

UNIVERSITY OF PRESOV

**STUDY RULES OF
THE UNIVERSITY OF PRESOV**

2018

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Pursuant to Section 15 par. 1 letter b) of the Law No. 131/2002 Coll. on Higher Education and on Changes and supplements to Some Laws I hereby issue, with the approval by the Academic Senate of the University of Presov, the following

S t u d y r u l e s

Part one General Provisions

Article 1 Introductory Provisions

1. The purpose of the Study Rules of University of Presov (hereinafter referred to as “Study Rules”) is to define fundamental rights, obligations and regulations governing the educational process at the University of Presov in Presov (hereinafter referred to as “University”).
2. The basic mission of the Study Rules is to determine the rules of the admission procedure, the organization of individual levels, forms and methods of the study, the rules for examining students’ knowledge, and to determine the scope of rights and obligations of university teachers and students.
3. Study programmes of all three levels may take place at the University or its Faculties. For the study programmes carried out at the University apply the provisions of the Study rules governing the rights and obligations of Faculties, Deans of Faculties, and heads of University organizational units.

Article 2 Definitions of Key Terms

1. The study branch is an area of knowledge that can be the subject of higher education in any of its three levels.
2. The study programme is a set of educational activities consisting of educational activities such as lectures, workshops, dissertation theses, diploma theses, project work, laboratory work, field practice, internship, field trips, practical training, state exams, and their combinations, together with a set of rules designed in such a way that the successful completion of these educational activities, while maintaining the above rules, makes it possible to obtain a university degree.

3. Student's study plan determines the time and content sequence of study subjects and the forms of assessment of study results.
4. A recommended study plan is compiled on the basis of the study programme. The recommended study plan of the student determines the time and content sequence of the study programme units and the forms of assessment of the study results and is compiled in such a way so that by completing it, the student meets the conditions for successful completion of studies within the standard length of study corresponding to the study programme.
5. The recommended study plan is defined by the list of compulsory and compulsorily optional subjects and the recommended range of optional subjects, their credit and time allowance, recommended semesters of their implementation so that the scope of direct teaching activities is 18 to 22 lessons per week. The scope of the direct teaching obligation is regulated by training instructions for certain regulated professions or by regulations of individual Churches.
6. The study plan is compiled within the specified rules in accordance with the Study Rules by the student himself/herself or in cooperation with a tutor, or with a study advisor.
7. Credits are numerical values assigned to subjects, expressing the amount of work required to obtain the prescribed learning outcomes.
8. The standard student workload for the entire academic year in the full-time form of study is expressed by the number of 60 credits, 30 credits per semester. The standard student workload for the entire academic year in the part-time form of study is expressed by the number of 48 credits depending on the standard length of study of the relevant study programme and the number of credits required for its regular completion.
9. In case of a study programme carried out at a University, in matters usually decided by the Dean, in this particular case, it is the Rector who decides.
10. The student receives university education in the study branch through studying according to the accredited study programme in the defined branch of study. The study programme can also be carried out in a combination of two study branches.
11. Inter-faculty study is the study of one study programme, which the student studies at two Faculties, or at a Faculty and at University, if the study programme is carried out at University. It is intended for students who, as part of their study programme, complete compulsory subjects at two Faculties or at a Faculty and University.
12. The inter-faculty study offer is published every year on the website of the core Faculty and on the website of the relevant University organizational unit.
13. After admission to study, an applicant for inter-faculty study enrolls in study at a core Faculty or University organizational unit and becomes a university student enrolled in that Faculty or organizational unit.
14. The core Faculty is the Faculty to which the applicant sends an application and to which he/she is enrolled after admission. A university organizational unit can also be a core organizational unit.

Part Two

Study in Bachelor Study Programme and Magister Study Programme

Article 3

Basic Conditions for Admission

1. The university degree in the study branch or a combination of study branches is realized based on the accredited study programme. The list of accredited study programmes is published in accordance with general binding rules.
2. Basic conditions for admission to Bachelor study programme and Magister (Master) study programme is defined by Section 56 of the Law No. 131/2002 Coll. on Higher Education and on Changes and Supplements to Some Laws (hereinafter referred to as “Law”).
3. The basic condition for admission to the Bachelor study or courses in the study programme according to Section 56 par. 1 of the Law is the completion of general secondary education or technical secondary education with school-leaving certificates.
4. The basic condition for admission to the second degree study according to Section 56 par. 2 of the Higher Education Act is a higher education of the first degree or the second degree, while the total number of credits obtained in previous university study needed for completion of university education, and the number of credits needed for regular completion of a second degree study programme to which the applicant applies for, must be at least 300 credits.

Article 4

Additional Requirements for Admission

1. If the study programme is realised at a faculty, the University or Faculty may determine additional requirements for admission to study to ensure that applicants with the necessary skills and predispositions are accepted for the study. The specified requirements must allow the selection of candidates who show the highest level of ability to study. If a larger number of applicants meet the conditions for admission to study, the order of the best decides.
2. Additional requirements for admission to a Bachelor study programme pursuant to Section 57 par. 2 of the Higher Education Act may not exceed the content of secondary education curricula.
3. In case the applicant with specific needs (Section 100 par. 9 letter b) of the Law) places a request, the form and way of exam will be modified based on the applicant’s specific needs if the entrance examination is a part of admission procedure.
4. The conditions for the admission of foreign students are defined by the Faculty of the university organizational unit where the programme is realised.
5. The rights established by Law are equally guaranteed to all applicants and students in accordance with the principle of equal treatment in education established by the Anti-Discrimination Act.

Article 5
Making the Conditions of Admission for the Study Public

1. Faculty or University shall publish on time, no later than on 20 September of the academic year preceding the academic year in which the study should be commenced, if Bachelor study programme or study programme under Section 53 par. 3 of the Higher Education Act are involved, and for other study programmes no later than two months before the deadline for submission of application forms, the time-limit for submission of application forms, conditions of admission and the method of their verification and if an entrance examination is a part of verification, also the form and general content of the examination and the way of the assessment of its results, as well as information on the number of applicants planned by the Faculty to be admitted to the particular study programme. Information shall be published on the Faculty and/or University website.
2. The entrance examination is realised in the set date, the Faculty or University may allow an alternative date for the entrance examination. It is the Dean or Rector who decides about the alternative date for the entrance examination.
3. Applicants who complete secondary school abroad in the relevant year may request a special date for the entrance examination.
4. The Faculty or University is obliged to provide the applicant with information on whether the study he/she is applying for meets the requirements for the coordination of education for the purposes of mutual recognition of qualifications according to special regulations.

Article 6
Admission Procedure

1. Admission procedure begins for an applicant upon delivery of written application form to the Faculty or University which carries out the study programme. The application form may be sent electronically without the advanced electronic signature, using the information system, that enables the applicant to verify its status since its recording in the system until the end of the admission process. The applicant delivers the application form with the required attachments to the Faculty at which the study programme is carried out. The personal data specified in the application are processed in accordance with the Section 73 par. 6 and Section 73a par. 12 of the Higher Education Law.
2. If the application form is not duly filled in or receipt of an admission fee payment is not enclosed, the Faculty shall call the applicant to remove the defects. If the applicant fails to do so within the given period, the respective application is considered invalid.
3. In the case of inter-faculty study, the applicant submits an application for study at that Faculty, or University organizational unit that has published information on the realisation of a given study programme in the relevant academic year.
4. The Dean or Rector shall appoint the head and the members of the entrance Examining Board.
5. The Faculty shall send the applicant an invitation to entrance examination no later than fourteen days prior to the examination date.

Article 7

Decision on Admission to the Study

1. The Dean decides on admission to a study programme based on the proposal of the entrance Examining Board.
2. The decision on the result of the admission procedure must be made in writing within thirty days following the verification of fulfilment of conditions for admission. It shall include a statement, reasons, and information on the possibility to submit an application for review.
3. The applicant who does not fulfil the basic conditions for admission to the study at the time of verification of fulfilment of conditions for admission, the Dean can make a decision on conditional admission to the study. If a student does not prove fulfilment of basic conditions for admission by the date of registration to study at the latest, the Dean makes a decision which cancels a decision on conditional admission and decides not to admit the applicant to study.
4. The resolution must take the form of personal delivery. The applicant with unknown abode is delivered the decision by its posting up on the official board of the higher education institution or Faculty during fifteen days. The last day of the period is considered as the day of delivery.

Article 8

Review of the Decision

1. The applicant having received a decision on non-admission to the study, may apply for a review of a decision. The request shall be directed to the authority having issued the decision within eight days after its delivery date, i.e., to the Dean, in case of university study programmes to the Rector.
2. If such authority is the Dean, he/she may grant the request himself/herself, if ascertaining that the decision has been issued contrary to Law, internal regulations of the higher education institution or Faculty or conditions and additional requirement for admission. Otherwise, the Dean shall pass the request to the Rector.
3. The Rector nominates the members of the Board to examine the decision review requests.
4. The Faculty shall pass the request to the Board, established pursuant to par. 3, together with the enclosed file within fifteen days after its delivery.
5. The Rector shall change the decision, if adopted in breach of the Law, internal regulations of the higher education institution or conditions provided for under Section 57 par. 1 of the Law. Otherwise, he/she shall reject the request and confirms the original decision.
6. If the decision on non-admission to study was issued by the Rector, he/she may grant the request by himself/herself if found out that the contested decision was adopted in breach of the Law, internal regulations of the higher education institution or conditions for admission. Otherwise, he/she will pass the request to the Academic Senate of a higher education institution. The Academic Senate of a higher education institution shall change the decision if it has been made contrary to Law, internal regulation of the higher education institution or conditions and requirements for admission. Otherwise, the request shall be rejected, and the original decision confirmed.

7. The response to the applicant for review of the resolution shall be sent within thirty days from delivery of the application for review of the resolution on non-admission to the higher education institution or Faculty.

Article 9

Enrolment on Study

1. The applicant is granted the right to enrol on the study (hereinafter referred to as “enrolment”) by notification of the decision on admission to study. The date, place and way of the applicants' enrolment shall be determined by the higher education institution or Faculty and admitted applicants shall be notified. The right of the applicant to enrol on the study shall lapse, if he/she fails to answer within the set time limit and does not provide the data proving the fulfilment of the basic conditions for admission.
2. The applicant admitted to study shall become a student on the day of enrolment on the study. The administrative enrolment is realised at the Faculty or University where the study programme is realised. Enrolment of admitted students may also be carried out before the beginning of the academic year in which their study should begin. Applicant will consequently become a student at the beginning of the academic year unless he/she announces the Faculty in writing by 15 August prior to the beginning of this academic year that he/she cancels his/her enrolment.
3. The student is handed the student's card upon entry at the students' registry, i.e. the document confirming the student's status, which entitles him/her to use student rights and advantages resulting from laws, internal regulations of the higher education institution and agreements with other legal entities.
4. The students of the health care study programmes are issued the journal of clinical practice before the beginning of the clinical practice that is a compulsory part of the study.

Article 10

Levels, Forms and Methods of Study

1. The study is provided by the University and the Faculties in accredited programmes:
 - a) in Bachelor's study (1st degree)
 - b) in Magister's study (2nd degree) or study programme combining the 1st and 2nd degree;
 - c) in PhD's study (3rd degree).
2. A study programme may be carried out in a full-time form or in a part-time form of study.
3. Full-time form of study is organized in such a way that the study according to the recommended study plan corresponds, depending on the study programme in terms of the time-consumption of the student's work, to the extent of 1500 up to 1800 hours per academic year, including self-study and self-creative activities.
4. Part-time study is organized in such a way that the study according to the recommended study plan corresponds, depending on the study programme in terms of the time-consumption of the student's work, to the extent of 750 up to 1440 hours per academic year, including self-study and self-creative activities.
5. The study programme in both forms of study may be carried out by:
 - a) attendance method, which is based on a direct contact between teacher and student;
 - b) distance method, where the direct teacher - student contact is replaced by using means of

- communication, especially the means based on the use of computer networks;
- c) combined method.

