme.⁸²
- (5) Concurrent with the acceptance of a candidate for doctoral studies, the faculty, in cooperation with the supervisor, shall designate the faculty department to which the doctoral student is assigned (hereinafter referred to as the "training department"). As a rule, the training department is the supervisor's workplace.

Art. 25

Scientific field commission

- (1) The faculty establishes a scientific field commission for each field of study. One scientific field commission may be established for several study programmes in the same field of study. Comenius University may, by agreement with other universities, form joint scientific field commissions in individual fields of study. If the doctoral study is organised in cooperation with an external educational institution, the external educational institution shall be proportionally represented in the relevant scientific field commission.⁸³
- (2) The scientific field commission shall consist of a chairman and at least four other members. At least three of the members of the scientific field commission must have the scientific-pedagogical title of professor, the scientific rank of Doctor of Sciences, or must have been awarded the scientific qualification degree I. The other members of the specialised committee may be
 - a) visiting professors,
 - b) university teachers and researchers with the academic title of associate professor,
 - c) university teachers and researchers with an academic degree of PhD, the scientific rank of CSc.,
 - d) university teachers and researchers with the scientific qualification II or

⁷⁹ Higher Education Act S 51(2) (5), S 54.

⁸⁰ Higher Education Act S 60(1).

⁸¹ Higher Education Act S 51(4)(h).

⁸² Higher Education Act S 54(12).

⁸³ Higher Education Act S 5 (17).

- e) qualified specialists from practice holding one of the academic degrees, scientific and pedagogical titles, or scientific ranks referred to in the Subsections c) and d).
- (3) The rules for the establishment of scientific field commissions of specialists shall be laid down in an internal regulation of the faculty.⁸⁴
- (4) The scientific field commission shall, in particular,
- a) monitor and evaluate doctoral studies in a given field of study,⁸⁵
 - b) approve the individual study plan of a doctoral student (hereinafter referred to as the "individual study plan"),⁸⁶
 - c) approve topics for doctoral theses,
 - d) propose to the Dean the chairman and members of the examination committee for the dissertation examination,
 - e) propose to the Dean the opponent of the written thesis for the dissertation examination,
 - f) propose to the Dean the opponents of the dissertation thesis,
 - g) propose to the Dean the composition of the examination committee for the defence of the dissertation.
- (5) Proposals pursuant to Subsection (4) (d) to (g) shall be submitted to the Dean by the chairman of the scientific field commission without undue delay after the decision of the scientific field commission has been adopted.
- (6) The chairman of the scientific field commission shall in particular
- a) propose to the Dean the chairman and members of the admissions commission for the admission exam for doctoral studies,
 - b) express his opinion on the doctoral student's application to defend the dissertation thesis and review its content and formal requirements,
 - a) request the doctoral student to remedy deficiencies in the prescribed requirements of the dissertation or the application for permission to defend the dissertation,
 - b) propose in coordination with the supervisor the transfer of credits within the framework of the doctoral student's academic mobility,
 - c) express his opinion on the recognition of the completion of courses when the doctoral programme of study is changed within CU or during
 - d) propose to the Dean to appoint a new supervisor in case the original supervisor of the doctoral student's prematurely ends the performance of his function.

Art. 26

Academic calendar of doctoral studies

- (1) The academic year begins on September 1 of the current calendar year and ends on August 31 of the following calendar year.⁸⁷
- (2) The academic year is divided into a winter semester and a summer semester.⁸⁸

⁸⁴ Rules for Establishing Trade Union Committees at FMPI CU.

⁸⁵ Higher Education Act S 54(17), first sentence.

⁸⁶ Higher Education Act S 54(8).

⁸⁷ Higher Education Act S 61(1).

⁸⁸ Higher Education Act S 61(2).

- (3) Each semester consists of an education part and an examination period. The education part of the semester lasts a minimum of 13 and a maximum of 15 weeks. The examination period lasts at least four weeks.
- (4) The doctoral studies⁸⁹
 - a) shall commence at the beginning of the winter semester of the academic year,
 - b) may also commence at the beginning of the summer of the academic year.
- (5) The doctoral studies are conducted according to an individual study plan under the guidance of a supervisor. A prerequisite for the proper completion of doctoral studies is the passing of the dissertation examination, which forms a part of the state examinations, and the defence of the dissertation. The dissertation is a final thesis.⁹⁰ The dissertation thesis, together with its defence, constitutes one subject; the defence of the dissertation thesis is a part of the state examinations.⁹¹
- (6) The doctoral studies consist of a study part and a scientific part.⁹²
- (7) The study part of the doctoral study consists mainly of lectures, seminars and individual study of professional literature required with regard to the orientation of the dissertation.⁹³ The study part is completed by passing the dissertation examination. In addition, doctoral students have an opportunity to enrol in complementary subjects offered by the faculty or other faculties of CU in their study programmes, in particular master's (doctor) studies, if he/she did not complete in the previous cycle of university study. Study of complementary subjects and individual study of scientific and professional literature do not replace either completion of compulsory lectures and seminars, which is determined by the study plan of doctoral student, nor the performance of pedagogical activities at a university pursuant to Subsection. 9.
- (8) The scientific part of the doctoral study consists of individual or team scientific work of the doctoral student, which is related to the topic of the dissertation; the scientific part of the doctoral study is under the professional guidance of the supervisor.⁹⁴
- (9) Doctoral studies in full-time form shall include the pedagogical activity or other professional activity related to the pedagogical activity to the maximum extent of four hours a week on average for the academic year in which the education is conducted.⁹⁵
- (10) If a doctoral student has registered for a dissertation topic submitted by an external educational institution, he/she shall complete the scientific part of the doctoral studies and the obligations of the study part of the doctoral studies as agreed with the faculty with this external educational institution. The faculty enters into an individual agreement with the external educational institution concerning the candidate's doctoral studies. It shall address issues related to the candidate's participation in the external educational institution, including reimbursement of the costs incurred by the external educational institution⁹⁶ and the conditions for the performance of teaching activities or other professional activities related to teaching activities pursuant to Subsection 9.

⁸⁹ Higher Education Act S 61(3), second sentence.

⁹⁰ Higher Education Act S 54(3).

⁹¹ Higher Education Act S 51(3), first sentence.

⁹² Higher Education Act S 54(8), first sentence.

⁹³ Higher Education Act S54(9).

⁹⁴ Higher Education Act S 54(10).

⁹⁵ Higher Education Act S 54(11).

⁹⁶ Higher Education Act S 12.

Art. 27

Supervisor

- (1) The rules for the approval of supervisors shall be governed by a special internal regulation of Comenius University.⁹⁷
- (2) The supervisor proposes topics for doctoral theses to the study programme guarantor; the study programme guarantor submits the topics for doctoral theses for approval to the scientific field commission.
- (3) The supervisor shall, in particular,
 - a) guide the doctoral student professionally during the doctoral studies,
 - b) in cooperation with doctoral student, set up an individual study plan of a doctoral student and submit it for approval to the scientific field commission,
 - c) manage and professionally guarantee the implementation of the doctoral student's individual study plan and supervise the implementation of the doctoral student's educational activities,
 - d) determine the focus of the dissertation thesis and specify its topic in cooperation with the doctoral student,
 - e) award the doctoral student a specified number of credits for the completed stages of the subjects from the scientific part of on the doctoral student's study plan,
 - f) submit the annual assessment of the doctoral student to the Dean, (hereinafter referred to as the " annual assessment")
 - g) submit to the Dean a proposal for the expulsion of a doctoral student from doctoral studies, for failure to fulfil of the conditions of the control stage of doctoral studies or failure to fulfil the individual study plan,
 - h) provide an opinion on the doctoral student's request for interruption of studies,
 - i) provide an opinion on the doctoral student's request for a change in the doctoral study programme,
 - j) refer the doctoral student to other domestic or foreign institutions of science, research, technology, should he or she be interested in a study stay,
 - k) propose the transfer of credits within the framework of the academic mobility of the doctoral student in cooperation with the chairman of the scientific field commission.
 - l) arrange for the doctoral student consultations with other experts as necessary,
 - m) attend the dissertation examination of the doctoral student and have the right to express his/her review during the assessment of the dissertation,
 - n) writes an opinion on dissertation thesis,
 - o) participate in the defence of the doctoral student's dissertation and have the right to formulate a review on the assessment of the dissertation.

