

**THE UNIVERSITY OF PRESOV**

**STUDY RULES OF**  
**the University of Presov in Presov**

**2024**

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# **STUDY RULES OF THE UNIVERSITY OF PRESOV**

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**

#### **Art. 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.

#### **Art. 2 Definitions of Key Terms**

1. The field of study is an area of knowledge that can be the subject of higher education in any of its three levels and is defined by content that is characterised in particular by the areas and range of knowledge, skills and competences that define the graduate.
2. The study programme is a set of courses consisting of educational activities, which are mainly lectures, seminars, workshops, final theses, project works, laboratory works, internships, field trips, practical trainings, state examinations and their combinations and

a set of rules designed in such a way that successful completion of these educational activities, while maintaining the above rules, enables the student to obtain a university education. The study programme is designed to accommodate academic mobility or experience equivalent to academic mobility.

3. The teaching qualification study programme refers to the acquisition of competence to teach the relevant educational areas or the relevant teaching subjects for the defined levels of education according to the national education programmes for pre-primary education and primary education or the acquisition of competence to teach the relevant general education subjects or specific teaching subjects according to the national curriculum for education at secondary schools; translation qualification in combined study programme is the acquisition of the competence to interpret and translate into and from the respective language.
4. Teaching basics in teaching combination study programmes are a set of subjects of pedagogical-psychological base, social-scientific base, and didactic methodology of teaching subjects. The teaching basis, together with the combination of the two qualifications, constitutes a combined teacher education programme.
5. The translational basics in translation and interpreting combination study programmes are a set of subjects of translational basics. The translational basics, together with the combination of the two qualifications, form the translation combination study programme.
6. A profile study subject is a study subject of a study programme which contributes in a fundamental way to the achievement of the graduate profile, i.e., the objectives and learning outcomes of the study programme in question.
7. Student's study plan determines the time and content sequence of study subjects and the forms of assessment of study results.
8. A recommended study plan is compiled based on 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.
9. 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 24 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.
10. The study plan is compiled within the specified rules in accordance with the Study Rules by the student himself or herself or in cooperation with a tutor, or with a study advisor.
11. Credits are numerical values assigned to subjects, expressing the amount of work required to obtain the prescribed learning outcomes.
12. 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.

13. In case of a study programme carried out at University, in matters usually decided by the Dean, in this particular case, it is the Rector who decides.
14. The student receives university education in the study field through studying according to the accredited study programme in the defined field of study. The study programme can also be carried out in a combination of two study fields.
15. 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.
16. 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.
17. 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.
18. The core Faculty is the Faculty to which the applicant sends an application and to which he or she is enrolled after admission. A university organizational unit can also be a core organizational unit.

## **Part Two**

### **Study in Bachelor, Master Study Programmes and Programmes Combining the First and Second Degrees**

#### **Art. 3**

#### **Basic Conditions for Admission to Studies**

1. The university degree in the study field or a combination of study fields 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 Master (Magister) 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. In the case of persons granted asylum, subsidiary protection or temporary refuge, the condition can be proved by an affidavit and a general academic aptitude test. The details shall be determined by the internal regulations of the University or Faculty.

4. The basic condition for admission to the second degree study according to Section 56 par. 3 of the Higher Education Law is a completed 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.

#### **Art. 4**

##### **Additional Requirements for Admission to Studies**

1. If the study programme is conducted at a Faculty, the University may upon the proposal of the Faculty determine additional requirements for admission to study in order 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 Law 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 for university studies are defined by the university organizational unit where the programme is conducted, typically following the latest admission conditions.
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.

#### **Art. 5**

##### **Making the Conditions of Admission to Studies Public**

1. Faculty or University shall publish on time, no later than two months before the deadline for submission of application forms, the time-limit for submission of application forms, conditions of admission, the date, 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. Faculty or University shall also publish information on the number of applicants planned to be admitted to the particular study programme. Information shall be published by Faculty on the University or Faculty website.
2. The entrance examination is conducted 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 from the Dean or Rector.

4. The Faculty or University is obliged to provide the applicant with information on whether the study he or she is applying for meets the requirements for the coordination of education for the purposes of mutual recognition of qualifications according to special regulations.

## **Art. 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. In addition to the written application, which is obligatory in case the Faculty requests it, the application form may be sent electronically without the certified 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. 7 and Section 73a par. 15 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 add the missing data and documents in the application form. If the applicant fails to remove the deficiencies 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 heads and the members of the Entrance Examining Boards.
5. The Faculty shall send the applicant an invitation to entrance examination no later than fourteen days prior to the examination date.

## **Art. 7**

### **Decision on Admission to Studies**

1. The Dean or Rector decides on admission to a studies 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, reason, and information on the possibility to submit an application for a 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, can be conditionally admitted to studies on condition that he is required to prove compliance with fulfilment of basic conditions for admission by the date of registration to study at the latest.
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 Faculty during fifteen days. The last day of the period is considered as the day of delivery.



**Art. 8**  
**Review of the Decision**

1. The applicant having received a decision on non-admission to the study has the right to consult the documentation of his or her admission procedure upon request.
2. Applicant may submit a request for a review of the admission procedure's decision. The applicant may submit a request for a review of the admissions decision (hereinafter referred to as 'the decision') in writing within eight days of the date of receipt of the decision. The application shall be submitted to the authority which issued the decision, that is, to the Dean or, in the case of university departments, to the Rector.
3. The Dean may grant the request if he or she finds that the decision was made in violation of the Law, an internal regulation of the University or the Faculty, or other conditions of admission to studies. Otherwise, he or she shall refer the application to the Rector.
4. The Rector shall establish a committee and appoint its members to study the decision.
5. Within fifteen days of receipt of the request for review of the decision, the Faculty shall forward to the committee established under par. 4 all materials of the applicant that are necessary for the review of the decision.
6. 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 or she shall reject the request and confirm the original decision.
7. If the decision on non-admission to study was issued by the Rector, he or she may grant the request by himself or 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 or 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.
8. The response to the applicant for review of the decision shall be sent within thirty days from delivery of the application for review of the decision.