Article 11

Bachelor and Magister degree study

1. The Bachelor study programme as the study programme of the first level is aimed at the acquisition of theoretical knowledge and practical knowledge based on the current state of science and art. The professionally oriented Bachelor study programmes aim at mastering the use of this knowledge in the performance of the profession. Academically oriented Bachelor programmes aim at continuing in second level higher education.
2. The graduates of the Bachelor study programme receive higher education of the first level.
3. The standard length of the study for the Bachelor study programme including the practical training is:
 - a) three academic years in a full-time study;
 - b) four academic years in a part-time study.
4. The total number of credits, necessary for a due completion of study in a Bachelor study programme with a standard length of study, is 180 credits.
5. The study programme of the second level is aimed at acquisition of theoretical and practical knowledge based on the current state of science and art, and development of the ability of their creative application in execution of a profession or continuation of the higher education study within the framework of PhD study programme.
6. Graduates of the second level study programme receive university education of the second degree.
7. The standard length of the study for the Magister study programme including the practical training is:
 - a) two academic years in full-time study;
 - b) three academic years in part-time study.
8. The total number of credits, necessary for a due completion of study in a Magister study programme with a standard length of study, is 120 credits.
9. The study according to a study programme should not go beyond its standard length by more than two years.
10. The fee for exceeding the standard length of the study is stipulated in the internal regulation issued by the University.

Article 12

Parallel Study

1. If the student is obliged to pay the fee in accordance with the Section 92 par. 5 of the Law, he/she is obliged to announce to the Faculty in a written form his/her decision in which study programme in the particular academic year he/she will study for free, if he/she is entitled to free study, not later than 30 September of the academic year.

Article 13

Subjects of the Study

1. A study programme is divided into study subjects and state exam subjects (hereinafter as “subject”). The subject is composed of particular independent educational activities, or their combination intended to provide education in a given field of study (e.g., lecture and a corresponding seminar or workshop).
2. Each subject lasts for one semester and is defined by its name and code. The data about the character of the subject, credits and time allocated for the subjects, teacher, pre-requisites, learning outcomes and the requirements for successful completion of the subject and assessment, recommended literature are defined in the subject description that is published in the academic system. The teacher is responsible for the regular update of the information.
3. The subjects included in the study programme are divided according to their obligation to be undertaken, as follows:
 - a) compulsory,
 - b) compulsorily optional,
 - c) optional.
4. In the teacher-training programmes in combination, the structure of compulsory optional subjects chosen by students must be balanced, i. e. evenly include subjects from both subject specializations and a common pedagogical-psychological and social science basis, unless otherwise specified by the accredited study programme.
5. The student enrolls the optional courses in a way that the sum of credits for optional courses is a maximum of 5% of the total number of credits, the achievement of which is a condition for proper completion of studies (max. 9 credits in the Bachelor programmes, max. 6 credits in the Magister/Engineer programmes). Optional courses completed, or recognized, that exceed 5% are not included in the number of credits required for the completion of studies. All completed courses are listed in the Diploma Supplement.
6. The subjects included in the study programme are divided according to being connected to other subjects, as follows:
 - a) the subjects conditional on successful completion of other subjects; registration for such a subject is conditional on the successful completing of another subject (conditioning subject, prerequisites) or other subjects;
 - b) the subjects without any connection to other subjects; registration for such a subject is not conditional on completing another subject (prerequisites).

Article 14

Academic Year and Its Organisation

1. The academic year begins on 1 September of the current year and ends on 31 August of the next year. PhD study may also start at the beginning of the second semester in the first year of study of the academic year.
2. Academic year is divided into winter and summer semester, examination periods and summer holiday.
3. The Rector announces the common schedule of study for the next academic year by 31 March at the latest. The academic year schedule is obligatory for all Faculties and other

parts of the University.

4. Teaching period of a semester contains 13 weeks of instruction, except for the study programmes where the scope of education is stipulated by the decrees and regulations about the preparation for regulated professions or the regulations of individual Churches.
5. Unless specified otherwise in the academic year schedule, the examination period is six weeks at least.
6. It is possible to realise trainings, internships, and excursions according to the study programme in the period of summer holiday, however this activity may not exceed four weeks from the summer holidays.

Article 15

Organization of Educational Activities

1. The teacher is obliged to publish the course description in the modular academic information system (hereinafter referred to as “MAIS”) not later than the term of the first round of registration for the courses. The teacher is also obliged to inform the students about the subject syllabus during the first week of the teaching period – the information is about the syllabus of lectures, plan of the seminars, recommended literature, the requirements to successfully pass the subject, requirements for the exam, a form of the exam, number of credits student is awarded after the successful completion of the subject. If a student does not meet the requirements to sit the exam, he/she fails and is evaluated with the grade FX.
2. Education is realised in accordance with the timetable published in MAIS.
3. The students’ attendance in all forms of educational activities is mandatory. The students’ attendance in the practical, clinical training, terrain course and/or other lessons in the external institutions cannot be substituted by other activities.
4. Unauthorised absence at the educational activities is assessed as a failure to meet the conditions for successful completion of the course.
5. The language of instruction is Slovak language unless other language(s) are introduced in the Course description.
6. The student has a right to complete a part of the study at another faculty or at another university in Slovakia or abroad. Study agreement and its duration is granted by the Dean/Rector, or Vice-Rector for International Affairs and is a subject of a tripartite agreement between the student, the sending faculty, and the receiving faculty. The study results are recognised in accordance with the agreement, the European standard, and the European Credit Transfer System after mobility. If a student has completed part of his/her studies at a university that does not have a compatible credit system implemented, the recognition of credits will be assessed by the guarantor of the study programme and credits will be awarded by the faculty ECTS coordinator.
7. Student is obliged to sign the Agreement on transfer of credits and recognition of the results with the department coordinator and the responsible Vice-Dean prior to the leaving for mobility at the sending institution.

Article 16

Assessment of the Study Results

1. Assessment of student's study results within study of a subject is carried out by:
 - a) continuous evaluation (classified);
 - b) an examination for the given study period (classified);
 - c) pass/no pass grading; no classification.
2. Dates of continuous assessment are set by the teachers in agreement with the students during the first week of the semester.
3. Completion of a course is assessed by a grade. The grade expresses the quality of acquired knowledge and skills in accordance with the course objectives set out in the Course Information Sheet/Subject Description.
4. Assessment using grades is implemented according to the classification scale consisting of the following classification grades:
 - a) excellent (outstanding performance: numerical value1);
 - b) B – very good (above the average performance: 1,5);
 - c) C – good (average performance: 2);
 - d) D – satisfactory (fair performance: 2,5);
 - e) E – sufficient (performance meets the minimum criteria: 3);
 - f) FX – fail (performance does not meet even the minimum criteria: 4).
5. Criteria for success (percentage expression of the results at the assessment of courses are for the classification grades as follows:
 - a) A: 100,00 – 90,00 %
 - b) B: 89,99 – 80,00 %
 - c) C: 79,99 – 70,00 %
 - d) D: 69,99 – 60,00 %
 - e) E: 59,99 – 50,00 %
 - f) FX: 49,99 and less %
6. For selected subjects (courses, internships, excursions, etc.), the University or Faculty may decide not to award a grade and determine other criteria for their successful completion than the conditions for obtaining credits. The evaluation of such subject is passed or not passed.
7. The subject can be completed by an exam. The conditions for passing the exam must be stated in the information sheet of the course/subject description. If the student is graded fail (4, FX), the course was not completed successfully.
8. Student is awarded the credits for the subject in case he/she has achieved grade of at least E or has been awarded a Pass. In case student is classified with the grade fail (4, FX) or a No-pass, he/she is not awarded the credits.
9. The student is graded fail (4, FX) if:
 - a) he/she registered for an exam, did not participate in it and did not apologize within three days after the exam date, resp. the reasons for non-participation were not approved;
 - b) withdrew from the exam;
 - c) was excluded from the examination by the examiner;
 - d) did not meet the conditions for taking the exam;
 - e) did not meet the conditions of the continuous assessment;
 - f) did not complete the subject.

10. The reasons for exclusion from the evaluation of the subject (exam or continuous assessment) are especially:
 - a) the use of unauthorized documents and aids;
 - b) obtaining information from other persons;
 - c) providing information to other exam takers;
 - d) cheating.
11. The student must meet the conditions for obtaining credits for the course completed by continuous assessment by the end of the teaching activity of the relevant semester. If the student does not meet the criteria for successful completion of the course, he/ she is assessed with a classification grade fail (4, FX) and has the right to one re-take realised no later than by the end of the examination period of the relevant semester. The teacher is obliged to publish the date of re-take in MAIS.
12. In the case of courses, internships and excursions, the student must meet the conditions for obtaining credits by the end of the examination period of the relevant semester, unless otherwise specified. If the student has not completed the course, he/she has the right to re-enrol the course once again.
13. The teacher is obliged to record the evaluation of the subjects, the obtained credits and the fulfilment of the conditions for the completion of the subjects in the MAIS within three working days at the latest. The student is obliged to check the correctness of the recorded results, obtained credits, and fulfilled conditions of completing the courses in MAIS no later than three working days after the end of the respective semester. In case of detected discrepancies, the student contacts the teacher. After the end of the examination period, the teacher is obliged to submit a printed and signed report of the final evaluation to the head of the department who summarizes the reports and delivers them to the study department.
14. According to the recommended study plan, a student takes a maximum of ten exams in one academic year of study.
15. Student has the right for two re-takes from the subject he/she enrolled within the published examination dates and the academic year schedule. In case student requests he/she may retake the exam even if the regular date of the examination was successfully passed by the student. Teacher enters the exam result as a re-take in MAIS.
16. Examinations are realised in the examination period according to the valid schedule in the relevant academic year, no later than the end of the examination period. If a student is evaluated with a grade fail (4, FX) in the regular term, he/she has the right to take the exam in the re-take term. If a student obtains an evaluation insufficiently in the first re-take term (4, FX), he/she has the right to pass the exam in the second re-take term, no later than the by end of the examination period of the given semester. If a student does not pass the course successfully in the second re-take term, he/she has the right to re-enrol it once more. If a student does not successfully complete the course after the repeated enrolment in the relevant examination period, he/she is excluded from the study.
17. The examiner writes a sufficient number of terms (minimum five terms) that are evenly planned within the examination period of the semester. The examiner has the right to limit the number of students per term. The limit of students per term may be limited but it must be stated so at time of its publishing.
18. The examiner publishes the dates for examinations no later than seven days prior to the beginning of the examination session.

19. Student must register for the exam or withdraw from the exam no later than two days prior to the exam via MAIS.
20. Students are as a rule examined by the teacher who taught the subject. The head of the scientific-pedagogical department, based on the proposal of the guarantor of the study programme, may authorise and delegate more teachers to examine the students from the subject.
21. Based on the student's request, the Vice-Dean/Vice-Rector for Education may, in justified cases, allow an examination to be taken at a re-take date in the presence of a Board appointed by the Dean/Rector. Student may file a request to be examined by an Examining Board at the study department of the Faculty no later than five working days after the regular term or the first re-take.
22. There are no re-takes in case of compulsory subjects that are evaluated according to par. 6 of this Article with "passed". In case student fails in this kind of subjects he/she must enrol it repeatedly.
23. The weighted average of study is used to evaluate the overall results of the student's study. The weighted average of study for the academic year/semester is calculated by adding the products of the credit evaluation of the course and the numerical value of the grade of all courses enrolled to an academic year/semester by student and the result is divided by the sum of credits enrolled in that academic year/semester (appendix 1). For the subjects, which the student registered and did not complete, grade 4 (FX) is counted in the weighted average. The subjects, which are not assessed by grades, are not included in calculation of the student's weighted average.
24. To successfully complete the study in the credit system, the student is obliged to successfully complete all compulsory subjects and obtain a sufficient number of credits in the set distribution, to successfully pass the state exams set and provided in the study programme.

Article 17

Credits, Their Accumulation and Transfer

1. Organisation of all levels and forms of university study is based on credit system of study. Credit system of study applies credit accumulation and credit transfer.
2. The student is obliged to obtain the required number of credits in the study programme, the distribution and total number of which is determined by the accredited study programme. Standard workload of a student for one academic year is:
 - a) 60 credits in full-time study programmes (30 credits per semester);
 - b) 48 credits in part-time study programmes (24 credits per semester).
3. Each subject listed in the study programmes is allocated with a number of credits, which express student workload measured in time.
4. The student receives credits after successful completion of the subject of the study programme. A student may receive credits for the subject only once during his/her study. It is not possible to transfer credits for the subjects completed at different levels of study.
5. The accumulation of credits means calculating credits received for successful completion of courses at the time in which the student was enrolled in the study programme. One of the

conditions for continuing the study is to obtain the required sum of credits.

6. Credit transfer is the way of accumulation of credits for successful completion of part of the study based on a study contract undertaken at another university in the Slovak Republic or abroad.
7. The process of credit transfer is guaranteed by the study application, Learning Agreement and transcript of records. The Learning Agreement is a trilateral agreement among the student, the sending and the receiving institution approved before student mobility. The educational components completed at the receiving institution are recognised based on the transcript of records that is issued by the receiving institution at the end of the stay. The transcript is a part of the students' administrative agenda.
8. The faculty ECTS coordinator is responsible for the recognition of credits and their registration in the MAIS.
9. The student must pass the final state exams at the Faculty or University unit where he/she is enrolled. Students studying inter-faculty study programmes do the final state exams at the Faculties that participate in the realisation of the study programme.