Art. 28

Subjects of the doctoral study programme

- (1) Details on the subjects are provided on the information sheet of the subject.
- (2) Each subject provided by the faculty has a unique internal code and name and generally takes one semester.
- (3) According to the obligation to be completed, the subjects of the doctoral study programme are divided into ⁹⁸

⁹⁷ Internal Regulation No. 23/2021 Internal system of quality assurance in higher education at Comenius University

- a) compulsory - their completion is an essential condition for successful completion of a part or of the entire doctoral study programme,
 - b) compulsory elective – subjects selected by doctoral student within the structure stipulated by the doctoral study programme - their completion is an essential condition for successful completion of a part or of the entire doctoral study programme,
 - c) elective - are the other subjects that the doctoral student can enrol to supplement his/her study and to obtain sufficient number of credits within a certain part of doctoral study.
- (4) By prerequisites, the subjects of the doctoral study programme are classified as:
- a) subjects, conditioned by completion of other subjects – enrolment of such subject is possible only after successful completion of another subject or subjects,
 - b) subjects, enrolment of which is not conditioned by completion of another subject.
- (5) Each subject of doctoral study is implemented by one or more educational activities.⁹⁹ Educational activities are, in particular, lecture, seminar, practicals, course, laboratory work, excursion, or a combination thereof.
- (6) Educational activities according to Subsection 5 may be supplemented by individual consultations with the teacher(s) and individual study of scientific and professional literature.
- (7) The doctoral student shall ask the teacher to excuse his/her absence from the educational activities. The teacher may assign a substitute task to the doctoral student as compensation for the absence from educational activities.

Art. 29 **Credit system of study**

- (1) Organization of doctoral study is based on a credit system.¹⁰⁰
- (2) Credits are numerical values assigned to units of the study programme expressing the amount of work required for their successful completion.¹⁰¹ The credit value assigned to the course is an integer.
- (3) Standard workload of a doctoral student in the full-time form of study per academic year is 60 credits; standard workload of a doctoral student in the external form of doctoral studies per academic year is 48 credits.¹⁰²
- (4) The doctoral student obtains credits after successful completion of a subject. Credits for a given subject of the doctoral study programme may be obtained only once while studying doctoral study programme; for subject of scientific part of doctoral studies or pedagogical activity of doctoral study programme credits can be obtained repeatedly during the doctoral studies.
- (5) Credits obtained for successful completion of subjects in the doctoral study programme are counted (accumulated).¹⁰³ One of the conditions to be met for a doctoral student to be able to

⁹⁸ Decree on the Credit System of Study S 3(2).

⁹⁹ Higher Education Act S 60(4), Educational activities may be conducted by the full-time method, the distance method or the combined method.

¹⁰⁰ Higher Education Act S 62 According to S9 of the Decree on the Credit System of Study, the credit system of study applies to doctoral study programmes mutatis mutandis.

¹⁰¹ Higher Education Act S 62(2).

¹⁰² Higher Education Act S 62(3).

advance to the next part of the doctoral study is to accumulate the required number of credits in the relevant control stage of the study.

- (6) If a doctoral student has completed part of his/her studies at a workplace other than the training workplace, in particular abroad, the credits obtained at this workplace are transferred in full if he/she has been sent to this workplace in the framework of the fulfilment of his/her individual study plan. The transfer of credits shall be decided by the Dean on the basis of a proposal from the chairman of the field commission and the supervisor.
- (7) Total number of credits necessary for due completion of study, is determined in the accreditation file of the study programme.¹⁰⁴ Total number of credits necessary for due completion of study is¹⁰⁵
 - a) for a doctoral study programme in the full-time form of study with a standard length of study of four academic years 240 credits,
 - b) for a doctoral study programme in the full-time form of study with a standard length of study of five years 240 credits,

Art. 30

Documents of study

- (1) The evidence of study is regulated by the Higher Education Act. There are the following forms of evidence of doctoral study:¹⁰⁶
 - a) student ID card,
 - b) transcript of study records,
- (2) The student ID card is a document confirming the student's legal status, which entitles him/her to exercise the rights and benefits of a student arising from laws, internal regulation of Comenius University, and agreements with other legal entities. The student card is issued by Comenius University. Details on the issuance of a student card are regulated by a special internal regulation of Comenius University.¹⁰⁷
- (3) Transcript of study records contains information about the study obligations that the doctoral student fulfilled within the doctoral study programme. The record of study results is issued by the faculty.
- (4) The faculty will issue to a doctoral student the confirmation to the sending university that he/she is a Comenius University student and state the period of duration of his/her studies at Comenius University. Comenius University will issue a student ID card to the doctoral student if it cannot be replaced by a similar study document issued by the sending institution.¹⁰⁸

¹⁰³ Decree on the Credit System of Study S 4(3).

¹⁰⁴ Higher Education Act S 51(4).

¹⁰⁵ Higher Education Act S 54(2).

¹⁰⁶ Higher Education Act S 67.

¹⁰⁷ Regulation of the Rector of Comenius University No. 1/2003 on the Organizational and Operational Rules of the System of Automatic Identification of Persons of Comenius University.

¹⁰⁸ Higher Education Act S 58(3).

Art. 31
Enrolment in study and enrolment in next unit of study

- (1) The applicant admitted to doctoral study shall become a doctoral student from the day of enrolment.¹⁰⁹ Enrolment of admitted doctoral students may also be carried out before the commencement of the academic year in which their study should begin. Applicant will consequently become a doctoral student as late as from the beginning of the academic year unless he/she announces the faculty in writing by August 15 before the commencement of this academic year that he/she cancels his/her enrolment.¹¹⁰ Shall the doctoral studies commence at the beginning of the summer semester of the academic year, he/she becomes a doctoral student from the date of enrolment or, if he/she enrolls before the beginning of the summer semester, he/she becomes a doctoral student on the first day of that summer semester, unless he/she notifies the faculty in writing that he/she is cancelling his/her enrolment within 15 days prior to the commencement of that summer semester.
- (2) There are three types of enrolment:
 - a) enrolment in doctoral study;¹¹¹ by enrolling in doctoral study, the applicant admitted to the doctoral study becomes a doctoral student,
 - b) enrolment in the next part of doctoral study programme¹¹² (hereinafter referred to as “enrolment in the next unit of doctoral study “); the doctoral student has the right to enrol in the next unit of the doctoral study if he/she has met the conditions prescribed by the study programme or these Study Regulations,
 - c) enrolment in part of study within an academic mobility, subject to the terms of an exchange programme or contract between the Comenius University and the sending university.
- (3) The Dean according to the academic calendar of the faculty determines the dates of enrolment in doctoral study and the enrolment in the next unit of the doctoral study.
- (4) After enrolling in doctoral studies, a doctoral student is obliged to attend Occupational Health & Safety and Fire Protection and Prevention training.
- (5) Details on the relations between the faculty and the doctoral student, which arise during enrolment and enrolment in the next unit of study, are set out in Art. 1 of Annex 3 of these Study Regulations.
- (6) Enrolment of a subject by doctoral students from other universities is conditioned by a prior written consent of a teacher and the Dean.
- (7) Should the doctoral student fail to enrol in the next unit of study, the faculty shall request the student in writing to enrol within ten working days upon receipt of the request.¹¹³ The provisions of Articles 48 (3) and (4) shall apply to the service of the request.
- (8) Should a doctoral student fail to appear for enrolment in the next unit of doctoral study within the specified time limit upon service of the request, nor apply for an extension of this time limit due to health reasons preventing him/her from appearing for enrolment, the day on which

¹⁰⁹ Higher Education Act S 69(1).

¹¹⁰ Higher Education Act S 69(2).

¹¹¹ Higher Education Act S 59.

¹¹² Higher Education Act S 70(1)(c).