**Art. 9**  
**Enrolment and Admission to Studies**

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 applicant's enrolment shall be determined by the university or Faculty, in case of a university study programme, and admitted applicants shall be notified. The right of the applicant, conditionally admitted to studies, to enrol on the study shall lapse, if he or she fails to provide the data proving the fulfilment of the basic conditions for admission no later than on the day set for enrolment.
2. The applicant admitted to study shall become a student on the day of enrolment on the study. The administrative enrolment is held at the Faculty or University where the study

programme is conducted. Enrolment of admitted students may also be carried out prior to 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 or she announces the Faculty in writing by 31 August prior to the beginning of this academic year that he or she cancels his or 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 University or Faculty and agreements with other legal entities.
4. The students of the health care study programmes are issued additional documentation of studies, the journal of clinical practice, prior to the beginning of the clinical practice that is a compulsory part of the study.
5. A higher education institution may accept a student of another higher education institution, including a higher education institution based outside the territory of the Slovak Republic, for a part of studies, usually of one semester, without an admission procedure in accordance with the conditions of the exchange programme or based on an agreement between the receiving higher education institution and the sending higher education institution.
6. A student admitted to study pursuant to par. 5 shall have the rights and obligations of a student of a higher education institution, considering the terms of the exchange programme or the agreement between the receiving higher education institution and the sending higher education institution.
7. The higher education institution shall issue the student with a confirmation that he or she is a student of the higher education institution and shall indicate the period during which his or her studies are to last. The higher education institution shall issue the student with a student card if it cannot be replaced by a similar document of studies issued by the sending higher education institution.
8. A higher education institution may only accept, pursuant to par. 5, a student of another higher education institution who, by his or her studies at the higher education institution, will continue the studies commenced at the other higher education institution and will return to and complete his or her studies at the sending higher education institution at the end of his or her study stay.
9. Paragraphs 1 to 4 shall not apply to students who, during their studies, take only some courses in the relevant part of the academic year at another higher education institution and take the remaining courses in the relevant academic year at the higher education institution to which they have been admitted pursuant to Section 58.

## **Art. 10**

### **Levels, Forms and Methods of Study**

1. The University provides education in study programmes of three degrees:
  - a) Bachelor study programme as the first degree study programme,
  - b) Master study programme as the second degree study programme or study programme combining the first and second degrees of study,
  - c) Doctoral study programme as the third degree study programme.

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 conducted by:
  - a) attendance method, which is based on a direct contact between teacher and student,
  - b) distance method, where the direct contact is replaced by means of information and communication technologies,
  - c) combined method.
6. In times of crisis and emergencies, educational activities conducted by the attendance method may be conducted by the distance method.

#### **Art. 11**

#### **Bachelor and Master Degree Study and Combined First and Second Degree Study**

1. The Bachelor study programme as the study programme of the first degree is aimed at the acquisition of theoretical and practical knowledge based on the current state of science or 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 the second degree higher education.
2. The graduates of the Bachelor study programme receive higher education of the first degree.
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) three or four academic years in a part-time study in compliance with the valid accreditation.
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 minimum 180 credits.
5. The study programme of the second degree is aimed at acquisition of theoretical and practical knowledge based on the current state of science, technology or 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 Doctoral study programme.
6. Graduates of combined the first and second degree study programmes and graduates of the second degree study programme receive university education of the second degree.
7. The standard length of the study programme combining the first and second degree of education including the practical training is:

- a) five, or six academic years in full-time study in compliance with the valid accreditation,
  - b) five to seven academic years in part-time study in compliance with the valid accreditation.
8. The number of credits, the achievement of which is a prerequisite for the regular completion of studies, for a study programme combining the first and second degree of education with a standard length of study is at least 300 credits.
  9. The standard length of second degree study programme including the practical training is:
    - a) two academic years in full-time study,
    - b) two or three academic years in part-time study in compliance with the valid accreditation.
  10. The total number of credits, necessary for a due completion of study in the second degree study programme with a standard length of study, is minimum 120 credits.
  11. The study according to a full-time study programme should not go beyond its standard length by more than two years. The study according to a part-time study programme should not go beyond its standard length by more than three years.
  12. If due to a crisis situation (extraordinary situation, state of emergency or state of urgency) a student could not properly complete his or her studies within the time limit set out in point 9, the Rector may, at the justified request of the student, grant an exceptional extension of studies beyond the scope set out in point 9 and specify the time limit by which the studies shall be extended.
  13. Exceeding the standard length of study is fee-based according to the guidelines issued by the University.

## **Art. 12**

### **Parallel Study**

1. Student who is studying two or more study programmes simultaneously in one academic year offered by a public higher education institution at the same level is obliged to pay the annual tuition fee in the second and subsequent study programme for the study in the respective academic year. If a student is subject to the obligation to pay tuition fees pursuant to Section 92 par. 5 of the Law, he or she is obliged to notify the Faculty, if he or she is enrolled in a study programme conducted at the Faculty, by 30 September of the relevant academic year in writing, by affidavit, of the decision in which study programme he or she will study free of charge in the relevant academic year, if he or she is entitled to free university studies.

## **Art. 13**

### **Subjects of Study**

1. A study programme is divided into study subjects and state exam subjects (hereinafter as “subject”).
2. Each subject lasts for one semester and is defined by its title and code. The data about the character of the subject, credits and time allocated for the subjects, teacher, requirements for enrolment, completion, and assessment of the subject, learning outcomes, contents, and recommended literature are defined in the subject description sheet that is published in the

modular academic information system. The teacher is responsible for the regular update of the information in the subject description sheet.

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 compulsorily 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. In the framework of translation combination study programmes, the structure of compulsorily optional subjects chosen by the student must be balanced, i.e., it must equally include subjects from both specializations and the translational basics, unless otherwise specified by the accredited study programme.
6. The student enrolls the optional subjects in a way that the sum of credits for optional subjects 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 first degree of study, max. 6 credits in the second degree of study). Optional subjects completed, or recognized, that exceed 5% are not included in the number of credits required for the completion of studies. All completed subjects are listed in the Diploma Supplement. It is not possible to enrol in a subject from another level of study.
7. The subjects included in the study programme are divided according to their connection with other subjects, as follows:
  - a) the subjects conditional on successful completion of other subjects; enrolment of such a subject is conditional on the successful completing of another subject (prerequisites) or other subjects,
  - b) the subjects without any connection to other subjects; enrolment of such a subject is not conditional on completing another subject (prerequisites).