Article 18

Enrolment of Subjects and Regulations of Completion of Subjects

1. Enrolment is the creation of an enrolment sheet in the modular academic information system of the University and the execution of an administrative enrolment. By enrolling, the student defines his/her study plan for the next year of study.
2. The University, through a modular academic information system, organizes the registration of subjects for the relevant period (semester, year) of study according to the schedule of the given academic year. It is the student's duty to create an enrolment form through MAIS and to determine, by choosing the study subjects, what part of the obligations prescribed by the study programme he/she wants to complete in the next period of study.
3. The administrative registration takes place on the dates defined by the schedule of the academic year. Students attending the administrative enrolment are obliged to prove their identity with a hand-signed enrolment form printed from MAIS, which they submit to the study department. With this registration form, they provide the proof of payment of the fees related to the registration and the enrolment of subjects in the given round of registration. Only on the basis of an administrative registration can a certificate of study be issued. Student participation in administrative registration is mandatory.
4. Students who enter their study following the interruption of studies are enrolled no later than five days prior to the end of the interruption period.
5. During the study, the student must repeatedly enrol in a compulsory subject, which he/she has not successfully completed. After the second unsuccessful attempt to complete the compulsory subject, the student is expelled from the study. If a student does not successfully complete a compulsory subject in winter semester in the final year of study, regarding the third year of Bachelor's study and the second year of Magister's study, he/she may apply for its enrolment in the next (summer) semester, in order to be admitted to the state exam after its successful completion. In the final year of study, he/she may

also enrol in an unsuccessfully completed conditioning subject and add it to a conditioning subject in the final year of study.

6. Compulsorily optional course that was enrolled but not successfully completed by student can be enrolled once again during the study, or alternatively, a different compulsorily optional subject can be enrolled from the selection of subjects in which the original compulsorily optional subject was listed. Following the second unsuccessful attempt to complete such a selected compulsorily optional course, the student is expelled from the study.
7. A student may re-enrol in an optional course that he/she has failed or may choose another optional course. If a student has obtained a sufficient number of credits by completing compulsory and compulsorily optional subjects, he/she does not have to enrol in any optional subject.
8. A student may have an annulled subject enrolled:
 - a) on the basis of the Dean's/Rector's decision, if the instruction of the given subject cannot be ensured in the relevant academic year;
 - b) if the number of students who have enrolled in the subject is lower than the minimum number of students announced in advance by the counselling (gestor) department;
 - c) if the student has not been selected for the study of the subject due to the excessive number of applicants;
 - d) if the student has not obtained credits for any of the conditioning subjects (prerequisites);
 - e) if it is found that the student has enrolled in courses in conflict with the conditions for enrolment in courses, arising from the study programme and the Study Rules.
9. If, due to the cancellation of the registration of certain subjects pursuant to paragraph 8, the number of obtainable credits has fallen below the specified number of credits, other subjects may be enrolled for the cancelled ones, given that a written application is submitted by the student to the study department of the relevant Faculty.

Article 19

Study Advisor and Coordinator of Student Mobility

1. Study advisors (tutors) work at the University to provide counselling services to all Bachelor and Magister degree students.
2. The study advisor is an advisor to students in matters of study. The study advisor is in contact with the group of students entrusted to him. The duties of the study advisor (in cooperation with the heads of scientific and pedagogical departments and Vice-deans of Faculties) is to help solve students' study problems. In particular:
 - a) provision of counselling services throughout the preparation of study plans,
 - b) clarification of the credit study principles,
 - c) assistance in understanding and interpreting the Study Rules and other internal regulations of the University and its Faculties,
 - d) organizing an information session for students of the first year of the Bachelor degree study at the beginning of the academic year, where students will be provided with basic information about the functioning of the academic environment of the University,

- e) assistance in solving practical problems related to the study.
3. In order to ensure student mobility, the Rector or the Dean appoints a coordinator, from among university teachers or other employees of the University, whose main tasks are to participate in the preparation and implementation of international cooperation programmes in the field of education, to solve tasks related to incoming and outgoing students, to provide counselling services to students regarding the possibilities of studying at other universities in Slovak Republic and abroad.

Article 20

Recognition of Study Subjects and Credits

1. A student may apply for recognition of subjects and credits completed in another or identical study programme no later than seven days following the enrolment in the relevant academic year.
2. A student may only apply for recognition of a subject which he/she has already successfully completed in previous academic years and obtained the corresponding number of credits for its completion, and if no more than five years have elapsed since its completion.
3. The application for recognition of study subject and credits for the relevant subject is submitted by the student at the study department of the core Faculty or University.
4. The student is obliged, together with the application for recognition of study subject and credits for the relevant course, to enclose a document on sitting the exam (a transcript) and a subject description, or syllabi for the relevant subject.
5. The Dean's/Rector's decision is preceded by the subject description evaluation carried out by the guarantor of the study programme. In the case of university study programmes, the assessment of recognized subjects is ensured by the guarantor of the relevant university study programme.
6. Only a subject for which the minimum content agreement is 60% with the subject from the current study programme may be recognized. Recognition of a subject that has already been completed in a previous study is in the competence of the guarantor of the study programme.
7. Recognition of a subject taken in another study programme and recognition of the appropriate number of credits for its completion can be recognized only if the conditions specified in the previous paragraphs are met plus if the student studies only in one study programme within the part of the academic year in which he/she applies for recognition of the subject and credits. Subjects from the parallel study are not recognized.
8. It is not possible to recognize a subject and to award credits for a subject which the student completed in the previous period by studying in a study programme which was duly completed, namely for which the student has been awarded the relevant academic degree.
9. The number of credits can be awarded in the range of the number of credits determined by the current study programme. The above rule of recognition of the number of credits applies to all subjects (compulsory, compulsorily optional and optional).
10. Recognition of the subjects of the state exams is not possible.

Article 21

Interruption of Studies

1. The study of the study programme may be interrupted at the request of the student. Interruption of studies is permitted by the Dean, in the case of university organizational units (centres) by the Rector.
2. The student may request the interruption of studies in writing:
 - a) due to health-related reasons for a maximum of two years, only once at each stage of the study;
 - b) for a maximum of one year without giving any reason, only once at each stage of the study. Pregnant students may interrupt their study six weeks before the expected date of birth, but no later than the day of birth. The period of study interruption during maternity, or parental leave is proposed by student himself/herself. However, this period may not exceed three years;
 - c) students – theologians, studying in the study programme of Catholic Theology combining the first and second degree of higher education, may interrupt their studies for a maximum of one year due to the pastoral year period.
3. An application for interruption of studies may be submitted at any time, after the tuition fees were paid for the current academic year, if a claim is eligible. Interruption of studies lasts until the beginning of the summer semester or until 31 August of the current year. Study interruption period is not included in the standard study duration and is recorded in the MAIS.
4. On the day of the interruption of studies, the student loses the status of a student according to the Law. The student cannot receive any evaluation and cannot be awarded any credits.
5. The right to re-enrol arises after the expiration of the period for which the study was interrupted. Following the period of study interruption, the student is obliged to register at the study department of the Faculty and to enrol on the study. If the student does not do so within the time set for enrolment for the next period of the study, the procedure in Article 26 shall apply. If the reasons for the interruption of studies cease to exist, the Dean or the Rector may, upon written request, terminate the interruption of studies even before the expiry of the period of interruption of studies.
6. If there is a legislative change in the study conditions during the interruption of the study, the new legal regulations apply to the student after his/her re-enrolment. If, during the interruption of studies, the study plan according to which the student studied changes, the Dean/Rector, in conformity with the relevant study programme and on the proposal of the head of the scientific-pedagogical institution, determines which study obligations the student must fulfil and sets deadlines for fulfilling them. The Dean or the Rector may impose on the student the obligation to take differential examinations within the deadline.

Article 22

Change of Study Programme, Change of Form of Study and Enrolment of Students (Transfer) from another University

1. A change in the study programme concerns students enrolled in a study programme carried out at a University or its Faculties.
2. At the written request of the student, the Dean may allow a change in the study programme if the study programme is carried out at the Faculty, or if the study programme is carried out at the University the change is allowed by the Rector, in the following cases:
 - a) in the case of a change of study combination within the same branch of study, a maximum of one study programme in the combination may be changed;
 - b) in the case of a change from a two-subject study programme to a single-subject study programme, while maintaining one study programme.
3. Student of the Faculty, or the University, may apply for a change in the study programme as soon as his/her study obligations are fulfilled at the end of the first semester of study.
4. The change is also allowed within the related branches of study. It is not allowed to change a single-subject study programme to a combination of study programmes.
5. In addition, the following conditions must be met when changing the study programme:
 - a) a written application must be submitted no later than by the end of the second year of study (at the Bachelor's degree), or by the end of the first year of study (at the Magister's degree), that is by 31 August of the relevant calendar year;
 - b) the student must have all the study obligations completed at the end of the relevant academic year;
 - c) the change must be approved by the guarantor of the study programme. At the guarantor's proposal, the Dean/Rector may arrange for the differential examinations. The form and scope of the differential exams are determined by the study programme guarantor.
6. Administrative consent to the change of the study programme is issued by the Dean or Rector, assuming the study programme is carried out at the University, no later than by the beginning of instruction in the winter semester of the academic year preceding which the student requested the change.
7. On the basis of a written request, the Dean, or the Rector may allow a change in the form of study at the Faculty/University after fulfilling the following conditions:
 - a) a written request for a change in the form of study must be submitted no later than two weeks before the beginning of the relevant academic year;
 - b) the student must have all the study obligations fulfilled throughout the study review following the relevant stage of study;
 - c) the change of the form of study must be approved by the guarantor of the study programme;
 - d) in the case of a change in the form of study from full-time to part-time form, the student is obliged to pay tuition fees (according to the current price list) within seven days of receiving the decision on changing the form of study;
 - e) when making decisions, the Rector considers the capacity of the Faculty, or University.
8. Pursuant to Section 59 par. 4 to 6 of the Law the Dean, or the Rector may allow enrolment to a student who has been admitted to the study programme of the relevant degree in the same or in a related branch of study at another university if he/she requests so in writing. The applicant must meet the following conditions:

- a) a written application for enrolment must be submitted no later than 31 August of the given calendar year, that is before the beginning of the academic year in which the student is interested in starting to study at the Faculty;
 - b) the student must meet the conditions for advancement to a higher year of study according to the rules of the relevant University, or the Faculty at which he studied;
 - c) an application for enrolment cannot be submitted by a student who has interrupted his/her studies at the time of its submission or is in the final year of the relevant degree of study.
9. The Dean or the Rector decides on the application for enrolment in studies of a student from another university within thirty days from the delivery of all documents and subsequent to the preceding statement of the guarantor of the relevant study programme.
10. The documents necessary for taking the decision are:
- a) secondary school leaving certificate (in the case of a first degree student), or a Diploma of completion of the first degree study (in the case of a second degree student);
 - b) a decision on admission to study at another university;
 - c) an official transcript of the completed units of the study programme and credits obtained at another university;
 - d) course descriptions of completed units of the study programme.
11. The Dean or the Rector may request additional documents from the applicant and determine the fulfilment of other conditions for the adoption of the decision. In a formal statement, the guarantor of the study programme will assess especially the content compliance of the units of the study programme, which the student completed at another university, with the units of the study programme, which takes place at the University, or at the Faculty.
12. The Dean or the Rector shall notify the university, at which the student quit his/her studies, which student and in which study programme the enrolment was allowed to together with the date of enrolment, within three working days of the enrolment.

Article 23

Bachelor Thesis, Diploma Thesis and State Exams

1. The Bachelor thesis is the final work of the Bachelor study programme. The Bachelor thesis may be supervised by a university teacher who has at least one degree higher education than the degree that will be obtained by the author of the Bachelor thesis after its defence, and by other experts approved by the Scientific Board of the Faculty. The Diploma thesis is the final work of the Magister study programme. The Diploma thesis can be supervised by a university teacher who has one degree higher education than the academic degree that will be obtained by the author of the Diploma thesis after its defence, and by other experts approved by the Scientific Board of the Faculty.
2. The topics of Bachelor theses are listed by the Scientific-pedagogical department in agreement with the guarantor of the study programme and the supervisors of Bachelor theses. The list of recommended topics for Bachelor theses is published by Scientific-pedagogical departments for students enrolled in the second year of the recommended study plan for Bachelor degree by 30 November of the given academic year in MAIS and they are registered in MAIS by 31 January of the given academic year.

