DECREE No. 614/2002 of Law Code of Ministry of Education of the Slovak Republic of 27 September 2002 on the credit system of study

The Ministry of Education of the Slovak Republic (hereinafter referred to as the "Ministry") according to Section 20 Clause 1 Letter e), Section 62 Clause 4 and Section 68 Clause 4 of the Act No. 131/2002 of the Law Code on Higher Education and on the Change and Supplement to Some Acts (hereinafter referred to as the "Act") sets out:

Section 1

Basic provisions

The present Decree specifies the structure of information on possibilities of study in a higher education institution, sets out general guidelines for introduction and application of the credit system of study and defines data to be included in the Diploma Supplement.

Section 2

The structure of information on possibilities of study in a higher education institution

(1) Information on possibilities of study in a higher education institution [Section 20 Clause 1 Letter e) of the Act] shall contain, in particular

- a) name and seat of the higher education institution, information on its organization structure, names of coordinators (Section 75 Clause 11 of the Act), information on organization of academic year, information on the mode of application for the study and the mode of matriculation,
- b) orientation information on residence registration with the police, on possibilities of accommodation, on health insurance, and on the provision of healthcare, on libraries, on possibilities of leisure time spending and on costs of the stay and living in the Slovak Republic,
- c) general characteristics of study programmes offered,
- d) detailed information on study programmes offered, including information sheets on course units,
- e) information on possibilities of obtaining academic degrees and acquiring qualification,
- f) information on study-related expenses.

(2) The information packages shall be prepared by the higher education institution in the official language and English language.

Section 3 Study programme units and subjects

(1) The study programme shall be divided into subjects (hereinafter referred to as "subject"). The subject is constituted of a study programme unit (Section 51 Clause 2 of the Act) or a group of study programme units oriented at provision of education in the given area (for example, lecture and the corresponding exercise).

(2) The basic data on the subject are the data according to table indicated in Annex 1.

(3) The subjects included in the study programme shall be divided according to their obligation to be undertaken, as follows:

- a) compulsory their successful completing is a prerequisite of successful completion of a part of the study or the entire study programme,
- b) compulsorily optional the successful completion of a part of study or the entire study programme is conditional on successful completing a specified number of subjects according to student's choice in the framework as set out by the study programme,
- c) selective the other subjects, which the student can choose from to complete his/her study course and thus to obtain sufficient number of credits in the given part of study (Section 51, Clause 4 Letter i) of the Act),

(4) The subjects included in the study programme shall be 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) or other subjects,
- b) the subjects without any connection to other subjects; registration for such a subject is not conditional on completing another subject.
 - (5) Final thesis is considered as a subject.
 - (6) State examination (Section 63 Clause 1 of the Act) is not considered as a subject.

Section 4

Credits, their accumulation and transfer

(1) Any subject to be assessed upon completing shall be assigned a number of credits in the study programme, which the student shall receive upon its successful completion. Number of credits assigned to the subject shall correspond to number of credits assigned to the study programme units (Section 62 Clause 2 of the Act) constituting a subject (Section 3, Clause 1), and shall express the amount of work required for its successful completion.

⁽²⁾ A student may receive credits for the subject only once during his/her study.

(3) The accumulation of credits shall mean calculating credits received for successful completion of subjects at the time in which the student was enrolled into the study course of one study programme. The credits calculated are those received

- a) within the framework of pursuing the study programme in case of its due completion (Section 65 of the Act),
- b) within the framework of a period of study completed in different faculty of the higher education institution,
- c) within the framework of a period of study completed in different higher education institution in the Slovak Republic or a higher education institution abroad, being formally provided for with the credit transfer requirements according to Section 7.

Section 5 Registration for and completion of subjects

(1) By the registration for the subjects the student shall determine which part of duties prescribed by the study programme he/she wants to complete in the next period of study to which the registration is related (trimester, semester or academic year).

(2) The student shall register for the subjects in such a way as to accumulate sufficient number of credits required for their successful completion in the given period that will allow him/her to continue in his/her studies.

(3) The student may repeatedly register during his/her study for the compulsory subject, which he/she failed to pass. After the second unsuccessful attempt to complete the compulsory subject the student shall be dismissed from the study (Section 66 Clause 1 Letter c) of the Act).

(4) The student may repeatedly register during his/her study for the compulsorily optional subject, which he/she failed to pass, or he/she may register for another compulsorily optional subject instead. After the second unsuccessful attempt to complete the compulsorily optional subject the student shall be dismissed from the study (Section 66, Clause 1, Letter c) of the Act).