#### **Art. 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. Doctoral study may also start at the beginning of the summer semester in the first year of study of the academic year.
2. The academic year is divided into the winter semester, which begins on 1 September of the calendar year, the summer semester, which begins on the first day of classes in the summer semester according to the schedule of the respective academic year, the examination period of the respective semester, and the summer holidays.
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 thirteen weeks of instruction, except for the study programmes where the scope of education is stipulated by the decrees on preparation for regulated professions or the provisions 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 conduct 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.

## **Art. 15**

### **Organization of Educational Activities**

1. The teacher is obliged to publish the subject description sheet 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 on the syllabus of lectures, plan of the seminars or workshops, compulsory and recommended literature, the requirements of continuous assessment, the requirements to successfully pass the subject, requirements for the exam, and a number of credits for the completed subject, the form of the exam and evaluation of the course. The subject description must contain an explicit section on what result of the continuous study check entitles the student to register for the examination. If a student does not meet the requirements to sit the exam, he or she fails and is evaluated with the grade FX.
2. Lessons are conducted 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 and an assessment FX, or non-pass is recorded.
5. The student has a right to complete a part of the study at another university in Slovakia or abroad. Study agreement and its duration in accordance with the type of mobility is granted by the Rector and is a subject of a tripartite agreement between the student, the university, and the receiving faculty. After mobility the part of the study is recognised by the University in accordance with the agreement, the European standard, and the European Credit Transfer System. If a student has completed part of his or 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.
6. Prior to mobility the student is obliged to sign the Agreement on transfer of credits with the department coordinator and the responsible Vice-Dean at the University or its constituent unit and shall be subject to the relevant internal regulations of the University.
7. A student who is on study mobility during the winter semester may, with the approval of

the teacher, take examinations in the courses he or she is enrolled in at the home institution for the winter semester and also during the summer semester of the academic year in question. A student who is on study mobility during the summer semester may take examinations in the courses he or she has registered at the home institution for the summer semester with the approval of the teacher until the end of the academic year in question. This exception shall also be specified in the Substitute Obligations Agreement.

## **Art. 16**

### **Monitoring of Studies and Assessment of Study Results**

1. Assessment of student's study results within study of a subject is carried out by:
  - a) continuous assessment (CA – evaluated with grades/PH-priebežné hodnotenie/),
  - b) an examination (E – evaluated with grades /S-skúška/),
  - c) pass - no pass; (P – no grading /A-absolvoval/).
2. Dates of continuous assessment are set by the teachers in agreement with the students during the first week of instruction in the relevant semester.
3. Completion of a course is assessed by a grade. The grade expresses the quality of acquired knowledge, skills, and competences in accordance with the course objectives set out in the subject description sheet.
4. Assessment of the student's learning achievements in the study is carried out using a grading scale consisting of six grading levels:
  - a) A - excellent (outstanding performance: numerical value: 1),
  - b) B – very good (above the average performance: 1,5),
  - c) C – good (average performance: 2),
  - d) D – satisfactory (acceptable performance: 2,5),
  - e) E – sufficient (performance meets the minimum criteria: 3),
  - f) FX – fail (further work is required: 4).
5. Criteria for success (percentage display of the results at the assessment of courses) for the grading levels are 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. A student shall be granted credits for a course if his or her performance has been evaluated with a minimum grade of satisfactory (3, E) or passed. If the student is graded with a grade fail (4, FX) or did not pass, the student shall not receive credits for the course.
7. 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.
8. The subject is graded fail (4, FX) when the student:
  - a) registered for an exam or a re-take date of the continuous assessment, failed to attend and had not excused himself or herself within two days following the exam date, or the

- reasons for non-attendance were not approved by the examiner,
  - b) withdrew from the final assessment,
  - c) was excluded from the final assessment 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.
9. The main reasons for exclusion from the evaluation of the subject by exam or continuous assessment are:
    - a) the use of unauthorized documents and aids,
    - b) obtaining information from other persons,
    - c) providing information to other exam takers,
    - d) cheating.
  10. 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 in which he or she enrolled for the course. If the student does not meet the criteria for successful completion of the course, he or she is assessed with a grade level fail (4, FX) and has the right to one re-take 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 during the examination period.
  11. 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 passed the course, he or she has the right to re-enrol the course once again.
  12. The conditions for passing the exam must be listed in the subject description sheet. If the student is graded fail (4, FX), the subject was not completed successfully. Following the recommended study plan, a student shall take a maximum of ten examinations per academic year of study.
  13. Student has the right for two re-takes of the subject he or she enrolled within the published examination dates and the academic year schedule. In case student requests v may retake the exam even if the examination was successfully passed in regular date by the student. A re-take term is posted in MAIS and the student is assessed with the grade of the last term taken.
  14. Examinations are conducted in the examination period according to the valid schedule in the relevant academic year, no later than by the end of the examination period. If a student is evaluated with a grade fail (4, FX) in the regular term, he or she has the right to take the exam in the re-take term. If a student obtains an insufficient evaluation in the first re-take term (4, FX), he or she has the right to take the exam in the second re-take term, no later than by the end of the examination period of the given semester. If a student does not pass the subject successfully in the second re-take term, he or she has the right to re-enrol it once more. If a student does not successfully complete the course after the re-enrolment in the relevant examination period, v is excluded from the study.
  15. The examiner shall list enough terms (minimum five terms) that are evenly spread within the examination period of the semester. The examiner has the right to limit the number of students per term. The number of students per term may be limited but it must be stated so at the time of its publishing.