3. The topics of Diploma theses are listed by the Scientific-pedagogical department in agreement with the guarantor of the study programme and the supervisors of Diploma theses. The list of recommended topics for Diploma theses is published by Scientific-pedagogical departments for students enrolled in the first year of the recommended study plan for Magister degree by 30 November of the given academic year in MAIS and they are registered in MAIS by 31 January of the given academic year.
4. The final thesis is assessed by the supervisor and one reviewer, or by two reviewers when the thesis does not have a supervisor. Assessment reports will be entered by the supervisor and the reviewer into the Registration of the Final Theses system no later than five days prior to the defence of the final thesis. The following aspects must be considered in the assessment records, apart from the assessment and the grade:
 - a) overall coverage of the topic;
 - b) use of representative reference literature;
 - c) student's work independence (within supervisor's assessment report);
 - d) the functionality of the chosen method and the functionality of its application;
 - e) appropriate language skills;
 - f) an opinion on the protocol concerning the examination of work's originality.
5. The final thesis is accepted for the defence even with one negative evaluation in assessment report. If the committee evaluates the defence of the final thesis with classification grade fail (4, FX), then the overall evaluation of the thesis is with classification grade fail (4, FX). A student whose final thesis has been evaluated by two assessment records with negative evaluation may also take part in the state examination but without a possibility to defend the final thesis. In such a case, the student will defend the final thesis on a re-take date.
6. The state examination shall be carried out in the presence of an Examining Board for the state examination administration (hereinafter referred to as the "Examining Board"). The procedure of the state examination and the announcement of its results shall be public. The Examining Board's decision on the results of the state examination will be made at a non-public Board meeting.
7. The right to examine at the state examination shall be vested with the university teachers working in the positions of Professors and Associate Professors and foremost specialists approved by the Scientific Board; in the Bachelor study programmes, the above right shall also be vested with the university teachers in the positions of Senior Assistants with the third-level of university education.
8. The Examining Board shall have at least four members, of which at least two shall be university teachers working as Professors or Associate Professors; in the Bachelor study programmes, at least one university teacher acting as a Professor or as an Associate Professor. Several Examining Boards can be set up for one study programme.
9. The chairperson of the Examining Board is appointed by the Dean/Rector. The chairperson of the Examining Board directs the course of the state examination and is responsible for the activities of the Examining Board.
10. In the Bachelor and Magister study, the state examination consists of subjects set by the relevant accredited study programme. Each subject of the state exam is classified with an individual grade. The form of the state exam is usually a discussion in order to defend the final thesis and/or an oral examination via cross-section questions focused on the student's

complex comprehensive knowledge. This does not apply to study programmes aimed at preparing for the regulated professions in compliance with EU regulations. The state exam can also (only) have a practical character.

11. The state examination, designated by the study schedule, is considered to be completed in due time when a student has fulfilled all the obligations set out in the study programme within the study review performed in the final year of study.
12. The student has the right to have one regular date and two re-take dates of the state examination. The regular date and re-take dates of the state examination or its individual subjects shall be set by the Dean/Rector. The date shall be published at least one month in advance on the official notice board of the Faculty.
13. A student who has been registered for the regular or re-take date of the state examination and for serious justifiable reasons fail to appear for the state examination shall deliver a written absent excuse to the head of the study department on the next working day following the date of the state examination. The chairperson of the Examining Board may, depending on the degree of seriousness of the reason for non-participation, decide to accept the excuse, which shall be then listed in the records of the results of the state examination with entry stating "excused". Unjustified non-participation or non-participation in which the chairperson of the Examining Board does not accept the student's excuse is considered the same as if the student was assessed by the grade "fail" (4, FX). The student may appeal against the decision of the chairperson of the Examining Board to the Dean/Rector. The decision of the Dean/Rector is final.
14. The student must successfully complete the last subject of the state examination so that it does not exceed the standard study length of the study programme by more than two years; otherwise, his/her studies will be terminated as a result of not meeting the conditions of the programme.
15. The state examination cannot be taken by a student against whom proceedings are being taken for disciplinary breeches and the Disciplinary Board has proposed exclusion from the study as a disciplinary measure unless the Dean decides to impose a milder disciplinary measure, or the Rector has annulled the Dean's decision.
16. Each subject of the state examination is assessed individually with classification grades A to FX. The overall evaluation of the state exam is calculated from the average of grades of individual subjects of the state exam.

Classification:

A: 1,00 – 1,25

B: 1,26 – 1,75

C: 1,76 – 2,25

D: 2,26 – 2,75

E: 2,76 – 3,00

FX: 3,01 – and higher

17. If any of the state examination subjects has been assessed with a grade fail (FX), the overall assessment of the state examination shall be "failed".
18. If the Board assess any subject of the state examination with a grade fail (FX), the student has failed the state examination, and he/she is entitled to two re-take terms. In case of the

second unsuccessful re-take term, the study will be terminated due to non-fulfilment of the conditions of the study programme.

19. The study is completed by passing all subjects of the state exam.
20. The overall result of the study is determined as follows:
 - a) “passed with honours” if:
 - the student achieved a study average of up to 1,30 inclusive throughout the study;
 - if of all subjects he/she was assessed only with grades A, B, or C;
 - if the overall classification of the state examination was graded with grades A or B (whereas the number of grades A must be equal to or shall exceed the number of grades B);
 - if no subject of the state examination has been completed within the resit period;
 - b) “passed” if the student passed the subjects of the state examination but did not meet all the conditions under point a).
21. The following shall be prepared for the administration of the state examination or its subjects:
 - a) the minutes of the state examination, signed by the chairperson of the Examining Board and all members of the Board present;
 - b) the report of the Examining Board for the administration of state examinations on their accomplishment, including the assessment of the level of graduates in the relevant study programme.
22. Graduates of Bachelor study are awarded the academic title of “Bachelor” (abbreviated to “BA”, Bc. in Slovak). Graduates of Magister study, according to the Magister study programme, the university awards the academic title of “Magister” (abbreviated to “MA”, Mgr. in Slovak). Graduates of Engineering study, according to the Engineering study programme, the university awards the academic title of “Engineer” (abbreviated to “Ing.” In Slovak).
23. The University ensures the issuance of a University Diploma only in a combination of the state official (Slovak) language with the English language.

Article 24

Expelling from the Study, Completion of the Study

1. The study is duly completed by completing the study according to the relevant study programme. The day of the completion of the study is the day when the last of the conditions prescribed for the due completion of the study of the given study programme is fulfilled.
2. The study according to the study programme may not exceed its standard length by more than two years.
3. Documents of completion of studies in the study programme are:
 - a) a University Diploma
 - b) a State Examination Certificate
 - c) a Diploma Supplement

4. In addition to the due completion of the study, the study shall be completed:
 - a) by abandoning the study;
 - b) by failing to complete the study within the term determined pursuant to Section 65 par. 2 of the Law;
 - c) by expelling from studies for non-compliance with the requirements arising from the study programme and from the study regulations of the University and Faculty;
 - d) by expelling from studies pursuant to Section 72 par. 2 letter c) of the Law;
 - e) by withdrawing of the study programme pursuant to Section 87 par.2 of the Law, if the student does not accept the offer to continue studying another study programme;
 - f) by death of the student.
5. At the termination of the study pursuant to par. 4 letter b), c), d) and e), the Dean/Rector shall state in his/her decision the reasons for terminating the study.
6. The Faculty will issue a transcript of study results in the Slovak language and, if the student so requests, also in English for a set out fee, to a student who has completed his/her studies pursuant to par. 4 letter b), c), d) and e).
7. A student assessed by the grade “fail” will be expelled from the study if he/she:
 - a) has not obtained at least 36 credits in full-time form and 26 credits in part-time form of study, at the time of the study review following the second semester (together for the winter and summer semesters) of the Bachelor, Magister and Engineering degree;
 - b) has not obtained, at the time of the study review, in each subsequent year of full-time study for the winter and summer semesters (total), at least 40 credits, unless the student is required to take only the state examination and except for exceeding the standard length of study;
 - c) has not obtained, at the time of the study review, in each subsequent year of part-time study for the winter and summer semesters (total), at least 30 credits, unless the student is required to take only the state examination and except for exceeding the standard length of study;
 - d) has enrolled twice in a compulsory or compulsorily optional subject and has not obtained credits for it in the relevant academic year.
8. A student may be expelled from the study for serious violation of the Act on Higher Education, the Statute of the University of Presov in Presov, the Statute of the Faculty or for violation of Civic obligations. The details are regulated by the disciplinary rules of the University for students.

Article 25

Rigorous Examinations

1. Graduates of study programmes who have obtained the title of “Magister”; or similar study programmes abroad may apply for a rigorous examination no sooner than after one year of practical training. The rigorous examination also includes the defence of a Rigorous thesis in the branch of study in which the graduates obtained a university degree or in a related field of study. The proximity relation is assessed by the chairperson of the Board for rigorous examinations.
2. The condition for admission of the graduate to the defence of a Rigorous thesis is, except in cases under the Section 63 par. 11 of the Law, a written consent of the graduate of the

study programme for the rigorous work to be published and made available to the public pursuant to Section 63 par. 9 of the Law for the period of its storage pursuant to Section 63 par. 7 of the Law without the right to remuneration.

3. The Dean/Rector has the full responsibility for the rigorous procedures. The concept and implementation of rigorous examinations belong to the responsibility of the Vice-Dean/Vice-Rector, designated by the Dean/Rector. The organization and preparation of the supporting materials necessary for the rigorous examination are ensured by the organisational unit of the Dean's office appointed by the Dean. In the case of Rectorate units, the Rector.
4. Responsibility for the implementation of the rigorous procedures is determined as follows:
 - a) the Dean/Rector approves the proposals and appoints or dismisses the chairperson and members of the Board for rigorous examinations, approves the dates and subjects of rigorous examinations, signs and awards diplomas;
 - b) the Vice-Dean/Vice-Rector is responsible for conceptual materials related to rigorous examinations, manages the heads of scientific and pedagogical organisational units in matters related to rigorous works, submits to the Dean/Rector proposals for rigorous examinations to be approved, stating the names of candidates, the composition of commissions, including reviewers (opponents), and the subjects of the examination, is responsible for compliance with this guideline and for graduations;
 - c) Dean's Office/Rectorate Unit ensures the preparation of rigorous tests according to the Vice-Dean/Vice-Rector's instructions, provides comprehensive materials for applicants, ensures written and personal contact with applicants, receives rigorous works from applicants, fills in diplomas, is responsible for the course and organization of graduations, is responsible for achieving complete protocols on rigorous examinations;
 - d) the chairperson of the Board for rigorous examinations: assesses the conformity relationship of study branches, confirms the topics of Rigorous theses, confirms the protocol on the assignment of Rigorous theses, in which the wording of the topic and the rigorous work consultant is recommended, accepts rigorous theses for defence.
5. The deadlines for submitting the application for the rigorous examination are 30 April and 31 October in the relevant calendar year. These dates will be considered the day of application's receipt. The application will be submitted by the applicant at the study department, where the protocol on the assignment of the Rigorous thesis, the topic of the Rigorous thesis and all the necessary documents will be checked.
6. The applicant shall attach certified copies of the documents on the completion of higher education (Diploma and Certificate), curriculum vitae, a copy of the Diploma thesis and, if necessary, a document on the change of surname. A graduate of a foreign university will also attach a certified copy of the document recognizing its concordance.
7. The application for the rigorous examination will be confirmed by the Dean/Rector by 15 June, or 15 December of the relevant calendar year. The Dean/Rector will return the application within the same period if the applicant has not submitted the required documents, or if it is a branch of study in which a rigorous examination is not held at the Faculty, or if the Rigorous thesis does not meet the specified requirements.
8. The application has a standardized form and is available at the Dean's office/Rectorate.