¹¹³ Higher Education Act S 66(3).

he/she should have enrolled shall be deemed to be the day on which the doctoral student left his/her studies.¹¹⁴

Art. 32
Transfer of doctoral student from another university

- (1) The faculty may, upon written request, allow to enrol¹¹⁵
 - a) a doctoral student of another public higher education institution, state higher education institution, or private higher education institution, who has been admitted to study to a doctoral study programme in the same field of study or in a related field of study;¹¹⁶ the relatedness of the field of study shall be determined by the guarantor of the study programme,
 - b) a doctoral student of an accredited foreign higher education institution according to the legislation of the respective state, who has been admitted to a doctoral study programme of particular level in the same or related study field.
- (2) A doctoral student may apply for transfer at the beginning of the academic year after successful completion of the first year of study if he/she
 - a) has not started the final year of the standard length of the doctoral programme at the higher educational institution from which he/she wishes to transfer,
 - b) fulfils conditions to advance to the next study year according to conditions stated by the higher education institution from which a student wants to transfer,
 - c) fulfils admission conditions for the transfer applicable for the relevant academic year; unless the faculty has approved separate admission conditions for the transfer from another higher education institution, the admission conditions for particular academic year are valid,
 - d) was not imposed a disciplinary measure,
 - e) is not the subject of disciplinary proceedings.
- (3) application for transfer shall be supplemented by
 - a) transcript of study results of the higher education institution from which the doctoral student wants to transfer,
 - b) confirmation of the fulfilment of the requirements for admission in the next unit of study (control stage of study) in accordance with the rules of the higher education institution from which a student wants to transfer,
 - c) declaration of honour that he/she was not imposed a disciplinary measure and he/she is not the subject of disciplinary proceedings and
 - d) upon the Dean's request, the information sheets of the subjects he/she has successfully completed.
- (4) Transfer is carried out in the form of admission procedure.
- (5) The faculty shall decide on the request of a doctoral student for a transfer from another higher education institution no later than 30 days upon receipt of the relevant documentation.¹¹⁷ The request of a student for a transfer is decided by the Dean after the opinion of the guarantor of the relevant study programme.

¹¹⁴ Higher Education Act S 66(4) The day on which the student left his/her studies shall be the last day of the ten-day period referred to in Subsection 7.

¹¹⁵ Higher Education Act S 59(4).

¹¹⁶ Art 10 (1) Internal Regulation No. 4/2021 Rules for Admission to Study at CU

¹¹⁷ Higher Education Act S 59(5).

- (6) A doctoral student of other university becomes a doctoral student of CU on the date of enrolment in the study programme pursuant to Clause 1 and his/her previous study shall be considered abandoned on the date preceding the date of enrolment.¹¹⁸
- (7) Recognition of completion of a subject during transfer shall be subject to Article 43.
- (8) The doctoral student is obliged to fulfil the conditions laid down in the study programme he/she is studying following the transfer.

Art. 33 **Individual study plan**

- (1) The individual study plan consists of a study part and a scientific part and shall also indicate the dates by which the doctoral student is to complete the individual subjects and the dissertation examination.
- (2) The individual study plan is compiled by the supervisor and submitted for approval to the scientific field commission¹¹⁹; the supervisor compiles the individual study plan in cooperation with the doctoral student. The approved individual study plan shall form part of the doctoral student's study documentation by
 - a) enrolment in doctoral study
 - b) each change of the individual study plan
- (3) The doctoral student during his/her period of study obtains credits for the following areas of activities:
 - a) subjects of the study part of the doctoral study,
 - b) successfully passed dissertation examination,
 - c) an independent creative activity in the field of science and research (publishing, completion of a stage of research work defined in the individual study plan, etc.), which is related to the topic of the dissertation,
 - d) pedagogical activity at Comenius University or at the faculty (in the form of conducting exercises, seminars, etc.), or other practical activity carried out at the faculty or at a relevant facility, when required by the nature of the study,
 - e) the dissertation thesis and its defence.
- (4) A doctoral student must accumulate credits in such a composition as determined by the study programme.
- (5) Pedagogical activities within the framework of doctoral studies pursuant to subsection (3) are mutually irreplaceable.
- (6) A doctoral student of the full-time form of study can enrol a maximum of 90 credits in one academic year; and a doctoral student of an external form of study can enrol a maximum of 72 credits in one academic year. In exceptional circumstances and upon a written request, the Dean may allow a doctoral student of the full-time form of study to enrol for even more than 90 credits in one academic year and for a doctoral student of external form of study to enrol for even more than 72 credits in one academic year .The Dean's decision to allow or not the

¹¹⁸ Higher Education Act S 59(6).

¹¹⁹ Higher Education Act S 54(8).

enrolment in subjects for more than one and a half times the standard workload is final and cannot be appealed.

Art. 34 **Evaluation of study results**

- (1) Evaluation of the study results is performed in particular by
 - a) teacher, if the respective subject is a subject of the education part of the doctoral study programme or a supplementary subject of the education part of the doctoral study programme,
 - b) supervisor, if it is the subject of the scientific activity of the doctoral study programme,
 - c) the head of the training institute (head of the department) if it is the subject of the pedagogical activity of the doctoral study programme.

- (2) Evaluation of the doctoral student's study results shall be carried out in the semester, in which the doctoral student
 - a) completed the study of the subject, if the respective subject is a subject of the education part of the doctoral study programme or a supplementary subject of the education part of the doctoral study programme,
 - b) completed respective scientific activity, if it is the subject of the scientific activity of the doctoral study programme,
 - c) respective pedagogical activity if it is the subject of the pedagogical activity of the doctoral study programme.

- (3) The evaluation of the doctoral student's study results within the study of subject of the education part of the doctoral study programme or a supplementary subject of the education part of the doctoral study programme, is performed in particular by¹²⁰
 - a) continuous evaluation (control questions, written tests, assignments for individual work, term papers, seminar papers, etc.),
 - b) an examination or
 - c) a combination of continuous evaluation and an examination

- (4) The conditions for passing the subject are specified in the subject information sheet.

- (5) At the beginning of the education part of the semester, the teacher shall publish on the website of the faculty in writing or by other means as usually applicable,
 - a) the extent of compulsory participation in the educational activities forming the subject in question,
 - b) specifications of the conditions for completion of the subject,
 - c) dates for continuous evaluation,
 - d) information on whether the doctoral student is entitled to remedial or alternative options of meeting the conditions of the continuous evaluation,
 - e) information on whether the examination is conditional upon the attainment of the prescribed level of continuous evaluation or the prescribed extent of compulsory participation in the educational activities.

- (6) Subjects of the doctoral study shall be assessed by the classification grade of passed or failed.

¹²⁰ Decree on the Credit System of Study S 6(1).

- (7) The doctoral student shall obtain credits for successfully completed subject only, and if his results have been assessed by the classification grade of passed.
- (8) Details of the relationships that arise in the assessment of study achievements are specified in Art. 2 of Annex No. 3. of these Study Regulations.

Art. 35

Control stages of study and Annual appraisal of a doctoral student

- (1) The control of study within the doctoral study programme shall be conducted by controlling the number of credits accumulated for the completed subjects.¹²¹
- (2) The control phase of doctoral studies shall be the end of each year of study.
- (3) The student shall, in order to continue his/her doctoral studies,
 - a) acquire a minimum of 40 credits in each year of study in the full-time form of doctoral studies,
 - b) acquire at least 30 credits in each year of study in the external form of doctoral studies.
- (4) At the end of each year of study, the supervisor submits to the Dean an annual appraisal of the doctoral student's including a statement as to whether or not the supervisor recommends the doctoral student to proceed with his/her studies. The supervisor shall assess the status and level of implementation of the doctoral student's individual study plan, compliance with deadlines, and, if necessary, submit a proposal for modification of the individual study plan of the doctoral student. Upon the annual appraisal of the doctoral student, the Dean decides whether the doctoral student may proceed with his/her studies, as well as on any changes to his/her individual study plan.
- (5) For the purposes of the control stage of studies and the annual appraisal of a doctoral student, a year of study is defined as 52 calendar weeks starting from the week in which enrolment for studies or enrolment in the next unit of studies took place.
- (6) Failure to comply with the conditions of the control phase of doctoral studies referred to in Subsections 2 and 3 or failure to comply with the conditions of the individual study plan shall result in the supervisor's submission of a proposal to the Dean for the expulsion of the doctoral student from the studies in the annual appraisal of the doctoral student pursuant to S 66(1)(c) of the Higher Education Act.