16. The examiner publishes the dates for examinations via MAIS no later than seven days prior to the beginning of the examination session.
17. Student must register for the exam or withdraw from the exam no later than one day prior to the exam via MAIS.
18. As a rule, students take examinations with the teacher who provided the course instruction. The head of the scientific-pedagogical department, on the proposal of the person responsible for the study programme, may entrust more than one teacher with the examination of a given subject.
19. 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. In case of students who are in their final year of study, the teacher records the evaluation for the summer semester at the latest on the day the examination period ends. 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 following the end of the respective semester. In case of detected discrepancies, the student contacts the teacher. At the end of the examination period, the teacher is obliged to submit a report of the final evaluation to the head of the department who, after inspection, summarizes the reports and delivers them to the study department.
20. Based on the student's written request, the Vice-Dean or Vice-Rector for Education may, in justified cases, allow an examination or continuous assessment to be taken at a re-take date in the presence of a Board appointed by the Dean or Rector. A Board examination may be requested from the Faculty's study department no later than three working days after the regular continuous assessment date or the first re-take date of the examination, but no later than seven calendar days prior to the end of the examination period.
21. Compulsory subjects that are evaluated by "pass" according to par. 7 of this Article must be re-enrolled by the student. There is no re-take date for these subjects.
22. The weighted average (mean) of study is used to evaluate the overall results within the defined period of study. It is calculated by adding the products of the number of credits and the numerical evaluation according to par. 4 of this Article for all courses enrolled by the student in the assessment period and dividing the result by the total number of credits obtained by the student in the given period (Annex 1). For the subjects, which the student registered and did not complete, grade fail (4, FX) is counted in the weighted average. The subjects for which credits are not obtained and which are not assessed by grades, are not included in calculation of the student's weighted average.
23. To successfully complete the study in the credit system, the student is obliged to successfully complete all compulsory subjects and obtain enough credits in the set distribution, to successfully pass the state exams as required by the study programme.
24. In times of crisis and emergency, examinations and continuous assessments may be conducted via distance method. The student participating in the online assessment, both oral and written, is responsible for his or her technical connection, and the transmission of audio is a necessary requirement.

**Art. 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 expressed in numbers:
  - a) 60 credits for students who have enrolled in a full-time study up to 31 October 2022, 48 credits for a part-time study,
  - b) 60 credits for students who have enrolled in a full-time study after 1 November 2022, 30 credits for a part-time study.
3. Each subject listed in the study programmes is allocated with a number of credits, which expresses the student quantitative workload when studying a given subject.
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 or her study. It is not possible to transfer credits for the subjects completed at different levels of study.
5. The accumulation of credits means obtaining credits received for successful completion of courses at the time in which the student was enrolled in one 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 study records. The Learning Agreement is a trilateral agreement among the student, the sending and the receiving institution approved prior to student mobility at the receiving institution. The subjects completed at the receiving institution are recognised based on the transcript of study 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 student cannot enrol in a repeated compulsory subject at the receiving institution, he or she must complete it at the home institution.
9. The relevant ECTS coordinator is responsible for the recognition of credits and their registration in the MAIS.
10. The student must complete the required state exams at the constituent unit of the University where he or she is enrolled. During inter-faculty studies, the student must pass the required state exams at the faculties involved in the implementation of the study programme he or she studies.

**Art. 18**  
**Enrolment of Subjects and Regulations for the Completion of Subjects**

1. Enrolment is the creation of an enrolment form in the MAIS of the University and the

execution of an administrative enrolment. By enrolling, the student defines his or 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 required by the study programme he or she wants to complete in the next period of study.
3. The administrative registration takes place on the dates defined by the academic calendar. The hand-signed enrolment form printed from MAIS is to be submitted by student to the relevant study department before the beginning of the teaching part of the academic year following the faculty guidelines. With this enrolment form, students provide the proof of payment of the fees related to the registration and the enrolment of subjects in the given round of registration. Only based on the administrative registration a certificate of study can be issued. Student participation in administrative registration is mandatory.
4. Students who enter their study following the interruption of studies must enrol no later than five days following the end of the interruption period.
5. During the study, the student must repeatedly enrol in a compulsory subject, which he or 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, that is the third year of Bachelor study and the second year of Master study, he or 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 or she may also enrol in unsuccessfully completed subject prerequisite and add it to a subject prerequisite in the final year of study.
6. Compulsorily optional subject that was enrolled but unsuccessfully 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 compulsorily optional subjects. The student must inform the relevant study department of the choice of an alternative subject. Following the second unsuccessful attempt to complete such a selected compulsorily optional subject, the student is expelled from the study.
7. A student may re-enrol in an optional subject that he or she has failed or may choose another optional course. If a student has obtained enough credits by completing compulsory and compulsorily optional subjects, he or she does not have to enrol in any optional subject.
8. A student may have enrolled subject annulled:
  - 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 subject prerequisites, (the study department informs the student about the subject withdrawal),
  - e) if it is found that the student has enrolled in subjects in conflict with the conditions for enrolment in subjects, arising from the study programme and the Study Rules.

9. If, due to the cancellation of the enrolment of certain subjects pursuant to par. 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 by the end of the first week of instruction.
10. A student may request to create an enrolment form and add a subject at the study department of the relevant Faculty no later than the beginning of the teaching part of the semester.

### **Art. 19**

#### **Study Advisor, Student Mobility Coordinator and Coordinators for Students with Special Needs**

1. Study advisors (tutors) work at the University to provide counselling services to all Bachelor and Master 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. To ensure student mobility, the Rector or the Dean, in case of faculty activities, 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 education area, 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.
4. At individual faculties of the UP there are faculty coordinators for students with specific needs, whose activities are commissioned by the Dean of the Faculty. At university level, there is a university coordinator appointed by the Rector.

### **Art. 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 prior to the beginning of teaching instruction part in winter semester.

2. A student may only apply for recognition of a subject which he or 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. A subject may be recognised no more than twice.
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 transcript of study results and a subject description, or syllabi for the relevant subject.
5. The Dean's/Rector's decision is preceded by the subject description evaluation conducted 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 70 % 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 or 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 title.
9. In the case of recognition of the results of studies from previous incomplete studies, the number of credits shall be recognised within the range of the number of credits set 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. In the case of recognition of the results of studies which are part of a course of study, the number of credits shall be recognised to the extent of the number of credits obtained at the receiving institution.
11. Recognition of the subjects of the state exams is not possible.