9. The topics of Rigorous theses are confirmed by the chairperson of the rigorous proceedings and the Dean/Rector. The topic of the Rigorous thesis must not be identical with the topic of the applicant's Diploma thesis. The protocol on the assignment of the Rigorous thesis, confirmed by the chairperson of the rigorous proceedings and the Dean/Rector, is made in two copies. One remains with the applicant, the other is handed over at the study department.
10. A change in the topic of rigorous work is allowed only in justified cases and with the consent of the Dean/Rector.
11. The applicant must submit the rigorous work within twelve months from the registration of his/her application.
12. If the candidate does not submit the rigorous work within the set deadline, he/she may request, in writing, the Dean/Rector to extend the rigorous procedure by a maximum of twelve months. The Dean/Rector will assess the application and consider the opinion of the chairperson of the Board for rigorous examinations in the given branch of study.
13. The Dean/Rector may allow the applicant, at his/her request and with the consent of the Chairperson of the Board, to submit a Rigorous thesis in a language other than Slovak. In this case, the thesis must have a summary in the state official language in the range of eight to ten pages. At the request of the applicant, the Dean/Rector may also agree that the defence of the Rigorous thesis and the rigorous examination be held in the language in which the submitted rigorous thesis is written.
14. The candidate may not submit his/her Diploma thesis, Dissertation thesis or any other dissertation work of a compilation nature as a Rigorous thesis.
15. To assess the rigorous work, the Dean/Rector appoints two reviewers who meet the minimum qualification requirement of a third-level university education, or a relevant equivalent and who are experts in the branch of study.
16. The opponent will submit a written assessment report on the rigorous work to the relevant Vice-dean/Vice-rector within thirty days from the date of assignment of the work for assessment. In the report, they shall state whether or not the work meets the requirements set by the guarantor of the relevant study branch.
17. Rigorous work can be accepted for defence if it has been recommended by at least one of the reviewers. The Vice-Dean/Vice-Rector announces to the Dean/Rector the acceptance or non-acceptance of a rigorous work and at the same time delivers the reviewers' assessment reports.
18. Reviewers' assessment reports will be delivered by the study department to the applicant no later than fifteen days prior to the rigorous examination.
19. If the applicant meets all the conditions that are stipulated by Law for the performance of the rigorous examination, the Dean/Rector will notify him/her of the date, the subjects, and the location of the examination.
20. A rigorous examination shall be carried out in the presence of an Examining Board. The procedure of the rigorous examination and the announcement of its results shall be public. The Examining Board's decision on the results of the rigorous examination will be made at a non-public Board meeting.

21. The right to examine at the rigorous examination shall be vested with the university teachers working in the positions of Professors and Associate Professors and relevant specialists approved by the Scientific Board.
22. The composition of Boards for the Execution of Rigorous Examinations is determined by the Dean/Rector from among the persons authorized to examine, and the Dean/Rector also appoints and dismisses the chairperson of the Board.
23. The Examining Board shall have at least four members. The supervisor and the reviewer of the rigorous thesis, if they are not members of the Examining Board, will only participate in the defence of the Rigorous thesis.
24. The rigorous examination begins with the defence of the Rigorous thesis and following a successful defence, an oral examination of the specified subjects is held.
25. An applicant who has not attended the rigorous examination within the specified deadline and whose absence has been justified, will be given an alternate date for the rigorous examination by the Dean/Rector.
26. An applicant who has not defended a Rigorous thesis does not continue in the rigorous examination. He/she will rework the thesis on the basis of the reviewers' assessment reports and may retake the defence one year following the date of the rigorous examination at the earliest.
27. An applicant who has failed at least one subject in the rigorous examination may resit the rigorous examination in that subject not earlier than three months from the date of the rigorous examination, normally at the next date of the rigorous examination.
28. If the applicant repeatedly fails, he/she may re-apply for the entire rigorous procedure, but not earlier than three years following the execution of resat rigorous examination.
29. A protocol on the rigorous examination will be prepared on the day of the examination, which will be signed by the chairperson of the Board, reviewers, and other members of the Board present at the examination. Documentation, including the protocol, is archived at the Faculty in accordance with applicable regulations.
30. After successful completion of the rigorous examination and defence of the Rigorous thesis, the University awards the academic title to the applicants:
 - a) in natural sciences study programmes "Doctor of Natural Sciences" (abbreviated to "RNDr.");
 - b) in the social sciences, fine-arts and health-care study programmes "Doctor of Philosophy" (abbreviated to "PhDr.");
 - c) in teacher training programmes and physical education study programmes "Doctor of Pedagogy" (abbreviated to "PaedDr.");
 - d) in theological study programmes, with the exception of study programmes in the branch of Catholic theology, "Doctor of Theology" (abbreviated to "ThDr.).

Part Three

Study in Doctoral Study Programme

Article 26

General Provisions of Doctoral Study

1. The basic condition for admission to Doctoral studies is a second-level university education.
2. The Doctoral study is carried out in full-time form or in part-time form. Students in the full-time form of study are provided with a scholarship for the duration of the Doctoral study in accordance with Section 54 par. 18 of the Law.
3. The standard length of study for full-time Doctoral studies is three or four years. In part-time form, the Doctoral study lasts a standard length of four or five years.
4. Doctoral studies are carried out at a University or Faculty, or at an External educational institution to which the Ministry of Education, Science, Research and Sport of the Slovak Republic has granted the right to participate in the relevant branch of study in the implementation of the Doctoral study programme (hereinafter referred to as the “External educational institution”), with which the University or Faculty has concluded a Framework agreement on Doctoral studies and with which an individual agreement is concluded for each Doctoral student.
5. The Framework agreement with the External educational institution on Doctoral studies contains: a list of supervisors for the given branch of study proposed by the External educational institution and appointed by the Dean/Rector, methods of publishing dissertation topics listed by the External educational institution, agreement on representation members appointed by the External educational institution for the Doctoral Board, Board for entrance examinations, Board for dissertation examinations, Board for dissertation defence, and agreement on the place of examinations and defences. If the Faculty and the External educational institution have agreed on a common Doctoral Board, the Framework agreement also contains the composition of the common Doctoral Board.
6. An individual agreement with an External educational institution on Doctoral studies of an individual Doctoral student, who has applied for a dissertation written by an External educational institution, contains the definition of obligations of the study and scientific part of his/her Doctoral study and conclusion of where and how the study and pedagogical activities of the Doctoral student take place. The agreement will also regulate the details of the provision of a scholarship to a Doctoral student in the full-time form of Doctoral studies by an External educational institution.

Article 27

Doctoral Board and the Guarantor of the Doctoral Study Programme

1. The Faculty, if the study programme is carried out at the Faculty, shall establish a Doctoral Board for each accredited study programme of Doctoral studies, which monitors and evaluates Doctoral studies in Doctoral study programmes of individual study branches. The Faculty may agree with another university or External educational institution to

establish a common Doctoral Board for the Doctoral study programme. If the Doctoral study is provided in cooperation with an External educational institution, this institution has adequate representation in the common Doctoral Board.

2. The members of the common Doctoral Board are appointed by the Dean/Rector on the proposal of the guarantor of the relevant study programme following approval by the Scientific Board of the Faculty. The Scientific Board also approves members of the common Doctoral Board from another university or faculty and from an External educational institution with which the Faculty has concluded agreements pursuant to Article 26 par. 4, 5 and 6.
3. A Doctoral Board shall have at least seven members. In addition to members from an External educational institution, the common Doctoral Board also includes at least one member who is not a member of the University academic community. The members of the Board may be Professors, Associate Professors, visiting Professors or qualified experts in the field who have been awarded the academic title of PhD., ArtD., ThDr. (in Catholic Theology), or its previous equivalent CSc. The members of the common Doctoral Board elect a chairperson from among their members, who is the executive body of the common Doctoral Board. They usually do so at their inaugural meeting, at which they also discuss and approve the organisational rules and rules of procedure of the common Doctoral Board. The rights and obligations of the common Doctoral Board are determined by the rules of procedure of individual Faculties.
4. A Doctoral Board shall meet as often as necessary, but at least once a year. Minutes of each meeting of the common Doctoral Board are prepared and archived.
5. The chairperson of the common Doctoral Board is responsible for the overall functioning of the study programme, in particular:
 - a) convenes and presides the meetings of the common Doctoral Board;
 - b) is responsible for drawing up the minutes of the common Doctoral Board and delivering them to the relevant body;
 - c) following a discussion in the common Doctoral Board, submits proposals for supervisors at the Doctoral level in the Scientific Board of the relevant Faculty;
 - d) has the right to control the course and administration of Doctoral studies and, in cooperation with the guarantor, is the main advisory body of the Dean/Rector of the Faculty in resolving disputes concerning Doctoral studies in the given study programme;
 - e) proposes to the Dean the topics of dissertations, which can be applied for in the admission procedure in the given study programme.
6. The guarantor of the study programme is responsible for the overall functioning of the study programme which he guarantees. The guarantor has the right to control the course and administration of the study programme and, in cooperation with the chairperson of the Doctoral Board, is the main advisory body of the Dean/Rector of the Faculty in resolving disputes concerning the Doctoral study programme.
7. In the event that the guarantor is unable to perform his/her duties for serious reasons, he/she shall be represented by the co-guarantor on behalf of the Dean/Rector.

Article 28

Admission Procedure

1. At least two months prior to the last day designated for the submission of applications for Doctoral studies, the Dean/Rector shall list the proposed topics of dissertations that may be applied for in the admission procedure; in the case of a topic offered by an External educational institution, the title of that institution shall be stated as well. The External educational institution may also publish the topics separately, specifying the requirements pursuant to par. 2.
2. For each listed topic, the following procedural requirements shall be specified: the name of the study programme, the name of the supervisor, the form of study, the conditions of admission, the form and general content of the entrance examination, the deadline for submitting applications, the date of the admission procedure, and the tuition fee for the part-time form of study. The topics of the dissertations together with the above requirements are published on the website of the Faculty or University.
3. The application for Doctoral studies shall contain the following information in particular:
 - a) in case of an applicant from the Slovak Republic: given name, surname, titles, personal number, place of birth, marital status and place of permanent residence, nationality, ID card number;
 - b) in case of a foreign applicant: given name, surname, titles, date of birth, place and country of birth, marital status and place of permanent residence, sex, place of residence in the Slovak Republic, nationality, citizenship, passport number;
 - c) selected study programme and selected topic of the dissertation;
 - d) the chosen form of Doctoral study.
4. In addition to other requirements defined by Law, the applicant shall include in the application file:
 - a) curriculum vitae;
 - b) officially certified copies of documents of formal education qualifications;
 - c) a list of published articles or a list of the results of other professional or artistic activities, or assessment reports on these works and activities;
 - d) a dissertation research proposal with a summary in English, the scope and other requirements of which are determined by the Rector or the Dean, if the study programme is carried out at the Faculty.
5. The Dean/Rector shall invite the applicant for the entrance examination at least ten days prior to the examination and inform him/her of its content at the same time.
6. The entrance examination shall take place in the presence of the entrance Examining Board. The entrance Examining Board consists of a chairperson and at least two members, who are appointed by the Dean/Rector on the proposal of the chairperson of the common Doctoral Board. In case of an admission procedure of an applicant with a topic proposed by an External educational institution, one member of the Board shall also be a representative of the External educational institution, appointed by the director of the institution thereof.
7. The entrance Examination Board shall evaluate the result of the entrance examination on a non-public/closed meeting. The Board shall determine the order of applicants according to the outcome accomplishments at the entrance examination, separately for the full-time form and the part-time form of Doctoral studies. In determining the order procedure, the

Board acknowledges the quality of the dissertation research project and also considers the scope and quality of the applicant's scientific publications or artistic activities, and the results of other professional or artistic activities (e.g., achievements in student scientific and professional competitions or student exhibitions of works of arts, etc.). If several applicants with an identical topic are accepted, the supervisor modifies the topic in an individual study plan.

8. Minutes shall be taken of the result of the entrance examination. The Board will submit a proposal for the admission of a successful applicant to the Dean/Rector. In the case of a topic listed by an External educational institution, this educational institution must give its consent to the admission of the applicant.
9. The Dean/Rector decides on the admission of the applicant based on the results of the entrance examination within thirty days following the day of the entrance examination; in the case of a study programme carried out by the University, the Rector decides on admission. If the Dean/Rector decides on the admission of an applicant, the name of the supervisor, the topic of the dissertation and the date of enrolment shall be stated in the resolution as well. In addition to the above, the written resolution must contain a proposition, rationale, and guidance on the possibility of requesting a review of the resolution; the resolution is submitted to the applicant in person. An applicant who has been granted a resolution on not being admitted to Doctoral studies may apply for a review of this resolution.
10. The accepted applicant becomes a Doctoral student on the day of enrolment, the date of which is determined by the Dean/Rector. If the enrolment of an applicant admitted to study takes place prior to the beginning of the academic year in which his/her studies are to start, the applicant becomes a student from the beginning of this academic year.
11. The enrolment documentation also includes an approved individual study plan of the Doctoral student, which the Doctoral student must prepare and submit no later than two months following the enrolment.
12. After enrolment, the University will issue the student a student card as a document confirming his/her legal status. The student card is issued to the Doctoral student after registration in the student records database. With this card, the student is obliged to identify himself/herself on the campus of the University and during assessment of the subjects of study.