Art. 36

Dissertation examination

- (1) A doctoral student in the full-time form of doctoral studies shall register for the dissertation examination no later than 18 months after the beginning of the study. A doctoral student in the external form of doctoral studies shall register for the dissertation examination no later than 24 months after the beginning of his/her studies. The period of interruption of the doctoral student's studies shall not be included in the time limit for registration for the dissertation examination.

¹²¹ Higher Education Act S 51(4)(j).

- (2) A doctoral student shall submit a written thesis for the dissertation examination (hereinafter referred to as the “written thesis”) together with the application for the dissertation examination and specified number of copies. Granting consent to take the dissertation examination is conditional upon the achievement of at least 60 credits and the completion of the courses of the study part of the doctoral studies in the composition determined by the study programme and the individual study plan.
- (3) The application for the dissertation examination and the written thesis shall be submitted in written form to the Dean through the Department of Doctoral Studies. Details of the requirements for the application for the dissertation examination and the method of its submission shall be published by the faculty on the faculty's website and by other means in accordance with the standard practice at the faculty.
- (4) The written dissertation shall consist of theses (project) of the dissertation, which shall include
 - a) the objectives of the dissertation,
 - b) the theoretical grounds for the future solution of the dissertation,
 - c) the current state of knowledge on the topic of the dissertation,
 - d) an analysis of the methodological approach to the dissertation research issues; and
 - e) the state of progress of the dissertation.
- (5) The written dissertation is reviewed by an opponent. The opponent shall draw up a written review on the written dissertation and propose its assessment with a pass or fail classification. The doctoral student has the right to be acquainted with the assessment of the written dissertation no later than three working days before the date of the dissertation examination.
- (6) The Dean appoints the opponent of the written dissertation on the basis of the proposal of the scientific field commission. The opponent shall be selected from among experts in the field of study of the doctoral student. The opponent may be a specialist with a third-level higher education degree who does not work at the supervising department and who does not have a joint academic publication with the doctoral student.
- (7) The dissertation examination shall consist of
 - a) the discussion of the written dissertation; and
 - b) a part in which the doctoral student has to demonstrate theoretical knowledge of a range of issues relevant to the focus of the dissertation theses.
- (8) The dissertation examination shall be held before the examination commission for state examinations. The examination commission must have at least four members. The chairman and members of the examination commission shall be appointed by the Dean on the proposal of the scientific field commission. At least one member of the examination commission shall not be from the supervising department. The right to sit for the dissertation examination is granted to ¹²²
 - a) university teachers who serve as professors and associate professors and
 - b) other experts approved by the faculty scientific council.
- (9) If a doctoral student has registered for a dissertation topic submitted by an external educational institution, the dissertation examination shall be held before an examination commission, which as a rule shall be composed of a parity of members of the higher education

¹²² Higher Education Act S(3).

institution appointed pursuant to Subsection (8) and the members appointed by the external educational institution.¹²³

- (10) A member of the examination commission may be an opponent of a written dissertation provided that he or she is a person authorised to examine at the state examination and has been appointed as a member of the examination commission by the Dean on the proposal of the scientific field commission. Should the opponent not be a member of the examination commission, he/she shall be invited to the dissertation examination and shall have the right to express his/her review during the assessment of the dissertation examination.
- (11) A supervisor may not be a member of the examination commission. The supervisor is present at the dissertation examination and has the right to express his/her review during the assessment of the dissertation examination.
- (12) The examination commission is quorate if an absolute majority of the members of the examination commission, including the chairman of the examination commission and a member of the examination commission who is not a member of the candidate's supervising department, is present.
- (13) The course of the dissertation examination and the announcement of its results are public. The decision of the examination commission on the result of the dissertation examination shall be made in a closed session of the examination commission.
- (14) The dissertation examination shall be evaluated in its entirety with a passed or failed classification. Individual parts of the dissertation examination shall not be evaluated separately.
- (15) The assessment of the dissertation examination shall be decided by consensus of the examination commission. If the examination commission fails to reach a consensus, the assessment of the dissertation examination shall be decided by voting. The details of the voting procedure of the examination commission shall be determined by the Chairman of the examination commission.
- (16) A protocol of the dissertation examination shall be taken. The protocol shall be signed by the chairman and the members of the examination commission present at the dissertation examination.
- (17) The faculty shall issue a written statement of completion of the dissertation examination to the doctoral student.
- (18) If a doctoral student is unable, for serious reasons, to take the dissertation examination, he/she is obliged to make an excuse in writing to the chairman man of the examination commission via Doctoral Studies Department study prior to the exam or not later than three working days after the date of the dissertation examination, provided however, there were serious reasons that prevented him/her from making an excuse in advance. If a doctoral student fails to appear at the dissertation examination without an excuse within the specified period, or if the chairman of the examination committee does not accept his/her excuse, he/she is awarded the classification grade of failed from the given date of the dissertation examination.
- (19) Should a doctoral student fail to appear at the dissertation examination without an excuse within the specified period or if they are assessed with a classification grade of "failed" in the dissertation examination, they may be entitled to one remedial date. The provisions of Articles

¹²³ Higher Education Act S 54(13).

2 to 18 shall equally apply to the remedial date of the dissertation examination. The examination commission or the opponent does not have to consist of the same individuals at the remedial examination date as they did at the regular examination.

- (20) The classification grade of failed on the remedial date of the dissertation examination shall be grounds for the expulsion of the doctoral student from studies according to S 66 (1) (c) of the Higher Education Act.

Art. 37

Application for granting permission to defend a dissertation thesis

- (1) A doctoral student may apply for permission to defend his/her dissertation thesis, if
- a) he/she has accumulated at least 210 credits,
 - b) satisfies the conditions laid down in the individual study plan, and
 - c) satisfies the conditions laid down in the minimum publication requirement.
- (2) The minimum publication requirement for doctoral students is approved by the Dean upon the proposal of the expert sections. The minimum publication requirement for doctoral students is published on the faculty's website.
- (3) An application for permission to defend a dissertation thesis is submitted in writing to the Dean via the Doctoral Studies Department. The application shall be submitted within reasonable time in advance to ensure that the defence of the dissertation thesis can take place no later than on the day of completion of the standard length of the period of study. Details of the application requirements and the method of submission shall be published by the faculty on the faculty's website and by other means in accordance with the standard practice at the faculty.
- (4) The doctoral candidate shall attach to the application
- a) dissertation thesis in a specified number of copies,
 - b) a copy of the title page of his/her dissertation thesis,
 - c) a summary of the main achievements of the dissertation thesis in electronic form,
 - d) copies of all publications and other papers in a single copy, unless they are part of the dissertation thesis; if the doctoral student attaches the output from the Comenius University publication database, he/she does not have to submit copies of publications,
 - e) a list of published works with full bibliographical data and unpublished scientific works as well as their reviews and, where appropriate, their reviews,
 - f) a justification of the differences between the original and the submitted dissertation thesis if the doctoral candidate, after an unsuccessful defence, submits a new dissertation thesis in the same field of doctoral study,
 - g) protocols on the originality of the dissertation thesis in a specified number of copies,
 - h) licence agreements in a specified number of copies,
 - i) doctoral student clearance certificate.
- (5) The supervisor shall deliver the opinion on the dissertation through the Doctoral Studies Department no later than ten days after the application for permission to defend the dissertation has been submitted.

Art. 38
Requirements of a dissertation thesis

- (1) The essential requirements of a dissertation thesis, the method of its submission, originality control, archiving and accessibility shall be regulated by a special internal regulation of Comenius University.¹²⁴
- (2) The dissertation thesis shall be drafted in the Slovak or English language; final thesis written in Czech language is also accepted. With the consent of the Dean, the thesis may also be written and defended in other languages. In the case of a thesis written in a language other than the state language, the thesis abstract in the state language shall be submitted as part of the thesis.
- (3) A doctoral student may also submit his/her own published work or a compilation of his/her own published scientific works as a dissertation thesis, which develops the topic of the dissertation thesis in terms of their content. If the doctoral student submits a compilation of his/her own publications, he/she shall add a detailed introduction in which he/she explains the current state of the issue, the objectives of the dissertation thesis, his/her own contribution to the topics addressed, and the conclusions that have been formulated in the course of addressing the dissertation thesis topic. If the attached publications represent the work of several authors, the doctoral student shall also include a co-authors' acknowledgement of his/her authorship.
- (4) In case the dissertation is part of a collective work, the doctoral student shall present his/her own findings and put them in context with the findings of the other members of the collective in the discussion.