## **Art. 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 level of the study,
  - b) for a maximum of one year without reason, only once at each level 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 or herself. However, this period may not exceed three years,
  - c) students – theologians, studying in a study programme combining the first and second degree of higher education in Catholic Theology and Orthodox Theology shall have their studies interrupted 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 are 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 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 any evaluation and cannot be awarded any credits.
  5. If a student interrupts his or her studies outside the instructional part of the semester, all grades of the study achievements within the course of study obtained up to the date of the request for interruption of studies shall be recorded. Subjects for which the student has received a grade FX or no grade at all up to the date of the request for interruption of studies shall be considered as re-enrolled subjects upon re-enrolment.
  6. 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 allocated for enrolment into the next period of the study, the procedure in Article 24 of the Rules 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.
  7. 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 or her re-enrolment. If, during the interruption of studies, the study plan according to which the student studied changes, the Dean or 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.

## **Art. 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 applies to students enrolled in a study programme conducted 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 qualification within the same study field, a maximum of one qualification in the study programme combination may be changed,
  - b) in the case of a change of teaching or translation combination study programme to a teaching or translation study programme, while maintaining one study combination.
3. Student of the Faculty, or the University, may apply for a change in the study programme as soon as his or her study obligations are fulfilled at the end of the first semester of study.
4. The change is also allowed within the fields of study. It is not allowed to change a single-subject teaching study programme to a combination of study programmes.
5. A change of study programme may be implemented only once within one level of study.
6. 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 degree), or by the end of the first year of study (at the Master degree), i.e. by 31 August of the relevant calendar year,
  - b) the student must have all the study obligations fulfilled upon the study review following the relevant stage of study,
  - c) the change must be approved by the guarantor of the study programme. At the guarantor's proposal, the Dean or Rector may arrange for the differential examinations. The form and scope of the differential exams are determined by the study programme guarantor.
7. 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 the beginning of instruction in the following semester of the academic year prior to which the student requested the change. When making decisions, the Dean or the Rector considers the capacity of the Faculty or the University.
  - a) If the change of study programme results in a change of the form of study at the Faculty/University from full-time to part-time, the student is obliged to pay the tuition fee (according to the current price list) within seven days after receiving the decision on the change of study programme.
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 field of study at another university if he or 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 prior to the beginning of the academic year in which the student wishes to start studying at the Faculty,
  - b) in the case of a newly admitted student, it is possible to submit a written application by 15 September of the calendar year,
  - c) the student must meet the conditions to proceed to a higher year of study according to the rules of the relevant University, or the Faculty at which he studied,

- d) an application for enrolment cannot be submitted by a student who has interrupted his or her studies at the time of its submission or is in the final year of the relevant level of study.

This article also applies to students of a recognised higher education institution established under the legislation of another state, who have been admitted to study at the appropriate level in an equivalent area of knowledge.

- 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 after 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 segments of the study programme and credits obtained at another university and confirmation of the fulfilment of the conditions for proceeding to the next stage of study,
  - d) subject description sheets of completed segments 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 shall assess especially the content compliance of the segments of the study programme, which the student completed at another university, with the segments 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 or 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.

### **Art. 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 Master study programme. The Diploma thesis can be supervised by a university teacher who has one degree higher education than the academic title 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. 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 recorded in MAIS by 31 January of the given academic year, or as directed by the Faculty.



3. The topics of Diploma theses are listed by the Scientific-pedagogical department in agreement with the guarantor of the study programme. 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 Master degree by 30 November of the given academic year in MAIS and they are recorded in MAIS by 31 January of the given academic year, or as directed by the faculty.
4. The final thesis must be the original outcome of the student's own and independent activity. The final thesis must not unlawfully interfere with the rights or legally protected interests of third parties, in particular it must not violate the intellectual property rights of a third party or unlawfully interfere with classified information or with personal data, confidential information, or trade secrets of a third party.
5. The final thesis is assessed by the supervisor and one reviewer, or by two reviewers when the thesis does not have a supervisor. The supervisor and the reviewer will enter the assessment reports 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 independent work (in case of the supervisor's report on the Bachelor thesis);
  - d) the efficiency of the chosen method and the efficiency of its application,
  - e) appropriate language culture.
6. The supervisor always comments on the originality check protocol. In case of high compliance, the guidelines of the faculties are followed.
7. The final thesis is accepted for the defence even with one negative evaluation in assessment report. If the Board 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). The assessment of the state examination of the thesis defence in case of two negative evaluations is graded fail (FX). Student whose final thesis has been evaluated by two assessment records with negative evaluation will defend the final thesis after its revision in the first or second re-take term.
8. Except in the cases under Section 63 par. 11, a condition for admission to the defence of the thesis is the student's consent to the thesis being published and made available to the public under Section 63 par. 9 for the period of its retention under Section 63 par. 7, without any right to remuneration.
9. 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.
10. In times of a crisis and emergency situation, the state examination may be conducted via videoconference or by using the means of information and communication technologies without physical attendance.

11. At the time of a crisis and emergency situation, the public part of the state examination is still considered public if the university provides its audio recording available to the public for hearing on the premises of the University for three months following the end of the crisis or emergency situation.
12. 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 of the University or Faculty; in the Bachelor study programmes, the above right shall also be vested with the university teachers in the positions of Assistant Professors with the third level of university education.
13. 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. As a rule, significant experts in a given field of study from other universities, legal entities conducting research and development in the territory of Slovak Republic or experts from professional field are included in the Examining Board for state examinations. Several Examining Boards can be set up for one study programme.
14. The chairperson of the Examining Board is appointed by the Dean or Rector. The chairperson of the Examining Board directs the course of the state examination and is responsible for the activities of the Examining Board.
15. In the Bachelor and Master study, the state examination consists of subjects determined 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 related to the defence of 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.
16. The state examination, designated by the study schedule, is considered to be completed in due time when a student has fulfilled all the obligations determined in the study programme within the study review stage performed in the final year of study.
17. The student has the right to have one regular date and two re-take dates of the state examination subjects. The regular date and re-take dates of the state examination subjects shall be set by the Dean or Rector. The date shall be published at least one month in advance on the official notice board of the Faculty.
18. 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 within three working days

at the latest, stating the reasons for doing so in the written appeal. The decision of the Dean or Rector is final.