Article 29

Doctoral Study Programme and Study Plan

1. Doctoral studies are carried out according to an accredited study programme.
2. The supervisor draws up an individual study plan for each doctoral student according to an accredited study programme. The individual study plan is submitted to the Doctoral Board for approval. The doctoral student's individual study plan consists of a study part and a scientific part. The study part of the Doctoral study ceases with a dissertation examination, which includes the defence of a written thesis for the dissertation examination; the scientific part ceases with the defence of the dissertation. The procedural requirements of the individual study plan are determined by the Rector or the Dean, if the study programme is carried out at the Faculty.

3. The individual study plan of the doctoral student contains:
 - a) the topic of the dissertation;
 - b) a list of subjects of the study part to be completed by the doctoral student;
 - c) a list of dissertation examination subjects;
 - d) a list of compulsory and recommended literature to be studied by the doctoral student as part of his/her individual preparation for the dissertation examination;
 - e) the deadlines within which the doctoral student is to complete the individual subjects and the dissertation examination;
 - f) specification of the pedagogical or other professional activity related to the study;
 - g) an outline plan for active participation in domestic and foreign conferences;
 - h) completion of professional internships at other organisational units;
 - i) an outline plan for visits and internships of a domestic or foreign partner of the University or Faculty in scientific research work;
 - j) planned activity outputs of the doctoral student's publications.
4. The study part of the doctoral student's individual study plan consists mainly of lectures, seminars, individual consultations, the doctoral student's individual work and an individual study of literature focused on the content of the dissertation. Lectures and seminars end with a continuous assessment or exam.
5. Part of the full-time Doctoral study is a teaching practice or performance of other professional activities related to pedagogical activities for a maximum of four lessons per week on average in the academic year in which the teaching takes place. The duties of a doctoral student in the full-time form of study include supervising and reviewing Bachelor theses in the range of a maximum of ten theses on average during the academic year. Teaching practice shall be linked to the educational activity of the University. In the case of a doctoral student who is registered for the topic of the dissertation proposed by an External educational institution, the Faculty's agreement with this institution also includes where and how the study part of the individual study plan and teaching practice of the doctoral student will take place.
6. The scientific part of the doctoral student's individual study plan consists of the doctoral student's individual or team scientific work, focused on the topic of the dissertation. In justified cases, the Dean/Rector may, at the request of the doctoral student, allow a change or modification of the topic of the dissertation. It is done so after the preceding communication of the supervisor and the chairperson of the Doctoral Board. The scientific part of the Doctoral study is professionally guaranteed by the supervisor. Part of the doctoral student's scientific plan includes the active participation of the doctoral student in scientific seminars, scientific conferences and other scientific events organized in science or art with issues related to the topic of the dissertation. The work schedule of doctoral students is determined and controlled by the head of the scientific-pedagogical organisational unit in cooperation with the supervisor.
7. If the doctoral student has applied for the topic of the dissertation proposed by an External educational institution, he/she performs the scientific part of the Doctoral study and the obligations of the study part of the Doctoral study at this External educational institution in agreement with the Faculty. The Faculty concludes an individual agreement with the External educational institution on the Doctoral study of the doctoral student pursuant to Article 26 par. 6. It regulates issues related to the doctoral student's activities in an External

educational institution, including reimbursement of the costs of the External educational institution.

8. In justified cases, the Dean/Rector may, following the declaration of the chairperson of the Doctoral Board, allow a change of supervisor in the same study programme.

Article 30

Credit System of Doctoral study and Study Results Assessment

1. In addition to the dissertation examination, the doctoral student is assessed during the Doctoral study as part of the annual assessment. The documents for the annual evaluation are processed by the doctoral student in cooperation with the supervisor. Simultaneously with the annual evaluation, the supervisor submits a proposal for the continuation of the study, the extension of the study, or a proposal for the expelling of the doctoral student from the study.
2. The study is assessed according to the principles of the credit system. The principles are determined by Law and generally binding legal regulation. These shall apply to third-degree study programmes as appropriate. The credit system is applied in both forms of Doctoral study.
3. Credit is a unit of doctoral students' workload and is defined in Doctoral studies by analogy as well as in Bachelor and Magister studies.
4. During their studies, the doctoral students obtain credits for the following activities:
 - a) completion of the study part. The doctoral student must complete compulsory subjects, compulsorily optional and optional subjects, which are determined by his/her individual study plan. The study part ends with passing the dissertation exam;
 - b) independent creative activity in the field of science (publications, completion of a defined stage in one's own research work, etc.);
 - c) composition and defence of the dissertation.
5. The subjects of the study part, the subjects of the dissertation examination and the dissertation with the defence thereof are evaluated analogously as in the first and second stage of study pursuant to Article 16 par. 4. Subjects of independent creative scientific activity are evaluated by the "pass" or "no-pass" grading.
6. The activities referred to in par. 4 are irreplaceable.
7. A doctoral student may complete a part of his/her studies at a place of work other than his/her own, e.g., abroad. If the student has been sent to this place of work as part of the fulfilment of his/her individual study plan and if the credit systems of the sending and receiving institution are compatible (credit transfer), the credits obtained at this institution are awarded to him comprehensively.
8. Whenever there occurs a change in the training organisation, the study programme or in any other case imposed by Law or these Study Rules, the doctoral student may be awarded the appropriate number of credits for completed activities. The Dean/Rector decides on the award of credits after the communication of the Doctoral Board.
9. To be able to proceed to the second year of study, the full-time doctoral student must obtain at least 40 credits (at least 30 credits in part-time form), to proceed to the third year of study, the full-time doctoral student must obtain at least 80 credits (at least 60 credits in

part-time form), to proceed to the fourth year of study, the doctoral student must obtain at least 120 credits in the full-time form of study (at least 90 credits in part-time form). To proceed to the fifth year of study in part-time form, the doctoral student must obtain at least 120 credits. To proceed to the final year within the standard length of study, the doctoral student must successfully pass a dissertation examination.

10. In both full-time and part-time forms of doctoral studies, a doctoral student may apply for a dissertation examination if he/she has obtained credits within the framework affirmed by the accredited study programme or the internal guidelines of the Faculty.
11. To successfully complete a Doctoral study programme, a doctoral student must obtain 240 credits in a study programme with a four-year standard length in full-time study and a five-year standard length in part-time study, or 180 credits in a study programme with a three-year standard length in full-time study and four-year standard length in the part-time form of study.

Article 31 Supervisor

1. The supervisor for a given Doctoral study programme may be a university teacher or another expert in a relevant field, after approval by the Scientific Board of the Faculty. The supervisor must hold a scientific-pedagogical or artistic-pedagogical title of Associate Professor, Professor or must be a researcher with the academic title of PhD., ArtD. along with the awarded qualification level IIa, or with the scientific degree of DrSc. The supervisor must be the leading researcher of the project or the participating researcher of the project or must demonstrate participation in the solution of the research project in the preceding period. This criterion is part of the documents provided to the Accreditation Commission in connection with the assessment of the university's ability to carry out a Doctoral study programme.
2. The supervisor for the topics proposed by the External educational institution may be a person approved by that institution and who fulfils the conditions set out in par. 1. The External educational institution will provide the Scientific Board of the Faculty with the scientific and pedagogical characteristics for its supervisors.
3. The supervisor shall in particular:
 - a) professionally guide the doctoral student during the Doctoral study;
 - b) compile, in co-operation with the doctoral student, his/her individual study plan and submit it for assessment and approval to the Doctoral Board and, after its acknowledgement, to the Dean/Rector;
 - c) manage and professionally guarantee the fulfilment of the study and scientific part of the doctoral student's individual study plan and control the fulfilment of his/her pedagogical activities;
 - d) register doctoral student's evaluation for creative activity in the field of science according to an accredited study programme, the assessment for the study area is recorded by the relevant teacher;
 - e) submit to the Dean/Rector a proposal for the expelling of the doctoral student from the Doctoral study and comment on the doctoral student's request to interrupt the study;

- f) submit to the Dean/Rector a specific proposal for the internship or study stay of the doctoral student in other domestic or foreign institutions of science, education, research, technology or art, with details of how to organize this stay;
- g) write a report on the dissertation and the procedural characteristics of the entrusted doctoral student;
- h) propose to the Dean/Rector to delegate a specialist supervisor to lead the defined activities from the scientific part of the doctoral student's individual study plan;
- i) arrange for consultations with other experts as appropriate;
- j) submit to the Rector or the Dean, if the study programme is carried out at the Faculty, the annual assessment of the doctoral student.

Article 32

Annual Assessment of the Doctoral Student

1. A doctoral student annually submits the written documentation of his/her activities for the period of the past year to the supervisor for the annual evaluation of the doctoral student by 30 June. The requirements for the annual evaluation of a doctoral student are determined by the Rector or the Dean, if the study programme is carried out at the Faculty.
2. After assessing the activities of the doctoral student, but no later than 15 July, the supervisor submits to the Rector or the Dean, if the study programme is carried out at the Faculty, an annual assessment of the doctoral student. The supervisor evaluates the status and level of fulfilment of the doctoral student's individual study plan, compliance with deadlines, and, if necessary, submits a proposal to modify his/her individual study programme. Part of the doctoral student's annual assessment is the supervisor's proclamation as to whether he/she recommends the doctoral student to continue his/her studies or proposes his/her expelling from the study.
3. The supervisor shall submit a proposal for the expelling of a doctoral student from the study whenever:
 - a) a doctoral student did not obtain the prescribed number of credits within an academic year according to Article 30 par. 9;
 - b) seriously fails to comply with the timetable schedule arising from his/her individual study plan;
 - c) has not submitted a transcript of his/her activities for the preceding year;
 - d) did not follow the work schedule determined by the head of the scientific-pedagogical organizational unit.
4. The Rector or the Dean, if the study programme is carried out at the Faculty, decides by 31 August, on the basis of the doctoral student's annual assessment, whether the doctoral student shall continue or shall be expelled from the study, and whether any modifications in the individual study plans shall be realized.

Article 33

Dissertation Thesis

1. A doctoral student registers for the dissertation examination if he/she has obtained credits in accordance with an accredited study programme and submitted a written work for the dissertation examination. The doctoral student takes the dissertation examination no later than by the end of the penultimate year of the standard length of study. The date of the

dissertation examination is determined by the Dean/Rector on the basis of a proposal by the chairperson of the Doctoral Board. The re-take or alternate date of the dissertation examination must take place at least one semester before the proper completion of the standard length of study. The alternate date of the dissertation examination is when

- a) the doctoral student has justified his/her non-participation in the dissertation examination;
 - b) the doctoral student has obtained an FX classification from at least one subject of the dissertation examination.
2. The written work for the dissertation exam consists of an overview of the current state of knowledge on the topic, the doctoral student's own theoretical contribution, analysis of the methodological approach to solving the issue and the project of the dissertation. The reviewer will prepare an assessment report on the written work for the dissertation examination within thirty days after its delivery and will award a grade according to Article 16 par. 4. If the reviewer evaluates the written work for the dissertation exam with the classification of FX grade, the doctoral student cannot pass the dissertation exam.
 3. The reviewer of the written work for the dissertation examination must be renowned expert with a scientific-pedagogical or artistic-pedagogical title of Associate Professor or Professor, or an expert with an academic title of PhD., ArtD., ThDr. in the field of Catholic Theology or its older equivalent, or with the scientific title of DrSc., who does not work at the Faculty of a doctoral student and does not share any publications with him/her.
 4. The dissertation examination consists of a part including a discussion of the written work for the dissertation examination and a part in which the doctoral student has to demonstrate theoretical knowledge in the subjects of the dissertation examination determined by the accredited study programme.
 5. The dissertation examination takes place in the presence of a Board of at least four members. The Board consists of a chairperson, a reviewer and at least two other members. At least one member of the Board shall not be from the Faculty where the doctoral student works. The chairperson and at least one other member are appointed from the members of the Doctoral Board. The chairperson and other members of the Doctoral Thesis Defence Board are appointed by the Dean/Rector on the basis of a proposal by the Doctoral Board. The supervisor cannot be a member of the Board. However, he/she is invited to the dissertation exam. The members of the Board are university teachers acting as Professors and Associate Professors and other experts approved by the relevant Scientific Board.
 6. The presence of an absolute majority (but four at least) of the members of the Board is required for a valid decision on the result of the dissertation examination. The Board decides on the assessment of the exam in a closed session by secret ballot by a majority vote of the members present. The subjects of the dissertation examination are evaluated with a grade classification in terms of Article 16 par. 4.
 7. Voting pursuant to par. 6 shall be carried out via voting ballots containing the following information: given name and surname of the doctoral student, date and place of the dissertation examination, subjects of the dissertation examination and their evaluation with the appropriate grade. The voting ballot shall be modified as follows:
 - a) the intended assessment is circled;
 - b) an unmarked or non-submitted voting ballot shall be considered as abstentions;

- c) an otherwise marked voting ballot is considered invalid.