Art. 39
Preparation of dissertation thesis defence

- (1) Upon receipt of an application for permission to defend the dissertation thesis, the Dean shall immediately refer the doctoral student's application together with the dissertation thesis to the chairman of the scientific field commission. The chairman of the scientific field commission shall, within 15 days, decide whether the dissertation thesis meets the requirements for a dissertation thesis in terms of its level and form and whether he/she recommends it for defence. Should the opinion of the chairman of the scientific field commission be positive, the scientific field commission shall propose to the Dean the composition of an examination commission for the defence of the dissertation thesis and three opponents for the defence of the dissertation thesis. Should the opinion of the chairman of the scientific field commission be negative, the scientific field commission shall examine the compliance with the requirements concerning the level and form of the dissertation thesis.
- (2) If the chairman or the scientific field commission finds that the doctoral student's application for permission to defend his/her dissertation thesis or the dissertation thesis does not meet the prescribed requirements in terms of content and form, he/she shall request the doctoral student to remedy the deficiencies within a specified period of time.
- (3) A doctoral student may withdraw the submitted dissertation thesis and the application for permission to defend it no later than by the time the opponents of the thesis or members and

¹²⁴ Internal Regulation No.12/2013 Directive of the Rector of Comenius University on the essential requirements of final theses, rigorous theses and habilitation theses, control of their originality, storage and accessibility at Comenius University, as amended.

the chairman of the examination field commission have been appointed by the Dean. The Dean, on the proposal of the scientific field commission, shall decide on the further procedure as well as on the settlement of any disputed.

- (4) The defence of the dissertation thesis shall be presented before the state examination commission. The examination commission must have at least four other members in addition to the chairman and those members who are also the opponents of the dissertation thesis. The chairman and members of the examination commission are appointed by the Dean on the proposal of the scientific field commission. The right to examine at the defence of the dissertation thesis shall be vested in ¹²⁵
 - a) university teachers acting as professors and associate professors and
 - b) the experts approved by the faculty scientific council.
- (5) If a doctoral student has registered for a dissertation thesis topic submitted by an external educational institution, the defence of the dissertation thesis shall take place before an examination commission, which as a rule shall be composed of a parity of members of the higher education institution appointed pursuant to Subsection (4) and the members appointed by the external educational institution.¹²⁶
- (6) A supervisor may not be a member of the examination commission. The supervisor is called to attend the defence of the dissertation thesis and has the right to express his/her review during the assessment of the dissertation thesis.
- (7) Upon receipt of all reviews from the opponents of the dissertation thesis, the Dean shall immediately refer the doctoral student's application for the defence of the dissertation thesis together with all the particulars, including the opponents' reviews, to the chairman of the examination commission.
- (8) No later than 15 days upon receipt of the relevant documentation pursuant to the preceding Subsection, the chairman of the examination commission shall propose to the Dean the time and place of the dissertation thesis defence.
- (9) The place and time of the dissertation thesis defence shall be scheduled by the Dean no later than 14 days before the scheduled date of the dissertation thesis defence. The Dean shall invite in writing the members of the examination commission, the opponents, the supervisor and the doctoral student to the defence of the dissertation thesis. The invitation to the dissertation examination shall be accompanied by the reviews on the final thesis (with the review of the thesis supervisor and the thesis opponent).
- (10) The faculty shall publish a notice of the time and place of the dissertation thesis defence on the faculty's website and on the faculty's official notice board without undue delay, together with information on the place and manner where people interested in the dissertation thesis may inspect it.
- (11) Any suggestion, comment, or statement on the dissertation thesis may be submitted to the chairman of the examination commission prior to the defence of the dissertation thesis. At the defence of the dissertation thesis, the doctoral student shall express his/her opinion on the suggestions, comments or statements submitted.

¹²⁵ Higher Education Act S 63(3).

¹²⁶ Higher Education Act S 54(13).

Art. 40
Opponents of a dissertation thesis and their reviews

- (1) The dissertation thesis shall be assessed by three opponents. The opponents shall be appointed from among experts in the field of study of the doctoral studies. There may be no more than one opponent from the faculty or the external educational institution at which the supervising department is established. A close person of the doctoral student may not be an opponent of the dissertation thesis ¹²⁷ or a co-author of the thesis.
- (2) The Dean appoints the opponents of the dissertation thesis on the basis of the proposal of the scientific field commission. At least one opponent must have the scientific-pedagogical title of professor, the scientific rank of Doctor of Sciences, or have been awarded the scientific qualification degree I. The other opponents may be persons meeting the qualification requirements for a member of the scientific field commission.
- (3) The dissertation thesis in the written or electronic and a request for an opinion shall be sent to the opponents by the Dean.
- (4) The opponent shall submit his/her written opinion to the Dean and return the dissertation thesis in the written form no later than 30 days after its receipt. Should the opponent be unable to prepare the review, he/she shall notify the Dean without undue delay. If the opponent does not return his/her review within the time limit referred to in the first sentence, the Dean shall appoint a new opponent.
- (5) The review of the opponent shall contain an objective and critical analysis of the merits and shortcomings of the submitted dissertation thesis; it shall be concise and shall not repeat its content. In particular, the opponent shall address the following:
 - a) the state of the art of the chosen topic,
 - b) the methods used in the research,
 - c) the achievements of the dissertation thesis, pointing out the new findings it presents,
 - d) its contribution to the further development of science, or technology,
 - e) whether the dissertation thesis has met its objectives.
- (6) The opponent assesses the dissertation thesis in the light of the state of the development of the scientific or artistic field of doctoral studies at the point in time when the doctoral student submitted the request for permission to defend it. The opponent shall, at the end of his/her written review, state whether he/she recommends the dissertation thesis for defence and propose a classification grade of passed or failed.
- (7) The doctoral student has the right to be acquainted with reviews of his/her dissertation thesis via academic information system no later than three working days before the date of the defence of his/her dissertation thesis.

Art. 41
Defence of a dissertation thesis

- (1) The defence of the dissertation thesis demonstrates the ability and preparedness for independent scientific and creative activity in the field of research or development.¹²⁸

¹²⁷ S 116 of the Act No. 40/1964 Zb. Civil Code, as amended.

¹²⁸ Higher Education Act S 54(14).

- (2) The dissertation thesis defence may also be held at a foreign higher education institution with which Comenius University has concluded an agreement on joint dissertation theses defences, whereby the dissertation thesis defence commission is usually composed of members from a Slovak higher education institution and members appointed by the foreign higher education institution on a parity basis.¹²⁹
- (3) The Dean shall ensure that the defence of the dissertation thesis takes place no later than five months from the submission of the application for permission to defend the dissertation thesis.
- (4) The defence of the dissertation thesis may only be held in the presence of at least two opponents of the dissertation thesis. Should one of the opponents be unable to attend the defence of the dissertation thesis for serious reasons and he/she proposes in his/her review a classification grade of pass, the defence may be held without his/her presence. The review of the absent opponent shall be delivered at the dissertation thesis defence in full wording.
- (5) The course of the dissertation thesis defence and the announcement of its results are public.
- (6) Should it be inevitable for the course of the dissertation thesis defence to inform the supervisor, the opponent, or the examination commission of data, the disclosure of which is excluded from the dissertation thesis, in particular because it concerns a trade secret of a third party, a classified fact or personal data, the doctoral student may, subject to compliance with the conditions according to special regulations, include these data in a special non-public documentation, which does not form a part of the dissertation thesis, and which is intended exclusively for the supervisor, the opponent and the examination commission.¹³⁰
- (7) The defence of the dissertation thesis shall be conducted by the chairman of the examination commission; in exceptional cases the chairman of the examination commission may entrust another member of the examination commission to conduct the defence. The opponent does not conduct the dissertation thesis defence, even if he/she is a member of the examination commission.
- (8) The dissertation thesis defence shall be conducted in the form of a scientific dispute between the doctoral student, dissertation opponents, members of the examination commission and other participants on the knowledge attained and the contribution of the dissertation thesis. During the defence of the dissertation thesis, the reasoning and plausibility of the conclusions and proposals contained in the dissertation thesis shall also be reviewed.
- (9) Procedure for dissertation thesis defence:
 - a) the chairman of the examination commission shall briefly introduce the candidate's curriculum vitae, the topic of the dissertation thesis, essential information from the supervisor's review and an overview of the candidate's scientific works and their reviews,
 - b) the doctoral candidate shall briefly outline the essential content of his/her dissertation thesis, its plan, achievements, and contribution,
 - c) the supervisor shall outline shall deliver the substantive content of his/her review,
 - d) the opponents of the dissertation thesis shall deliver the substantive content of their review; in the absence of the opponents, the chairman of the examination commission or a member of the examination commission authorised by the chairman shall read their reviews in their full wording,
 - e) the doctoral candidate shall respond to the opponents reviews of the dissertation thesis, in particular, he/she shall address all suggestions and comments and answer their questions,

¹²⁹ Higher Education Act S 54 (19)(20).