19. 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 in a full-time study and by three years in a part-time study; otherwise, his or her studies will be terminated as a result of not meeting the conditions of the programme except for Art. 11 par. 12.
20. The state examination cannot be taken by a student against whom proceedings were taken for disciplinary breaches and the Disciplinary Board proposed exclusion from the study as a disciplinary measure unless the Dean decides to impose a milder disciplinary measure, or when the Dean's decision is annulled by the Rector.
21. Each subject of the state examination is assessed individually with grading levels A to FX. The overall evaluation of the state exam is calculated from the average of grades for individual subjects of the state exam.  
Grading:  
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
22. 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”.
23. If the Board shall assess any subject of the state examination with a grade fail (FX), the student has failed the state examination, and he or 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.
24. The study is completed by passing all subjects of the state examination.
25. The overall result of the Bachelor study, Master study and combined first and second degree of study is determined as follows:
  - a) “passed with honours” if:
    - the student throughout the study achieved a weighted study average of up to 1,30 inclusive,
    - if of all subjects he or she was assessed only with grades A, B, or C,
    - if the overall assessment 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).

26. 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.
27. Graduates of Bachelor study are awarded the academic title of “Bachelor” (abbreviated to “BA”, Bc. in Slovak). Graduates of a study programme combining the first and second degree of study obtain a second degree of higher education. Graduates of Master study, according to the Master study programme, the university awards the academic title of “Master” (abbreviated to “MA”, Mgr. /Magister/ 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).
28. The University ensures the issuance of a University Diploma only in a combination of the state official (Slovak) language with the English language.

#### **Art. 24**

##### **Exclusion from Studies, Completion of Studies**

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 full-time study must not exceed its standard length by more than two years. The part-time study must not exceed its standard length by more than three years, except for Art. 11 par. 12.
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 Rules of the University and Faculty,
  - d) by expelling from studies pursuant to Section 72 par. 2 letter c) of the Law,
  - e) upon the entry into force of a decision on the voidness of a state examination or a part thereof pursuant to Section 108f par. 1 within the framework of lower-degree studies, if the relevant education is a prerequisite for admission to the ongoing studies of a higher-degree study programme,
  - f) by the renunciation of an academic title awarded after completion of a lower-degree programme of study, if the relevant qualification is a prerequisite for admission to a higher-degree programme of ongoing study,

- g) by discontinuation of the study programme if the student does not accept the offer to continue studying another study programme,
  - h) by death of the student.
5. At the termination of the study pursuant to par. 4 letters a) - g) the Dean or Rector shall state in his or 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 specified fee, to a student who has completed his or her studies pursuant to par. 4 letters a) - g).
  7. The date of completion of studies is:
    - a) pursuant to par. 4 letter a), the date on which the written notification of the student's termination of studies has been received by the University,
    - b) pursuant to par. 4 letter b), the end of the academic year in which the student was due to complete his or her university studies, except for Article 11 par. 10,
    - c) pursuant to par. 4 letters c) and d), the date on which the decision to exclude the student from studies became final,
    - d) pursuant to par. 4 letter g), the date on which the higher education institution gave notice of the discontinuation of the study programme,
    - e) pursuant to par. 4 letter e), the date on which the decision to void the state examination or a part thereof has become effective,
    - f) pursuant to par. 4 letter f), the date of receipt of the written notification pursuant to [Section 108h](#).
  8. A student assessed by the grade "fail" will be expelled from the study if he or she:
    - a) has not obtained at the time of the study review the specified number of credits in accordance with the Annex 2,
    - b) has enrolled repeatedly in a compulsory or compulsorily optional subject and has not obtained credits for it in the relevant academic year.
  9. A student may be expelled from the study for serious violation of the Law on Higher Education, the Statute of the University of Presov, the Statute of the Faculty or for violation of Civic obligations. The details are regulated by the Disciplinary rules for students at the University.

## **Part Three**

### **Study in Doctoral Study Programme**

#### **Art. 25**

##### **General Provisions of Doctoral Study**

1. The basic condition for admission to Doctoral studies is a second degree university education.
2. The Doctoral study is conducted 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 field of study proposed by the External educational institution and appointed by the Dean or 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 topic listed by an External educational institution, contains the definition of obligations of the study and scientific part of his or her Doctoral study and designation 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.

## **Art. 26**

### **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 fields. 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 an adequate representation in the common Doctoral Board.

2. The members of the common Doctoral Board are appointed by the Dean or Rector following the approval by the Scientific Board of the Faculty, on the proposal of the guarantor of the relevant study programme. 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. At least one member shall not be a member of the University academic community; in the case of education conducted in

cooperation with an External educational institution, this institution shall be represented by at least one member. The members of the Board may be Professors, Associate Professors, hosting Professors or qualified external 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 Doctoral Board elect a chairperson from among their members, who is the executive body of the 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 Doctoral Board, if the rights and obligations of the Doctoral Board are not determined by the rules of procedure of the Faculty.

4. A Doctoral Board shall meet as often as necessary, but at least once a year. Minutes of each meeting of the Doctoral Board are prepared and archived.
5. The chairperson of the Doctoral Board is responsible for the overall administration 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 Doctoral Board and delivering them to the parties concerned,
  - c) following a discussion in the Doctoral Board, submits proposals for supervisors at the Doctoral level to 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 or Rector of the Faculty in resolving disputes concerning Doctoral studies in the given study programme,
  - e) proposes the topics of dissertations to the Dean, which can be applied for in the admission procedure in the given study programme,
  - f) continually monitors and evaluates the quality of the study programme.
6. The guarantor of the study programme is responsible for the overall running of the study programme which he or she warrants. 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 or Rector of the Faculty in resolving disputes concerning the Doctoral study programme.
7. If the guarantor is unable to perform his or her duties for serious reasons, the guarantor is represented by the person in charge of the profile subject, authorized by the Dean or Rector.