The final assessment of the subject of the dissertation examination is calculated from the average of evaluations in a secret ballot in accordance with Article 38 par. 9. Invalid voting ballots and ballots deemed to be abstentions shall not be included in the average of the votes cast in a secret ballot.

- 8. Minutes of the course of the dissertation examination are prepared, which further includes the assessment report of the reviewer of the written work. The minutes shall be signed by the chairperson and the members of the Board present.
- 9. The department conducting the Doctoral study programme shall issue a written certificate, regarding the completion and result of the dissertation examination, to the doctoral student with the classification of “pass” or “fail”. If no part of the dissertation exam is assessed with a classification grade “fail” (FX), the overall assessment is “pass”. If at least one part of the dissertation examination is evaluated with a classification grade “fail”, the overall evaluation is “fail”.
- 10. If, for serious reasons, the doctoral student is unable to take part in the dissertation examination within the specified period and apologizes in advance to the chairperson of the Doctoral Board, the chairperson may set an alternate date. Withdrawal from the exam or the unjustified absence of a doctoral student at the exam is assessed with the grade “fail”.
- 11. A doctoral student who failed at the exam (FX) may re-sit the exam only once. The doctoral student assessed with grade FX at the first term in a subject can register for a re-sit term. After repeated failure, the doctoral student is expelled from the study.

Article 34

Application for Permission to Defend the Dissertation Thesis

- 1. A doctoral student may apply for permission to defend the dissertation to the Dean/Rector if he/she has successfully passed the dissertation examination and obtained the required number of credits for the entire study of the relevant study programme according to the accredited study programme (excluding the number of credits for dissertation defence). An application for permission to defend a dissertation may be submitted by a doctoral student even after the expiration of the standard length of study, so that he/she meets all the conditions for a due completion of the study within two years of its expiry. The date of the dissertation defence is set by the Dean/Rector on the basis of a proposal by the chairperson of the Doctoral Board. The date of the dissertation defence will be determined as follows:
 - a) if the doctoral student submitted the dissertation no later than four months before the end of the standard length of doctoral study, the defence will take place no later than by the end of the academic year in which the doctoral student applied for permission to defend the dissertation;
 - b) if the doctoral student submitted the dissertation later than four months before the end of the standard length of doctoral study, the defence will take place no later than by the end of the following academic year in which the doctoral student applied for permission to defend the dissertation.

2. The doctoral student shall attach to the application:
 - a) a dissertation in four copies in a bookbinding form;
 - b) copies of publications and other published papers, if these are not part of the dissertation they should be attached in a single copy;
 - c) the report of the institution in which the dissertation was realised (the report of the institution is written only for full-time students) and the report of the supervisor; assessments must include, in particular, an evaluation of the doctoral student's contribution to the acquisition of new knowledge in science or the arts, the possibilities of their use and the doctoral student's performing qualities;
 - d) a list of published works with complete bibliographic data and unpublished scientific works or public and non-public exhibitions of works and performances of artistic character of the doctoral student, as well as written reports on aforementioned prepared by relevant institutions in science, technology or art;
 - e) justification of the differences between the original and the submitted dissertation, if the doctoral student submits a new dissertation in the same Doctoral study programme after an unsuccessful defence.

Article 35

Terms of the Dissertation

1. The doctoral student submits a dissertation for defence in the Slovak language. With the consent of the Dean/Rector, he/she may submit the dissertation in a language other than Slovak. The dissertation usually contains a theoretical introduction, which analyses the current state of knowledge in the field, the characteristics of the objectives, a detailed description of the procedures used (methods of work, material), achieved results, their evaluation, discussions, conclusion, and a list of literature used. If the dissertation is part of a collective work, the doctoral student will present his/her own outcomes and put them in context with the outcomes of other members of the team during the discussion.
2. The doctoral student may also submit as a dissertation thesis his/her own published work or a set of his/her own published works, the content of which specifies the issue of the topic of the dissertation. If the doctoral student submits a set of his/her own publications, it shall be accompanied with a detailed introductory chapter in which the current state of the issue and the aims of the dissertation are explained, and the conclusions, which incurred in terms of addressing the topic of the dissertation, are also introduced, and commented on. If the attached publications are the work of several authors, the doctoral student will also enclose a statement of the co-authors about his/her own authorship contribution.

Article 36

Preparation of the Dissertation Thesis Defence

1. Upon receipt of the application for permission to defend the Dissertation thesis, the Dean/Rector shall immediately forward the doctoral student's application together with the dissertation thesis, which contains the requisites pursuant to Article 35, to the Doctoral Board. The Doctoral Board will express within fifteen days whether the Dissertation thesis corresponds in its level and form to the requirements and whether it is recommended for defence. If the opinion of the Doctoral Board is positive, it shall propose to the Dean/Rector the composition of the Doctoral Thesis Defence Committee for defence and

three reviewers. When proposing reviewers, the Doctoral Board may be based on the supervisor's proposal.

2. If the relevant Doctoral Board finds out that the doctoral student's application for permission to defend the Dissertation thesis or the Dissertation thesis itself does not meet the requirements pursuant to Article 35, appeal to the doctoral student for elimination the deficiencies within the specified period. If the doctoral student does not agree with this statement, the Doctoral Board will propose to the Dean/Rector to defend the Dissertation thesis.
3. The doctoral student may withdraw the submitted dissertation thesis and the application for permission to defend it no later than two days before the special date of its proceeding.
4. The Dean/Rector, after the statement of the Doctoral Board and the proposal of the Doctoral Board for the composition of the Doctoral Thesis Defence Committee, appoints without undue delay the chairperson of the Doctoral Thesis Defence Committee, its other members, and reviewers. He/she will send the Dissertation thesis to the appointed reviewers together with the request for the elaboration of the report.
5. The Doctoral Thesis Defence Committee has at least four members. The chairperson and at least one other member are appointed from the members of the Doctoral Board. The members of the committee are university teachers acting as Professors and Associate Professors and other experts approved by the relevant Scientific Board. The members of the committee are selected from among experts in the field or specialization of the Doctoral study so that at least one of them does not work at the same University as the doctoral student and his/her supervisor. The supervisor is not a member of the Board and does not have the right to vote on the result of the Dissertation thesis defence.
6. After the delivery of all reports from the reviewers, the Dean/Rector shall forward without undue delay the doctoral student's application for the defence of the Dissertation thesis together with all the requisites, including the reports of the reviewers, to the chairperson of the Doctoral Thesis Defence Committee. A Dissertation thesis with a maximum of two reports with an FX evaluation can be accepted for defence.
7. The chairperson of the Doctoral Thesis Defence Committee shall send the reports of the reviewers to the members of the committee, including the supervisor, the doctoral student, and the department where the Doctoral study was carried out.
8. No later than fifteen days after receiving the materials pursuant to par. 6, the chairperson of the Doctoral Thesis Defence Committee shall propose to the Dean/Rector the time and place of the Dissertation thesis defence.
9. The Dean/Rector shall, without undue delay, announce the date and place of the defence to its participants and at the same time publish on the website of the Faculty/University a notice of its proceedings, as well as information on where and how interested parties may acquire relevant information on the dissertation thesis.

10. Anyone who is interested in the researched issue and in the defence of the Dissertation thesis may submit his/her report or statement to the chairperson of the Doctoral Thesis Defence Committee no later than one week before the defence, or he/she may present his/their comments orally during the defence, if the defence was not declared closed. When defending the Dissertation thesis, the doctoral student takes a position on such assessments or notes.

Article 37

Reviewers of the Dissertation Thesis and their Reports

1. The Dean/Rector appoints the Dissertation thesis reviewers on the basis of a proposal of the Doctoral Board, which may be based on the proposal of the supervisor. Reviewers are selected from among experts in the field or specialization of the field of Doctoral studies so that at least one of them does not work at the same University as the doctoral student and his/her supervisor. Reviewers are not members of the committee but have the right to vote on the outcome of the Dissertation thesis defence.
2. The Dissertation thesis is assessed by three reviewers. At least one reviewer must hold a scientific and pedagogical title of Professor or be a holder of the scientific degree of DrSc., or a researcher with the awarded qualification degree I. Other reviewers may be holders of the scientific and pedagogical title of Associate Professor, relevant scientists with title of hosting Professor, or with academic title PhD., ArtD., or ThDr. in the field of Catholic Theology or older equivalents, or also qualified experts. No more than one reviewer can be without academic title of an Associate Professor or Professor.
3. If the reviewer is unable to elaborate the report, he/she shall notify the Dean/Rector without undue delay of it. In case of acceptance of the appointment as a reviewer, the reviewer submits his/her written report to the Dean/Rector and returns the Dissertation thesis no later than thirty days after its delivery.
4. If the reviewer does not submit his/her report within the period pursuant to par. 3, the Dean/Rector shall appoint a new reviewer without undue delay.
5. The reviewer's report contains an objective and critical analysis of the advantages and disadvantages of the submitted Dissertation thesis, is brief and does not repeat its content. The opponent comments in particular on the:
 - a) the topicality of the chosen topic;
 - b) the chosen processing methods;
 - c) the achieved results, indicating what new knowledge the Dissertation thesis brings;
 - d) the contribution to the further development of science, technology or the arts;
 - e) whether the Dissertation thesis has met the objective pursued;
 - f) the statement on the protocol of originality control.
6. In a separate report, the reviewer evaluates the Dissertation thesis according to the scientific or artistic level of development in the study branch of Doctoral studies at the time when the doctoral student applied for permission to defend it. The reviewer, through the evaluation of A, B, C, D or E, expresses a recommendation that, on the basis of the

submitted Dissertation thesis, he/she proposes the award of an academic title PhD. to the doctoral student and through the evaluation of FX it is stated that on the basis of the submitted Dissertation thesis he/she does not propose the award of an academic title PhD to the doctoral student.

7. If the reviewer's report does not meet the conditions set out in par. 5 and 6, the Dean/Rector shall return the report to the reviewer for completion or revision. At the same time, it shall set a deadline for its resubmission, which may not exceed twenty days.

Article 38

Dissertation Thesis Defence

1. The Dean/Rector is responsible for ensuring that the defence of the Dissertation thesis is carried out pursuant to Article 34 par. 1. A maximum of three defences may be held before the same committee for one day.
2. The defence of the Dissertation thesis is public, in exceptional cases, if its public hearing would jeopardize a secret protected by a special Law or security, the Dean/Rector may declare it private.
3. The defence may take place only in the presence of at least four of the members of the Doctoral Thesis Defence Committee entitled to vote (chairperson of the committee must be present), at least two reviewers, at least one present and at least one present member must be from another university or another legal entity that is different from workplace of the doctoral student and his/her supervisor. If one of the reviewers is unable to participate in the defence for serious reasons, the defence may take place in his/her absence. In this case, the report of the absent reviewer is read in full at the defence.

	number of appointed	minimum number of present
members of committee	min. 4	4
of which other members of committee	min. 1	1
reviewers	3	2
of which other reviewers	min. 1	1

4. If, for serious reasons, the doctoral student is unable to participate in the defence within the specified period, he/she shall apologize in advance to the Dean/Rector and also to the chairperson of the Doctoral Thesis Defence Committee. The Dean/Rector, in agreement with the chairperson of the Doctoral Thesis Defence Committee, determines a different date of the defence and notifies it to the participants pursuant to Article 36 par. 9.
5. The defence is conducted by the chairperson of the Doctoral Thesis Defence Committee, in exceptional cases he/she may entrust to conduct it by another member of the committee who is also a member of the Doctoral Board.