¹³⁰ Higher Education Act S 62a (2).

- f) the chairman of the examination commission shall inform the participants of the defence of any further suggestions, comments, or statements and open a discussion in which all participants in the defence may participate; the discussion shall verify the accuracy, reasoning, or scientific originality and relevance of the knowledge contained in the dissertation thesis,
 - g) the doctoral candidate shall answer all questions during the discussion and take a position on all suggestions and comments made by the participants in the dissertation thesis defence.
- (10) The deliberation of the examination commission on the result of the dissertation thesis defence shall take place in a private session of the examination commission in the presence of the dissertation opponents and the supervisor. During the private session, the course of the defence and the applicability of the results of the dissertation in practice shall be assessed.
- (11) The examination commission shall constitute a quorum if at least two thirds of all members of the examination commission, including the chairman of the examination commission, are present.
- (12) The defence of the dissertation thesis shall be assessed by a passed or failed classification.
- (13) The deliberation of the examination commission on the result of the dissertation thesis defence shall take place in a private session with a majority of votes from the present members of the examination commission. In the event of a tie, the dissertation thesis shall be classified as 'failed'.
- (14) A protocol on the defence of the dissertation thesis shall be drawn up. The protocol shall be signed by the chairman and the members of the examination commission present at the defence of the dissertation thesis. The protocol on the defence accompanied by the doctoral student's study documentation shall be submitted by the chairman of the field commission the Department of Doctoral Studies within five working days from the date of the dissertation thesis defence.
- (15) If a doctoral student is unable, for serious reasons, to attend the dissertation thesis defence, he/she is obliged to make an excuse in writing to the chairman of the examination commission via Department of Doctoral Studies study prior to the exam or not later than three working days after the date of the dissertation thesis defence date, provided however, there were serious reasons that prevented him/her from making an excuse in advance. If a doctoral student fails to appear at the he dissertation thesis defence without an excuse within the specified period, or if the chairman of the examination commission does not accept his/her excuse, he/she is awarded the classification grade of failed from the given date of the dissertation thesis defence date.
- (16) Should a doctoral student fail to appear at the dissertation thesis defence without an excuse within the specified period, or if they receive a classification grade of "failed" in the dissertation thesis defence, they may be entitled to one remedial date. The provisions of Articles 37 to 40 shall equally apply to the remedial date of the dissertation thesis defence. The examination commission or the opponents of the dissertation thesis do not have to be composed of the same individuals at the remedial date of the dissertation thesis defence as they were at the regular dissertation thesis defence.
- (17) The evaluation with the classification degree failed on the remedial date of the dissertation thesis defence constitutes a reason for the expulsion of the doctoral student from studies pursuant to Section 66 (1) (c) of the Higher Education Act.

Art. 42
Change of study programme within Comenius University

- (1) A doctoral student has the right to apply for a change of study programme carried out at the FMPI CU or other faculty of CU within the same field of study.¹³¹
- (2) A doctoral student's application to change the form of study is an application to change the study programme.
- (3) A doctoral student may apply for a change of study programme after completion of the winter semester of the first year of study or always at the commencement of the academic year. A doctoral student requesting a change of programme of study must demonstrate the compliance with conditions of the control stage of the original programme of study.
- (4) A change of study programme within the CU shall not be subject to an admission procedure.
- (5) The request of a doctoral student for a change of study programme is decided by the Dean after the opinion of the guarantor of the original study programme, the guarantor of the new study programme and the supervisor. Should the original study programme and the new study programme be studied at different faculties, the consent of both respective Deans is a condition for the change of study programme.
- (6) Provisions of Art. 43 shall apply for the recognition of completed subjects when changing the doctoral study programme within Comenius University.
- (7) In order to complete the doctoral study successfully, the doctoral student is obliged to fulfil requirements set out in the new study programme after the change.

Art. 43
Recognition of completed subjects

- (1) Recognition of completion of a subject is the award of a subject grade and subsequent attainment of the appropriate number of credits assigned to the subject, based on the part of the study completed in the past.
- (2) A doctoral student requesting a change of the study programme within CU, may apply for recognition of completion of courses provided that
 - a) as of the date of the assessment no more than five years have elapsed,
 - b) they have been evaluated with grades A to C or their equivalents; and
 - c) are in accordance with the new individual doctoral study plan according to the current study programme.
- (3) A doctoral student may apply for recognition of completion of subjects without undue delay after the approval of transfer or after the approval of the change of a study programme within CU. Upon the Dean's request, the doctoral student shall attach to the application the information sheets of the subjects he/she has successfully completed.
- (4) The Dean decides on the recognition of the completion of subjects following the opinion of the chairman of the field commission. The Dean's decision on the recognition or non-recognition of the completion of the subjects is final and cannot be appealed.

¹³¹ Higher Education Act S 70(1)(l) Art. 44 (3)(l) Statute of the FMPI CU

Art. 44
Interruption of study and re-enrolment

- (1) The doctoral student's study may be interrupted upon his/her written request. The supervisor comments on the request to interrupt the doctoral student's study.
- (2) Interruption of study shall be granted by the Dean for a study programme carried out at a faculty; interruption of study of a doctoral student who applied for a dissertation topic submitted by an external educational institution shall be granted by the Dean after the affirmative statement of Director (statutory representative) of the external educational institution.¹³² The decision to grant or refuse to grant the interruption of studies shall contain the particulars referred to in Article 48 (2) including the period of the interruption of studies; the instruction shall specify the date or dates on which re-enrolment in studies may be made. The Dean's decision whether or not to grant the interruption shall be final and shall not be subject to appeal.
- (3) Study may be interrupted
 - a) without stating a reason for no more than one year, and if there are no circumstances hindering the interruption of doctoral studies,
 - b) where the grounds for interruption concern serious health reasons, maternity leave or parental leave, studies may be interrupted for a maximum period of three years.
- (4) A doctoral student's study can be interrupted repeatedly. When a doctoral student's studies are interrupted more than once, the cumulative total period of interruption may not exceed three years.
- (5) The performance of the duties of the doctoral student's supervisor is also interrupted during the interruption of studies of the doctoral student.¹³³
- (6) If a doctoral student interrupts his/her studies outside the education part of the semester, all assessments of the student's learning outcomes in the course of study obtained by the date of the request for interruption of studies shall be recorded.
- (7) A doctoral student who has interrupted his/her studies ceases to have the status of a student as of the date specified in the decision granting the interruption of his/her studies.
- (8) A doctoral student whose studies have been interrupted shall become a student again on the date of re-enrolment.¹³⁴ Re-enrolment shall simultaneously constitute enrolment in the next unit of study. The period of interruption of studies shall be extended in the student's register of study until the day preceding the date of re-enrolment.
- (9) Should the doctoral student fail to re-enrol, the faculty shall request the doctoral student in writing to re-enrol within ten working days upon receipt of the request.¹³⁵ The provisions of Articles 48 (3) (4) shall apply to the service of the request.
- (10) Should a doctoral student fail to appear for re-enrolment within the specified time limit upon service of the request, nor apply for an extension of this time limit due to health reasons

¹³² Higher Education Act S 64 (2)(3).

¹³³ Art. 53 (7) of the Internal Regulation No. 23/2021 Internal system of quality assurance in higher education at Comenius University.

¹³⁴ Higher Education Act S 69(1).