## **Art. 27**

### **Admission Procedure**

1. At least two months prior to the last day designated for the submission of applications for Doctoral studies, the Dean or 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 title of the study programme, the name of the supervisor, the form of study, the conditions for 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 completed educational 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 language, the scope and requirements of which are determined by the Rector or the Dean, if the study programme is carried out at the Faculty.
5. The Dean or 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 Committee. The Entrance Examining Committee consists of a chairperson and at least two members, who are appointed by the Dean or Rector on the proposal of the chairperson of the Doctoral Board. In case of an admission procedure of an applicant with a topic proposed by an External educational institution, one member of the Committee shall also be a representative of the External educational institution, appointed by the director of the institution thereof.
7. The Entrance Examination Committee shall evaluate the result of the entrance examination on a non-public meeting. The Committee shall constitute a quorum if a majority of its members, at least three of whom, including the chairperson, are present. The Committee 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 Committee acknowledges the quality of the dissertation research project and 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 Committee shall submit a proposal for the admission of a successful applicant to the Dean or 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 or 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 or 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 written 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. If the applicant has passed but has not been admitted to the full-time form of study, the Dean may offer him/her to study the study programme in the part-time form.
10. The accepted applicant becomes a Doctoral student on the day of enrolment, the date of which is determined by the Dean or Rector. If the enrolment of an applicant admitted to study takes place prior to the beginning of the academic year in which his or her studies are to commence, 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. Following the enrolment, the University shall issue the student a student card as a document confirming his or 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 or herself on the campus of the University and during assessment of the subjects of study.

## **Art. 28**

### **Doctoral Study Programme and Study Plan of Doctoral Student**

1. Doctoral studies are conducted in accordance with an accredited study programme. Doctoral studies:
  - a) commence at the beginning of the winter semester of the academic year,
  - b) may also commence at the beginning of the summer semester of the academic year.
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 is completed with a dissertation examination, which includes the debate on the written thesis for the dissertation examination; the scientific part is completed 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) the list of subjects of the study part to be completed by the Doctoral student,
  - c) the list of dissertation examination subjects,
  - d) the list of compulsory and recommended literature to be studied by the Doctoral student as part of his or 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 specialized activity related to the study,
  - g) an outline plan for active participation in domestic and foreign events,
  - h) attendance at 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 outputs of the Doctoral student's publication activities.
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 are completed with a continuous assessment or exam.
  5. Part of the full-time Doctoral study is a teaching practice or performance of other specialized activities related to pedagogical activities for a maximum of four lessons per week on average in the academic year in which the teaching activities take 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 information on 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 or Rector may, at the request of the Doctoral student, allow a change or modification of the topic of the dissertation. It is done following 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, 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 or 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 25 par. 6. It regulates issues related to the Doctoral student's activities in an

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

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

## **Art. 29**

### **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 by 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 in Bachelor and Master 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 in accordance with the accredited study programme. The study part is completed 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, and the subjects of the dissertation examination are evaluated analogously as in the first and second degree 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 or her studies at a workplace other than his or her own, e.g., abroad. If the student has been sent to this workplace as part of the fulfilment of his or 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/her comprehensively.
8. Whenever there is a change in educational workplace, study programme or in any other situation imposed by Law or these Study Rules, the Doctoral student may be awarded the appropriate number of credits for completed activities. The Dean or Rector decides on the award of credits after the communication with 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 (minimum 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 (minimum 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 (minimum 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 successfully proceed to the final year within the standard length of study, the Doctoral student must attend the duly scheduled term of 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 or she has obtained credits within the framework affirmed by the accredited study programme or the internal guideline of the Faculty.
11. To successfully complete a Doctoral study programme, a Doctoral student must obtain 180 credits in a study programme with a three-year standard length in full-time study and a four-year standard length in part-time study, or 240 credits in a study programme with a four-year standard length in full-time study and five-year standard length in the part-time form of study.

### **Art. 30 Supervisor**

1. The supervisor for a given Doctoral study programme may be a university teacher or other expert in a relevant field, following the approval by the Scientific Board of the Faculty. The supervisor may be a Professor, an Associate Professor, a hosting Professor, or a qualified external expert in the field who has been awarded the academic title of PhD., ArtD., ThDr. (in Catholic Theology), or its previous equivalent CSc and an expert 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.
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 or her individual study plan and submit it for assessment and approval to the Doctoral Board and, after its acknowledgement, to the Dean or 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 or 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 or 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) recommend the Doctoral student if he or she is interested in a study stay in other domestic or foreign institutions of science, research, technology, education or art,
- g) write a report on the dissertation and the procedural characteristics of the entrusted Doctoral student
- h) propose to the Dean or 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 conducted at Faculty, the annual assessment of the Doctoral student.

### **Art. 31**

#### **Annual Assessment of the Doctoral Student**

1. A Doctoral student annually submits the written documentation of his or her activities for the period of the past year to the supervisor for the annual evaluation, usually 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 an annual assessment of the Doctoral student to the Rector or the Dean, if the study programme is carried out at the Faculty. The supervisor evaluates the state and level of fulfilment of the Doctoral student's individual study plan, compliance with deadlines, and, if necessary, submits a proposal to modify his or her individual study programme. Part of the Doctoral student's annual assessment is the supervisor's proclamation as to whether he or she recommends the Doctoral student to continue his or her studies or proposes his or 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 29 par. 9,
  - b) a Doctoral student seriously fails to comply with the timetable schedule arising from his or her individual study plan,
  - c) has not submitted a report of his or 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.

**Art. 32**  
**Dissertation Examination**

1. A Doctoral student registers for the dissertation examination if he or she has obtained credits in accordance with an accredited study programme and submitted a written thesis 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 or Rector based on a proposal by the chairperson of the Doctoral Board. The re-take (if the Doctoral student has obtained a grade of FX in at least one subject of the dissertation examination) or alternate date (if the Doctoral student has excused his or her absence from the regular dissertation examination date) of the dissertation examination must take place at least one semester before the regular completion of the standard length of study.
2. The written thesis 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 proposal of student's approach towards addressing the topic 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 thesis for the dissertation exam with the classification of FX grade, the Doctoral student cannot attend the dissertation exam.
3. The reviewer of the written work for the dissertation examination may Professor, Associate Professor or an expert 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 must 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 Dissertation Examination Board are appointed by the Dean or Rector based on a proposal by the Doctoral Board. The supervisor cannot be a member of the Board. However, he or she is invited to the dissertation examination. 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. Members of the Doctoral Board and reviewers from departments other than the University of Presov are also considered to be present if they are connected to the participants of the dissertation examination, who are in direct physical contact with each other, by means of an on-line video transmission. The Board decides on the assessment of the exam in a closed session by secret ballot. At least one member of the Examination Board who is not from the

Doctoral student's Faculty must participate in the ballot. The written thesis and a related debate, together with the subjects of the dissertation examination are evaluated with grading levels in terms of Article 16 par. 4. Voting 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) intended assessment is marked,
- b) unmarked or non-submitted voting ballot shall be considered as an abstention,
- c) otherwise marked voting ballot is considered invalid.