(5) The student may repeatedly register during his/her study for the selective subject, which he/she failed to pass, or he/she may register for another selective subject instead. If the student accumulates sufficient number of credits he/she need not register for any selective subject.

(6) The higher education institution or a faculty, if the study programme is performed at the faculty, shall determine a recommended study plan for each study programme. The recommended study plan is compiled in such a way as to enable the student to meet by its completing all conditions for successful finishing his/her study within the framework of the standard length of study corresponding to the study programme (Section 51, Clause 4, Letter h) of this Act).

Section 6 Assessment of study results

(1) The assessment of the student's study results within the framework of the subject course shall be carried out, particularly, through

- a) continuous control of study results during taught courses of the given period of study (test questions, tests, assignments for independent work, coursework, seminar papers, etc.),
- b) examination for the given period of study.

(2) The completion of a subject shall be assessed by grading scales. A grade expresses the quality of knowledge or skills achieved in agreement with the subject aim, as indicated in the information sheet of the subject.

(3) Grading shall be carried out according to grading scale made up of six grades:

- a) A excellent (outstanding performance) = 1
- 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

(4) If a higher education institution or faculty uses its own grading system, it is obliged to define the transfer of its institutional grading system to the grading scale under Clause 3.

(5) The student shall obtain credits for the subject, if his/her results have been assessed by some of the grades in the grading scale from A to E.

(6) A higher education institution or faculty, if the study programme is performed in the faculty, may decide at selected subjects that they will not be assessed by grades and it may set different criteria for their successful completing as a condition for obtaining credits.

(7) For evaluation of overall study results of the student in the given period a course weighted average shall be used. The calculation shall be done in such a way that the products of number of credits and numerical assessment shall be summed up in the period assessed according to Clause 3 for all subjects registered by the student and the result shall be divided by total number of credits obtained by the student for the given period. For the subjects, which the student registered and did not complete, grade 4 shall be counted in the course weighted average. The subjects, which are not assessed by grades (Clause 6), shall not be included in calculation of the student's course weighted average.

Section 7 Formal requirements of credit transfer

(1) Completion of a period of study at another higher education institution shall be formally conditioned by

a) student exchange application form the pattern of which is appended in Annex 2,

b) study agreement the pattern of which is appended in Annex 3,

c) transcript of records the pattern of which is appended in Annex 4.

(2) The study contract shall be concluded between the student, the delegating higher education institution and the receiving higher education institution before entry of the student into the receiving higher education institution.

(3) The subjects completed in the receiving higher education institution shall be recognized to the student by the delegating higher education institution on the basis of transcript of records prepared for the student by the receiving higher education institution upon termination of his/her study. The transcript of records shall become a part of the student's personal study documentation kept by the higher education institution.

Section 8 Diploma Supplement

(1) Pattern of the Diploma Supplement is shown in Annex 5.

(2) A constituent part of the Diploma Supplement shall be information on the system of higher education in the Slovak Republic to be prepared and released by the Ministry.

Section 9 Use of the credit system in study programmes of the third level

The use of the credit system in the study programmes of the third level shall be referred to in the provisions of this Decree appropriately.

Section 10 Efficacy

This Decree shall come into force on 1st November 2002.

Peter Ponický, signed in his own hand

ANNEX TO DECREE NO. 614/2002 LAW CODE

PATTERN

Name of higher education institution, name of faculty:

Information sheet on course unit						
Code:	Name:					
Field of study:						
Guaranteed by:		Delivered by:				
Study period of the course unit:	Form of instruction (lect Recommended scope of t	ure, seminar, laboratory course):	Number of credits:			
course unit:	Weekly:	For the period of study:	creuits.			
		L C				
Conditioning course u	nits:					
		•				
Mode of assessment a	nd completing the course u	at:				
Continual assessment	(e.g., test, independent worl	s):				
Final evaluation (e.g.	examination, final thesis):					
Final Cvaluation (C.g.,	examination, mai thesis).					
Aim of the course unit						
Ann of the course unit	•					
Brief course unit prog	pramme:					
Difer course and prog						

Literature:

Signature of the guarantor and date of last edition of the sheet:

ANNEX 2 TO DECREE 614/2002 OF LAW CODE

ECTS – EURÓPSKY SYSTÉM TRANSFERU KREDITOV ECTS - EUROPEAN CREDIT TRANSFER SYSTEM

Prihláška na výmenné štúdium *student exchange study application form*

Fotografia (PHOTO)

AKADEMICKÝ ROK:/	
(Academic year)	
ŠTUDIJNÝ ODBOR:	•
(Study branch):	

Vyplňte čiernou farbou, aby sa uľahčilo kopírovanie a faxovanie. (Fill in black to facilitate copy and telefax.)