¹³⁵ Higher Education Act S 66(3).

preventing him/her from appearing for re-enrolment, the day on which he/she should have re-enrolled shall be deemed to be the day on which the doctoral student left his/her studies.¹³⁶

- (11) When a doctoral student delivers upon a written request a written notice of leaving studies under Subsection (10), the period of interruption of studies shall be extended by the date on which the faculty is served with the doctoral student's written notice of leaving studies.

Art. 45 **Proper Completion of study**

- (1) The PhD study is completed by the defence of a dissertation thesis.¹³⁷
- (2) The overall result of the properly completed doctoral studies shall be evaluated with a passed classification grade.
- (3) The doctoral study according to doctoral study programme should¹³⁸
 - a) in the full-time form of study not exceed its standard length of study by more than two years,
 - b) in the external form of study not exceed its standard length of study by more than three years.
- (4) Pursuant to Section 3, into the student's length of study
 - a) shall be included the length of study in the original study programme, in which he/she studied before transferring from/or change of the study programme.
 - b) shall not be included periods in which the study has been interrupted.

Art. 46 **Other termination of study**

- (1) In addition to due completion of study, the study may be terminated by the following events¹³⁹
 - a) a student may leave his/her studies on the basis of his/her own decision,
 - b) failure to complete the study at the date specified under Section 45 Clause 3,
 - c) exclusion from the study as a result of failure to meet requirements following from the study programme or these Study Regulations,
 - d) if he/she was imposed a disciplinary measure of expelling from study,¹⁴⁰
 - e) the entry into force of a decision on the invalidity of a state examination or part thereof, as per Section 108f (1) of the Higher Education Act, during the course of a lower degree programme. This is applicable if the mentioned education is a requirement for admission to a doctoral degree programme,
 - f) the renunciation of an academic degree obtained after the completion of a lower degree programme. This is applicable if the mentioned education is a requirement for admission to a doctoral degree programme in progress,
 - g) cancellation of the study programme¹⁴¹, provided the doctoral student refuses¹⁴¹ the offer of

¹³⁶ Higher Education Act S 66(4) The day on which the student left his/her studies shall be the last day of the ten-day period referred to in Subsection 10.

¹³⁷ Higher Education Act S 54(14) and S 65(1).

¹³⁸ Higher Education Act S 65(2).

¹³⁹ Higher Education Act S 66(1).

¹⁴⁰ Higher Education Act S 72(2)(c).

¹⁴¹ Higher Education Act S 87(2).

- the CU to continue in another study programme,
- h) doctoral student's death
- (2) A doctoral student may leave his/her studies on the basis of his/her own decision by a written notice in documentary form addressed to the Dean via Registrar's Office.
- (3) The leaving studies shall also be deemed to be
- a) failure to appear for enrolment in the doctoral study according to S 31(8),
 - b) failure to re-enrol in accordance with S. 44 10), or
 - c) transfer of a doctoral student of CU to another higher education institution.¹⁴²
- (4) The date of the study termination is
- a) pursuant to Section 1, Letter (a) the date of delivery of the doctoral student's statement to higher education institution on giving up his/her study,
 - b) pursuant to Section 1, Letter (b) the end of the academic year in which the doctoral student should have completed the higher education,
 - c) pursuant to Section 1, Letters (c) and (d) the date of resolution on exclusion from the study taking effect,
 - d) pursuant to Section 1, Letter (e) the day of the decision on the date the decision on the invalidity of the state examination or part thereof taking effect,
 - e) pursuant to Section 1, Letter (f) the date of the delivery of the written notification of renunciation of the academic degree pursuant to S 108(h) of the Higher Education Act,
 - f) pursuant to Section 1, Letter (g) the date for which the higher education institution has announced cancellation of the study programme.¹⁴³

¹⁴² Higher Education Act S 59(6).

¹⁴³ Higher Education Act S 66(2).

PART FOUR
PROCEEDINGS IN MATTERS OF ACADEMIC RIGHTS AND OBLIGATIONS

Art. 47

Commencement of proceedings concerning academic rights and obligations of students

- (1) According to the Higher Education Act, the academic self-government bodies of the faculty have the right to decide on behalf of Comenius University on matters concerning the academic rights and obligations of students enrolled in studies conducted at the faculty.¹⁴⁴
- (2) Proceedings concerning the academic rights and obligations of students shall constitute administrative proceedings. Proceedings and decisions concerning the academic rights and obligations of students shall not be subject to Act No. 71/1967 Zb. on Administrative Proceedings, as amended.¹⁴⁵
- (3) Proceedings in the matter of expulsion from studies for failure to comply with the requirements arising from the study programme and the Rules of Study shall commence on the date of the issuance of the decision on expulsion from studies.
- (4) Proceedings concerning the change of the study programme at Comenius University, proceedings concerning the recognition of the completion of subjects, proceedings concerning the transfer of credits, proceedings concerning the granting of an interruption of studies and proceedings concerning the change of the form of doctoral studies shall commence on the day when the student has submitted a written request for the issuance of the relevant decision. The request must contain basic identifying information about the student, the merits of the matter to be decided, and the grounds for the request.
- (5) If the application does not contain the necessary information for a decision, the Dean shall request the student to complete the application or provide the necessary explanation within a reasonable period of time, but not less than eight days. Should the student fail to complete the application within the specified time limit, the Dean shall reject it.

Art. 48

Particulars of a decision and its delivery

- (1) The Dean shall issue a decision in the proceedings under Article 47 (4) within 30 days of receipt of a complete application. This time limit shall not include the time within which the student has been required to complete the application or to provide the necessary explanation pursuant to Article 47 (5). Should the Dean fail to make a decision within the 30-day period, the student may request the Rector to ask the Dean to proceed with the matter and to make a decision.
- (2) Decisions in proceedings concerning the academic rights and obligations of students shall be made in writing and shall contain a statement with reference to the relevant provision of a generally binding legal regulation, an internal regulation of Comenius University, or an internal regulation of the faculty, reasoning on grounds of the ascertained facts, and an instruction on the remedy.

¹⁴⁴ Higher Education Act S 113am (12).

¹⁴⁵ Higher Education Act S 108 (1).

- (3) A decision in proceedings concerning the academic rights and obligations of students shall be delivered in documentary form to the student in his/her own hands at the faculty or at any other place where he/she can be reached, with an acknowledgement of receipt; this shall be without prejudice to the faculty's obligation to deliver the decision to an electronic mailbox pursuant to a special regulation on the electronic form of exercise of public authority.¹⁴⁶ Where such delivery is not possible,
- a) a decision in the proceedings referred to in Article 47 (3) shall be served by the post office at the address for the service of documents notified by the student to the faculty,¹⁴⁷ by registered post, hand delivered with acknowledgement of receipt,
 - b) a decision in the proceedings referred to in Article 47 (4) shall be served by registered mail with acknowledgement of receipt.
- (4) The effect of the service of a decision in proceedings relating to the academic rights and obligations of students under subsection (3) shall take effect on
- a) the date of receipt of the decision by the student or by a person authorised by the student to receive postal delivery,
 - b) the date on which the undelivered mail is returned to the faculty, notwithstanding the fact that the student was not aware of it,
 - c) the student's refusal to accept the postal delivery.

Art. 49

Request for a review of a decision to expel a student from study

- (1) A student may apply for a review of a decision on expulsion from study. The application shall be submitted to the Dean who issued the decision within eight days of the date of receipt of the decision. A timely filed application shall have the suspensive effect.
- (2) A request for a review of a decision on expulsion a student from study shall include the name of the student filing the request, the number of the decision to be reviewed, a proposal as to how the matter is to be decided, and the grounds for the request. The application shall be accompanied by relevant documents and information in the student's possession supporting the student's allegations. The application may not be directed solely against the reasoning without contesting the operative part of the decision.
- (3) Upon receipt of a request for review of a decision on expulsion from studies, the Dean shall examine compliance with the requirements pursuant to Subsection (2). If the application does not comply with the prescribed requirements, the Dean shall request the student to complete the application and shall allow the student a reasonable period of time, but not less than eight days, to complete the application. Should the application be submitted after the lapse of the time limit referred to in Subsection 1 or should the student fail to complete the application within the time limit set, the Dean shall reject it.
- (4) The Dean may grant the request if he/she finds that the decision was issued in violation of a generally binding legal regulation, an internal regulation of Comenius University or an internal regulation of the faculty. Otherwise, he/she shall refer the application to the Rector within 15 days from the date of its receipt, together with the attached file and a written opinion on the applicant's statements and objections.