6. The defence of the Dissertation thesis takes place in the form of a scientific discussion between the doctoral student, reviewers, members of the Doctoral Thesis Defence Committee and other participants about the acquired knowledge and the contribution of the Dissertation thesis. During the defence of the Dissertation thesis, it is also examined the justification and credibility of its conclusions and proposals that the Dissertation thesis contains.
7. The following procedure is set for the defence of the Dissertation thesis:
 - a) the defence shall be opened by the chairperson; provide a brief curriculum vitae of the doctoral student, announce the topic of the Dissertation thesis, essential information from the supervisor's report and the training workplace and an overview of the doctoral student's scientific or artistic work and responses to them;
 - b) the doctoral student then briefly states the essential content of his/her Dissertation thesis, its results and benefits;
 - c) reviewers present the essential content of their reports; the absent reviewer shall be read in full by the chairperson or a member of the committee appointed by him;
 - d) the doctoral student shall take a stand on the reports of the reviewers, in particular comment on all objections and comments and answer their questions;
 - e) the chairperson shall acquaint all present with any further comments on the Dissertation thesis and open a discussion in which all present can participate; the discussion verifies the accuracy, justification, scientific or artistic origin and relevance of the knowledge contained in the Dissertation thesis, as well as the accuracy and conciseness of the reviewers' reports;
 - f) during the discussion, the doctoral student answers all questions and takes a stand on all suggestions and objections of its participants.
8. After the defence, a closed session of the Doctoral Thesis Defence Committee is held, which will be attended by its members, including reviewers and the supervisor. The closed session will evaluate the progress and result of the defence and the possibility of using the results of the Dissertation thesis in practice. The members of the committee and the reviewers shall decide by a secret ballot whether they propose to award an academic title to the doctoral student.
9. Voting pursuant to par. 8 of this Article shall be carried out by voting ballots containing the following information: given name and surname of the doctoral student, date and place of the defence, evaluation of the defence by marking with the appropriate mark. The voting ballot shall be adjusted as follows:
 - a) the intended assessment is circled;
 - b) unmarked or non-submitted voting ballot shall be considered as an abstentions;
 - c) marked voting ballot in different way is considered invalid.

The FX mark expresses disagreement with the award of the title. The final evaluation of the Dissertation thesis defence is expressed by the arithmetic average of all awarded evaluations in a secret ballot. The overall evaluation of the Dissertation thesis defence is calculated from the average of the awarded evaluations in a secret ballot as follows:

A: 1.00 - 1.25

B: 1.26 - 1.75
C: 1.76 - 2.25
D: 2.26 - 2.75
E: 2.76 - 3.00
FX: 3.01 - and above

Invalid voting ballots and ballots deemed to be abstentions shall not be included in the average of the votes awarded in a secret ballot.

10. In order to apply for an academic degree, it is required that:

- a) at least two - thirds of all persons entitled to vote and at the same time took part in the vote
- b) that a majority of the present members entitled to vote, vote in favour of the proposal for the award of an academic degree.

In case of non-compliance with requirement b), the final evaluation of the dissertation thesis defence is FX, regardless of the arithmetic mean defined in par. 9.

- 11. Minutes of the Dissertation thesis defence shall be written and signed by the chairperson of the Doctoral Thesis Defence Committee.
- 12. Minutes shall be taken of the voting result and signed by all voting members of the committee.
- 13. If the result of the vote was positive, the chairperson of the Doctoral Thesis Defence Committee shall declare it at its public meeting.
- 14. If the result of the vote was negative, the Doctoral Thesis Defence Committee shall agree at a closed session on the grounds of the proposal not to award an academic title. The clarification is included in the minutes of the voting result. The result of the voting with justification will be announced by the chairperson of the Doctoral Thesis Defence Committee at its public meeting.
- 15. A proposal for the award or non-award of an academic title to a doctoral student, together with the minutes of the defence and voting and the doctoral student's file material, shall be submitted by the chairperson of the Doctoral Thesis Defence Committee to the Dean/Rector within fifteen days from the day of the defence.
- 16. A doctoral student who, on the basis of the result of the Dissertation thesis defence or for his/her unjustified non-participation at the defence, proposed not to be awarded an academic title by the Doctoral Thesis Defence Committee may re-apply for permission in the same study programme no earlier than six months held or should have been held from Dissertation thesis defence. The defence of the Dissertation thesis can be repeated only once, so that it takes place no later than two years after the end of the standard length of study.
- 17. If the doctoral student has applied for the topic of the Dissertation thesis announced by an External educational institution, the Dissertation thesis is defended before a committee in

which the members appointed by the Faculty and the members appointed by the External educational institution are represented. The defence of the Dissertation thesis can take place on the premises of an External educational institution with the agreement of the Faculty with an External educational institution. The name of the External educational institution is also stated in the University Diploma.

18. The University may enter into an agreement on joint defences of Dissertation theses in accredited Doctoral study programmes with a foreign higher education institution, if permitted by the legislation of the state in whose territory the foreign higher education institution operates.
19. The defence of the Dissertation thesis of a doctoral student of a University located in the territory of the Slovak Republic and which has concluded an agreement on joint defences of Dissertation theses may take place at a foreign University before Doctoral Thesis Defence Committee, in which members from the Slovak part and members appointed by the foreign University are equally represented. Even in this case, the Doctoral Thesis Defence Committee must have at least four members and the thesis must be opposed by three reviewers. The defence of the Dissertation thesis of a doctoral student from foreign University in the Slovak Republic is defended in the same way.
20. Each part of the state examination (including the defence of the Dissertation thesis) is evaluated separately and the overall evaluation of the state examination and study is determined pursuant to Article 23 par. 16-19.

Article 39

Decision-making on the Award of an Academic Title

1. The proposal of the Doctoral Thesis Defence Committee for awarding or not awarding the academic title doctor to a graduate of Doctoral studies, as well as the documentation on the defence and the complete material of the doctoral student is assessed by the Dean/Rector.
2. If the Dean/Rector finds that the legal procedure has not been followed during the defence procedure, he/she shall order a re-take of the defence.
3. If the Doctoral Thesis Defence Committee has proposed to award title to the doctoral student and the procedure according to the regulations has been followed, the Dean/Rector will decide on the award of the academic title to the doctoral student.
4. Graduates of Doctoral studies are awarded the academic title "Doctor" ("philosophiae doctor", abbreviated to "PhD."; the abbreviation "PhD." is given after the name).
5. After completing the first comprehensive part of the Doctoral study - passing the dissertation examination and the written thesis for the dissertation examination, the doctoral students in the field of Catholic Theology are awarded the academic title "licentiate of theology" (abbreviated to "ThLic."); the University will issue a certificate of its award.

6. The Dean/Rector shall send the doctoral student a notice of the award or non-award of an academic degree in writing. The notification is delivered in person.
7. The Diploma for the award of the academic title "Doctor" ("philosophiae doctor", abbreviated to "PhD.") is issued by the University. The Diploma is handed over to the doctoral student by the Dean/Rector.
8. The certificate of awarding the academic title "Licentiate of theology" (abbreviated to "ThLic.") is issued by the University. The certificate is handed over to the doctoral student by the Dean.

Article 40

Interruption of the Doctoral Study

1. The study of the Doctoral study programme may be interrupted at the request of the student. Interruption of the study is permitted by the Dean/Rector.
2. The student may request in writing the interruption of studies:
 - a) only once for a maximum of two years for health reasons;
 - b) for maximum of one year without giving any reason, and only once. Pregnant students may interrupt the study six weeks before the expected date of birth, but no later than the day of birth. The period of study interruption during maternity leave, or more precisely parental leave the student proposes himself/herself. However, this period may not exceed three years.
3. The application for the interruption of the study may be submitted before the beginning of the academic year after proving the fulfilment of obligations for the previous academic year or at the beginning of the summer semester after proving the fulfilment of obligations for the previous semester of the relevant academic year. For serious, especially health reasons, the Dean/Rector may interrupt the student's studies even if the above conditions are not met. The interruption of the study lasts until 31 January or 31 August of the year. Study interruption period is not included in the standard study length and is recorded in the MAIS.
4. On the day of the interruption of studies, the student loses the status of a student according to the Law. The student cannot receive an evaluation and credits cannot be awarded.
5. The right to re-enrol the student arises after the expiration of the period for which the study was interrupted. After the period of study interruption, the student is obliged to register at the study department of the Faculty and register. If he/she does not do so within the specified time set for enrolment in the next part of the study, the procedure is pursuant to Article 24 of this Study Rules. If the reasons for the interruption of studies cease to exist, the Dean/Rector may, upon a written request, terminate the interruption of studies even before the expiry of the period of interruption of studies.
6. If there is a legislative change in the study conditions during the interruption of the study, the new legal regulations apply to the student after his/her re-enrolment.

Article 41

Change of Study Programme, Change of Form of Study and Enrolment of Students (Transfer) from another University

1. A change in the study programme concerns students enrolled in a study programme carried out at a University or its Faculties.
2. Upon the written request of the student, a change of the study programme may be permitted by the Dean if the study programme is implemented at the Faculty or the Rector, if the study programme is implemented at the University, in the following cases:
 - a) the application was submitted no later than the end of the second year of study;
 - b) in case of related study programmes (proximity relationship is defined in the description of the branch of study and study programme);
 - c) the student must have fulfilled the obligations to progress to the next year of study pursuant to Article 35 par. 10;
 - d) the supervisor and the guarantor of the study programme must agree with the change of the study programme;
3. Administrative consent to the change of the study programme is issued by the Dean or Rector, if the study programme is implemented at the University, no later than thirty days after the submission of the application for the change of the study programme. The change takes effect from 1 September of the relevant calendar year.
4. Upon written request, the Dean/Rector may authorize a change in the form of study after the following conditions have been met:
 - a) a written request for a change in the form of the study must be submitted no later than 31 August of the relevant calendar year;
 - b) the student must have fulfilled the study obligations during the control after the relevant period of the study;
 - c) the change of the form of the study must be agreed by the guarantor of the study programme and the supervisor;
 - d) if it is a change of the form of study from full-time to part-time form of study, the student is obliged to pay tuition fees (according to the current price list) within seven days of delivery of the decision on changing the form of the study;
 - e) when deciding, the Dean/Rector takes into account the capacity of the Faculty, or more precisely the capacity of the University.

Article 42

Termination of the Doctoral Study

1. The Doctoral study ends with the defence of the Dissertation thesis. For the proper termination of the study, the doctoral student must apply for a defence pursuant to Article 34 par. 1 letter a). If the defence has not taken place by then, the standard length of study for the doctoral student may be extended by a maximum of two years, in full-time form without the right for a scholarship.

2. The overall result of the study is determined pursuant to Article 23. par. 20.
3. The provision of scholarships for doctoral students in the full-time form of study ends on the day of the first defence of the Dissertation thesis or on the day of another end of study.
4. In addition to the proper termination of the study, the study shall be finished:
 - a) by abandoning the study;
 - b) by failure to complete the study within the term determined pursuant to Section 65 par. 2 of the Act;
 - c) by expelling from the study for non-fulfilment of the requirements arising from the study programme, the individual study plan and the Study Rules of the University;
 - d) by expelling from the study pursuant to Section 72 par. 2 letter c) of the Act;
 - e) by cancellation of the study programme pursuant to Section 87 par. 2 of the Act, if the student does not accept the offer to continue studying another study programme;
 - f) by death of the student.

Part Four

Common, Transitional, and Final Provisions

Article 43

Common Provisions

1. The performance of rights and obligations arising from the Law must be in accordance with good morals.
2. Plagiarism is considered an offense and it is a subject to disciplinary action.
3. Final theses (Bachelor, Diploma, Rigorous, Dissertation) are archived in accordance with applicable regulations.
4. The student is obliged to upload an electronic version of the final thesis and fill in its analytical sheet by entering the data into the system of registration of final theses in the period according to the schedule determined by the Rector.
5. The Faculty may, if it decides that it needs to amend these Study Rules in more detail on its own terms, issue the Study Rules of the Faculty. The Study Rules of the Faculty must be in accordance with the provisions of these Study Rules. The study programmes carried out at the Faculties will be in accordance with these Study Rules by the beginning of the next academic year following the entry into force of these Study Rules.
6. Individual Faculties or scientific and pedagogical departments may issue methodological guidelines and principles concerning the specification of the requisites and criteria for the evaluation of final theses, taking into account the specifics of individual branches of study. These methodological guidelines and principles must be in accordance with the generally binding regulations and internal regulations of the University.

Article 44
Final Provisions

1. The Study Rules of the University of Presov in Presov approved by the Academic Senate of the University of Presov in Presov on December 13, 2016 are repealed.
2. The Study Rules were approved by the Academic Senate of the University of Presov in Presov on September 24, 2018.
3. The Study Rules come into force and effect the day after their approval by the Academic Senate of the University of Presov in Presov.

Presov, September 24, 2018

PaedDr. Helena Galdunová, Ph.D.
Chairperson of the AS of UP

Dr. h. c. prof. PhDr. Peter Kónya, PhD.
Rector of the UP

Annex 1

Calculation of weighted study average

$$VSP = \frac{\sum_i K_i . C_i}{\sum K_i}$$

where K_i , is the credit rating of the subject, C_i , is the mark value of the i-th subject. The summation is performed over all completed subjects for a specified period.