Vysielajúca vysoká škola (Delegating higher education institution)

Názov a celá adresa: (Name and full address):

Fakultný koordinátor - meno a priezvisko, telefón, fax, e-mail:

(Faculty coordinator – name, telephone and telefax numbers, e-mail box):

Inštitucionálny koordinátor – meno a priezvisko, telefón, fax, e-mail: (Higher education institution coordinator – name, telephone and telefax numbers, e-mail box):

.....

VZOR

Osobné údaje študenta (vypĺňa študent)

STUDENT'S PERSONAL DATA (to be completed by the student applying)

Priezvisko (Family name):	Meno (First name):
	•••••••••••••••••••••••••••••••••••••••
Dátum narodenia (Date of birth):	Trvalý pobyt (ak je adresa odlišná):
	[Permanent address (if different)]:
Pohlavie (Sex): Štátna príslušnosť (Nationality): Miesto narodenia (Place of birth):	
Súčasná adresa (Present address):	Tel.:
Adresa platí do (Address is valid until): Tel.:	

Zoznam inštitúcií, ktoré dostanú túto prihlášku

(v poradí podľa preferencie)

LIST OF INSTITUTIONS RECEIVING THIS APPLICATION FORM (in order of preference)

Inštitúcia	Krajina	Obdobie štúdia		Obdobie štúdia Trvanie															
(Institution)	(Country)	(Period of study)		(Period of study)		(Period of study)		(Period of study)		(Period of study)		(Period of study)		(Period of study)		(Period of study)		(v mes.)	kreditov
		od (from)	do (to)	[Duration of stay (months)]	(N° of expected credits)														
1																			
2					·····														
3																			

Meno a priezvisko študenta (Full name of student):
Vysielajúca vysoká škola (Delegating institution):
Krajina (Country):

Stručne vysvetlite dôvody, prečo chcete študovať v zahraničí. (Briefly explain the reasons why you wish to study abroad.)

Jazykové znalosti LANGUAGE COMPETENCE

Materinský jaz	yk (Mother tongue):		
	n študent študuje na domác on):	• • •	
Iné jazyky (Other	V súčasnosti študujem tento jazyk	Môžem študovať v tomto jazyku	Po príprave by som mohol študovať v tomto jazyku
languages)	(I am currently studying this language)	(I have sufficient knowledge to study in this language)	(I could study after extra preparation)

Pracovné skúsenosti spojené so súčasným štúdiom *WORK EXPERIENCE RELATED TO CURRENT STUDY (if relevant)*

áno/yes

nie/no

áno/yes

nie/no

	Adapta - 185		and the second
Typ práce	Podnik/Organizácia	Dátum	Krajina
(Type of work experience)	(Firm/Organisation)	(Date)	(Country)
			••••••

Predchádzajúce a súčasné štúdium *PREVIOUS AND CURRENT STUDY*

	Akademický titul po skončení súčasného š (Diploma/degree for which you are currently stud		
	Počet skončených ročníkov pred odchodom (Number of higher education study years prior to		pobyt: l):
	Študovali ste už v zahraničí?		
	(Have you already been studying abroad?)	áno □ (yes)	nie \square (no)
	Ak áno, kedy? Na akej inštitúcii?	.5 /	
	(If yes, when? At which institution?)		
1. 1.00000-00000	Priložený Výpis výsledkov štúdia obsahuje nie sú známe v čase podávania prihlášky, l		chádzajúcom a súčasnom štúdiu. Údaje, ktoré dodatočne.
	(The attached Transcript of records includes full a	details of previou	s and current higher education study. Details not known at

the time of application will be provided at a later stage.)

áno/yes

.

nie/no

Chcete požiadať o mol	bilitný grant,	ktorý by po	kryl va	še dodatoč	né výdav	ky poča	ıs študijn	ého pobytu	
v zahraničí?									

(Do you wish to apply for a mobility grant to assist towards the additional costs of your study period abroad?)