¹⁴⁶ Act no. 315/2013 Coll on electronic form of exercising the authority of public organs (e-Government Act) and on amending and supplementing certain acts.

¹⁴⁷ Higher Education Act S 71(3)(c) , Statute of FMPI CU Art. 45(4)(c).

- (5) The Dean's written opinion shall include the comprehensive results of the proceedings to date, in particular details of all the actions taken, an opinion on the timely submission 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 the objections raised by the applicant, together with the relevant evidence, as well as his or her view as to 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 modify or overrule a decision if the decision was issued in conflict with a generally binding legal regulation, an internal regulation of Comenius University or an internal regulation of the faculty. Otherwise, he/she shall reject the application and uphold the original decision.
- (7) If the Rector overrules a decision on the grounds that the facts of the case have not been sufficiently established, he or she may, subject 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 following the date of receipt of the request for review of the decision on expulsion from studies by the faculty. In more complex cases, the Rector shall make a decision no later than within 60 days. The Rector shall send a written notice of an extension of the time limit to the student and to the Dean.
- (9) Requirements for the content of the Rector's decision in the matter of a request for a review of a decision on expulsion a student from studies are attached as Annex 3 to these Rules of Study at CU. A form of the Rector's decision on a request for review of a decision to exclude a student from studies is provided in Annex 5 to the Rules of Study at CU.
- (10) The delivery of the Rector's decisions shall be subject to the provisions of Articles. 48 (3) and (4).
- (11) The Rector's decision may not be appealed against by an application for review of the decision. The Rector shall notify the Dean of his or her decision without undue delay and shall return the student's complete file to the Dean, together with a receipt of delivery of the decision to the student.
- (12) Should the Dean grant the request under Subsection 4, or should the Rector modify or reverse the decision under Subsection 6, the academic governing bodies of the faculty or the University shall take such measures necessary to ensure that the student's academic rights are restored, and the consequences caused by the unlawful decision are eliminated or mitigated.

Art. 50
Validity of a decision

- (1) A decision in proceedings concerning the academic rights and obligations of students which cannot be appealed against, shall become final on the date of service pursuant to Article 48 (3) and (4).
- (2) A decision on expulsion from studies, against which the student has not appealed by submitting a request for review of the decision, shall enter into force on the date of the expiration of the eight-day period referred to in Article. 49 (1).

- (3) A decision on expulsion from studies that the student has appealed against by submitting a request for review of the decision and when the Rector has upheld the original decision shall enter into force on the date of delivery of the Rector's decision in accordance with the provisions of Article 48 (3) and (4).
- (4) The Rector's decision on an application for review of a decision on expulsion from studies shall enter into force on the date of its delivery to the student in accordance with the provisions of Article 48 (3) and (4).

PART FIVE
COMMON, TRANSITIONAL AND FINAL PROVISIONS

Art. 51
Particulars of a decision and its delivery

Unless provided otherwise in these Study Regulations, documents shall be delivered to the student

- a) in paper form to the student's address listed in the Comenius University Central Database of Persons or
- b) in electronic form to the student's electronic mail address allocated by Comenius University or a faculty of Comenius University.

Art. 52
Mitigation of rigidity of Rules of Study

The Dean may, in cases of exceptional circumstances, based on a written request from a student

- a) grant an exemption from the time limits of the faculty academic calendar,
- b) grant an extension of the time limit for enrolment in the next unit of study or the time limit for re-enrolment for reasons other than health,
- c) grant an exemption from the control stages of studies,
- d) allow interruption of studies where a student has not met the requirements of a control stage of study; or
- e) waive a missed deadline in accordance with these Study Regulations.

Art. 53
Special regulations in the time of crisis

- (1) If a state of extraordinary conditions,¹⁴⁸ emergency¹⁴⁹ or exceptional conditions¹⁵⁰ (hereinafter referred to as "crisis") imposes restrictions on the physical presence of students, lecturers, or examination commission members on the Faculty's academic premises,
 - a) the Dean is authorized to modify the schedule of studies, the schedule of doctoral studies, or the timetable published for the respective semester,
 - b) on-site education may change into distance learning for the required time period,¹⁵¹
 - c) the Dean is authorized to grant exceptions in a student's study schedule (cancel or change enrolled courses and classes if they cannot be completed due to the crisis or its consequences),
 - d) the assessment of performance in studies (continuous assessment, examination, or a combination of both) may be held via videoconferences or other means of information and communication technologies (hereinafter referred to as "teleconference") without the physical presence of students or lecturers on the Faculty premises,
 - e) the Dean is authorised to decide on a non-standard way of submitting a degree thesis,

¹⁴⁸ Act of the National Council of the Slovak Republic No. 42/1994 Coll. on Civil Protection of Population and on amending and supplementing certain laws S 3(1).

¹⁴⁹ Constitutional Act no. 227/2002 Coll. on State Security in Times of War, State of War, State of Emergency and State of Emergency, as amended. Art. 5

¹⁵⁰ Constitutional Act no. 227/2002 Coll. on State Security in Times of War, State of War, State of Emergency and State of Emergency, as amended. Art. 4

¹⁵¹ Higher Education Act S 108e (3)

- dissertation examination written work, or dissertation thesis, or
- f) the state examinations in bachelor study programmes, state examinations in master study programmes, dissertation examinations, or the defence of dissertation thesis may be held via teleconference without the physical presence of the student, doctoral student, reviewers, or examination commission members on the Faculty premises.¹⁵²

(2) The faculty will arrange:

- a) a public live transmission via its website,¹⁵³ or
- b) audio recording available to the public on the premises within three months after the crisis has terminated.¹⁵⁴

of the public parts of the state examination in bachelor study programmes, state examination in master study programmes, dissertation examination, or the defence of a dissertation thesis, administered via a teleconference.

- (3) Details about the educational activities held in the distance mode, the assessment of study results and performance in a course via teleconference, and the administration of state examinations in bachelor study programmes, state examinations in master study programmes, dissertation examinations, and defense of dissertation theses via teleconferences will be provided by recommendations issued by the Dean or respective vice-deans.
- (4) If a student couldn't accomplish his/her enrolled courses due to the crisis, the Dean is authorized to cancel the respective assessment session on a formal and substantiated request by the student; this will not apply in the case of assessing re-enrolled courses.
- (5) If, due to the crisis, a student couldn't complete his/her studies by the deadline following S 65(2) of the Higher Education Act, the Rector is authorised to extend the student's studies upon a formal and substantiated request by the student and decide on the deadline for the study extension.¹⁵⁵

Art. 54 **Transitional provisions**

- (1) The studies of students at all levels of study commenced before the date of entry into force of these Study Regulations shall be completed in accordance with these Study Regulations.
- (2) Proceedings relating to the academic rights and obligations of students commenced before the date on which these Regulations come into force shall be completed in accordance with these Regulations.

Art. 55 **Final provisions**

- (1) The annexes to these Study Regulations are as follows:

Annex No. 1 Minimum number of credits in the control stages of bachelor and master study programme.

¹⁵² Higher Education Act S 108e(5).

¹⁵³ Higher Education Act S 108 (9).

¹⁵⁴ Higher Education Act S 108e(6).

¹⁵⁵ Higher Education Act S 108e(4).

- Annex No. 2 General rules for enrolment, evaluation and recording of study results of the bachelor and master study programme at FMPI CU.
- Annex No. 3 General rules for enrolment, evaluation and recording of study results of the doctoral study programme at FMPI CU.

- (2) On the day these Study Regulations take effect, the Study Regulations of FMPI CU approved by the Academic Senate of the Faculty on May 11, 2020 and by the Academic Senate of the CU on May 27, 2020, are hereby repealed.
- (3) These Study Regulations shall enter into force on the date of their approval by the Academic Senate of Comenius University

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Rector of Comenius University

prof. PhDr. Zlatica Plašienková, PhD.
Chairmanman of the Academic
Senate of Comenius
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prof. RNDr. Daniel Ševčovič, DrSc.
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doc. RNDr. Sebastián Ševčík, CSc.
Chairmanman of the Academic Senate of
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