áno 🗖	nie 🗖		
(yes)	(no)		

Prijímajúca vysoká škola (Receiving higher education institution):				
Týmto potvrdzujeme prijatie: Prihlášky na výmenné štúdium, návrhu Zmluvy o štúdiu a Výpisu výsledkov štúdia kandidáta. (We hereby acknowledge receipt of the application, the proposed study agreement and the candidate's transcript of records.) Uvedený študent □ je predbežne prijatý na štúdium				
(The above-mentioned student is)	(provisionally accepted at our institution) nie je prijatý na štúdium (not accepted at our institution)			
Podpis fakultného koordinátora: (Faculty coordinator's signature):	Podpis inštitucionálneho koordinátora: (Higher education institution coordinator's signature):			
Dátum (Date):	Dátum (Date):			

ANNEX 3 TO DECREE 614/2002 OF LAW CODE

VZOR

ECTS – EURÓPSKY SYSTÉM TRANSFERU KREDITOV ECTS – EUROPEAN CREDIT TRANSFER SYSTEM

Zmluva o štúdiu

STUDY AGREEMENT

AKADEMICKÝ ROK:	
(Academic year):	
ŠTUDIJNÝ ODBOR:	
(Study branch):	

Meno a priezvisko študenta (Full name of student):

Vysielajúca vysoká škola (Delegating higher education institution):

Krajina (Country):

Navrhovaný študijný plán Details of the proposed study programme abroad

Prijímajúca vysoká škola (Receiving higher education institution):

Krajina (Country):

Kód predmetu a číslo strany v Informácii o možnostiach štúdia [Course unit code (if any) and page no. of the information package]	Názov predmetu (ako je uvedený v Informácii o možnostiach štúdia) [Course unit title (as indicated in the information package)]	Počet kreditov (Number of credits)

Ak je to potrebné, pokračujte na ďalšom liste papiera. (If necessary, continue the list on a separate sheet.)

Podpis študenta (Student's signature): Dátum (Date):

Vysielajúca vysoká škola (Delegating higher education institution):				
Potvrdzujeme, že navrhovaný študijný plán bol schválený.				
(We confirm that the proposed programme of study agreement is approved.)				
Podpis fakultného koordinátora: Podpis inštitucionálneho koordinátora:				
(Faculty coordinator's signature):	(Higher education institution coordinator's signature):			
Dátum (Date): Dátum (Date):				

Prijímajúca vysoká škola (Receiving higher ed	lucation institution):			
Potvrdzujeme, že navrhovaný študijný plán bol schválený.				
(We confirm that this proposed programme of study agreement is approved.)				
Podpis fakultného koordinátora: Podpis inštitucionálneho koordinátora:				
(Faculty coordinator's signature):	(Higher education institution coordinator's signature):			
Dátum (Date): Dátum (Date):				

Zmeny navrhovaného študijného plánu CHANGES TO ORIGINAL PROPOSED STUDY PROGRAMM

Vyplňte, len ak je to relevantné. (Fille in only if appropriate.)

Kód predmetu a číslo strany v Informácii o možnostiach štúdia [Course unit code (if any) and page no. of the information package]	Názov predmetu (ako je uvedený v Informácii o možnostiach štúdia) [Course unit title (as indicated in the information package)]	Zrušený predmet (Deleted course unit)	Nový predmet (Added course unit)	Počet kreditov (Number of credits)

Ak je to potrebné, pokračujte na ďalšom liste papiera. (If necessary, continue the list on a separate sheet.)

Podpis študenta (Student's signature): Dátum (Date):

Vysielajúca vysoká škola (Delegating higher education institution):				
Potvrdzujeme, že uvedené zmeny v študijnom pláne boli schválené.				
(We confirm that the above-listed changes to the initially agreed programme of study are approved.)				
Podpis fakultného koordinátora: Podpis inštitucionálneho koordinátora:				
(Faculty coordinator's signature):	(Higher education institution coordinator's signature):			
Dátum (Date): Dátum (Date):				

Prijímajúca vysoká škola (Receiving higher educat	tion institution):			
Potvrdzujeme, že uvedené zmeny v študijnom pláne boli schválené.				
(We confirm that the above-listed changes to the initially agreed programme of study are approved.)				
Podpis fakultného koordinátora: Podpis inštitucionálneho koordinátora:				
(Faculty coordinator's signature):	(Higher education institution coordinator's signature):			
Dátum (<i>Date</i>): Dátum (<i>Date</i>):				

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ECTS – EURÓPSKY SYSTÉM TRANSFERU KREDITOV

ECTS – EUROPEAN CREDIT TRANSFER SYSTEM

Výpis výsledkov štúdia TRANSCRIPT OF RECORDS

Vysielajúca vysoká škola (Delegating higher education institution):
Fakulta/Katedra (Faculty/Department of):
Fakultný koordinátor (Faculty coordinator):
Tel.:
Údaje o študentovi (Student's record)
Priezvisko (Family name): Meno (First name):
Dátum a miesto narodenia (Date and place of birth):
Pohlavie (Sex):
Dátum zápisu (Matriculation date):Identifikačné číslo (Matriculation number):
Prijímajúca vysoká škola (Receiving higher education institution):
Fakulta/Katedra (Faculty/Department of):
Fakultný koordinátor (Faculty coordinator):
Tel.:

Kód predmetu (Course unit code) (1)	Názov predmetu (Title of the course unit)	Trvanie predmetu (Duration of course unit) (2)	Miestna známka (Local grade) (3)	Známka (Grade) (4)	Kredity (Credits) (5)

K (1) (2) (3) (4) (5) pozri vysvetlenie d'alej. (See explanation further.)

Počet kreditov spolu (Total):

Udelený diplom/titul (*Diploma/degree awarded*):

Dátum	(Date):		

Podpis dekana/študijného oddelenia (Signature of the dean/administration office):

Pečiatka vysokej školy/fakulty (Stamp of higher education institution):

Poznámka: Tento dokument je neplatný bez podpisu dekana/študijného oddelenia a oficiálnej pečiatky vysokej školy/fakulty.

(Notice: This document is not valid without the signature of the dean/administration officer and the official stamp of the higher education institution/faculty.)

- (2) Trvanie predmetu (Duration of course unit): Y = 1 celý akademický rok (1 full academic year) 1S = 1 semester (1 semester) 1T = 1 trimester (1 term/trimester) 2T = 2 trimestre (2 terms/trimesters)
- (3) Popis klasifikačnej stupnice vysokej školy (Description of the institutional grading system):
- (4) Klasifikačná stupnica (Grading scale):

Známka (Grade)	% úspešných študentov zvyčajne dosahujúcich tento stupeň (% of successful students normally achieving the grade)	Definícia (Definition)
A	10	VÝBORNE – vynikajúce výsledky s minimálnymi chybami (EXCELLENT – outstanding performance with only minor errors)
В	25	VEĽMI DOBRE – nadpriemerný štandard s nejakými chybami (VERY GOOD – above the average standard but with some error)
С	30	DOBRE – vo všeobecnosti dobrá práca s istým množstvom chýb (GOOD – generally sound work with a number of notable errors)
D	25	USPOKOJIVO – prijateľné, ale so značnými nedostatkami (SATISFACTORY – fair but with significant shortcomings)
E	10	DOSTATOČNE – výsledky spĺňajú minimálne kritériá (SUFFICIENT – performance meets the minimum criteria)
FX	-	NEDOSTATOČNE – aby bol pridelený kredit, vyžaduje sa dodatočná práca (FAIL – some more work required before the credit can be awarded)

(5) Kredity (Credits):

60 kreditov (credits) = 1 celý akademický rok (1 full academic year)
30 kreditov (credits) = 1 semester
20 kreditov (credits) = 1 trimester

ANNEX 5 TO DECREE NO. 614/2002 OF LAW CODE

PATTERN

DIPLOMA SUPPLEMENT

1. INFORMATION ON GRADUATE OF THE HIGHER EDUCATION INSTITUTION

1.1. Family name(s):
1.2. First name(s):
1.3. Date of birth (day, month, year):
1.4. Student identification number or code:
2. INFORMATION ON RECEIVED EDUCATION
2.1. Title of diploma received upon completing the study and the academic degree awarded (in Slovak language):
2.2. Field of study pursued:
2.3. Name and status of awarding institution (in Slovak language):
2.4. Name and status of institution (if different from 2.3.) administering studies (in Slovak language):
2.5. Language(s) of instruction/examination:
3. INFORMATION ON THE LEVEL OF HIGHER EDUCATION
3.1. Level of higher education:
3.2. Standard length of programme:
3.3. Admission requirements:
4. INFORMATION ON THE CONTENTS AND RESULTS GAINED
4.1. Form of study:
4.2. Data on study programme:
4.3. List of course units pursued and grades/credits obtained (according to transcript on records):
4.4. Grading scale:
4.5. Overall classification (in Slovak language):
5. INFORMATION ON THE FUNCTION OF EDUCATION
5.1. Access to further study:

5.2. Professional status in the system of professional qualifications (if applicable):.....

6. ADDITIONAL INFORMATION

6.2. Further information sources:
7. CERTIFICATION OF THE SUPPLEMENT
7.1. Date:
7.2. Signature:
7.3. Capacity:
7.4. Official stamp or seal:

8. INFORMATION ON THE HIGHER EDUCATION SYSTEM IN THE SLOVAK REPUBLIC