The final assessment of the subjects of the dissertation examination, except for the subject written thesis to dissertation examination, is calculated from the average of evaluations in a secret ballot. The final assessment of the written thesis to dissertation examination is calculated as the average of the evaluations of the written thesis by the reviewer in the assessment report and the final grade from the average of the evaluations in the secret ballot.

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

7. Minutes of the course of the dissertation examination are prepared, which further includes the assessment report of the reviewer of the written thesis. The minutes shall be signed by the chairperson and the members of the Board present.
8. 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 grade "fail" (FX), the overall assessment is "pass". If at least one part of the dissertation examination is evaluated with grade "fail", the overall evaluation is "fail".
9. 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 examination or the unjustified absence of a Doctoral student at the examination is assessed with the grade "fail".
10. A Doctoral student who failed at the examination (FX) may re-sit the exam only once. Only the subject from which the Doctoral student was evaluated with grade FX on a due date is re-taken. After repeated failure, the Doctoral student is expelled from the studies.

### **Art. 33**

#### **Application for Permission to Defend the Dissertation Thesis**

1. A Doctoral student may apply for permission to defend the dissertation to the Dean or Rector if he or 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 or she meets all the conditions for a due completion of the study within two years in the full-time form and three

years in the part-time form of study from its completion. The date of the dissertation defence is set by the Dean or Rector based on 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 educational institution in which the dissertation was conducted (the report of the institution is written only for full-time students) and the report of the supervisor; assessment reports 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 at work,
  - 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 responses or 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 following an unsuccessful defence.

## **Art. 34**

### **Particulars of the Dissertation**

1. The Doctoral student submits a dissertation for defence in the Slovak language. With the consent of the Dean or Rector, he or 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, materials), achieved results, their evaluation, discussion, conclusion, and a list of reference literature used. If the dissertation is part of a collective work, the Doctoral student will present his or 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 or her own published work or a set of his or 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 or her own publications, it shall be accompanied with a detailed introductory chapter in which the set of publications are introduced, 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 shall also enclose a statement of the co-authors about his or her own authorship contribution.

3. The Doctoral student is obliged to upload the thesis to the MAIS Registration of the Final Thesis System within seven days of its submission.

### **Art. 35**

#### **Preparation of the Dissertation Thesis Defence**

1. Upon receipt of the application for permission to defend the Dissertation thesis, the Dean or Rector shall immediately forward the Doctoral student's application together with the dissertation thesis, which contains the requisites pursuant to Article 34, to the Doctoral Board. The Doctoral Board shall within fifteen days comment on the protocol concerning the originality of the thesis and shall decide whether the Dissertation thesis corresponds in its level and form with the requirements and whether it is recommended for defence. If the opinion of the Doctoral Board is positive, it shall propose to the Dean or Rector the composition of the Doctoral Thesis Defence Committee and three reviewers. When proposing reviewers, the Doctoral Board may decide upon 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 34, the Board shall request the Doctoral student to eliminate the deficiencies within the specified period. If the Doctoral student does not agree with this statement, the Doctoral Board will propose to the Dean or Rector not to hold the defence of 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 prior to the date of its proceeding.
4. The Dean or Rector, following 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 or 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. At least two members of the Examination Board for the State Examinations shall be university teachers holding the posts of Professors or Associate Professors. 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 or her supervisor. The supervisor is not a member of the Committee 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 or 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 or Rector the time and place of the Dissertation thesis defence.
9. The Dean or 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 or 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 or her report or statement to the chairperson of the Doctoral Thesis Defence Committee no later than one week prior to the defence, or he or she may present his or her comments during the defence, if the defence was not declared closed. When defending the Dissertation thesis, the Doctoral student takes a position on such reports or comments.

### **Art. 36**

#### **Reviewers of the Dissertation Thesis and their Reports**

1. The Dean or Rector appoints the Dissertation thesis reviewers based on 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 or her supervisor. The reviewer of the Dissertation does not have any publications in common with the author of the Dissertation under review. Reviewers may be members of the Committee.
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 qualified professional 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 or she shall notify the Dean or Rector without undue delay of it. In case of acceptance of the appointment as a reviewer, the reviewer submits his or her written report to the Dean or Rector and returns the Dissertation thesis no later than thirty days after its delivery.

4. If the reviewer does not submit his or her report within the period pursuant to par. 3, the Dean or Rector shall appoint a new reviewer without undue delay.
5. The reviewer's report contains an objective and critical analysis of the assets and deficiencies of the submitted Dissertation thesis, is brief and does not duplicate its content. The reviewer comments in particular on:
  - a) the topicality of the chosen topic,
  - b) the chosen processing methods,
  - c) the achieved results, indicating what new findings 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 field 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, based on the submitted Dissertation thesis, he or she proposes the award of an academic title PhD. to the Doctoral student and through the evaluation of FX it is stated that based on the submitted Dissertation thesis he or 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 or Rector shall return the report to the reviewer for completion or revision. At the same time, he or she shall set a deadline for its resubmission, which may not exceed twenty days.

### **Art. 37**

#### **Dissertation Thesis Defence**

1. The Dean or Rector is responsible for ensuring that the defence of the Dissertation thesis is carried out pursuant to Article 33 par. 1. A maximum of three defences may be held with the same Committee in 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 or Rector may declare it non-public.
3. In times of crisis and emergency situations, the state examination, dissertation defence may be conducted by videoconference or by other means of information and communication technology without physical presence.
4. In times of crisis and emergency situations, the public part of the state examination and the public part of the dissertation defence shall also be considered public if the University makes an audio recording of the examination available to the public to be heard on the premises of the University for a period of three months following the end of the crisis or emergency situation.

5. 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), minimum two reviewers, with at least one present reviewer and at least one present member of the Committee must be from another university or another legal entity that is different from workplace of the Doctoral student and his or her supervisor. If one of the reviewers is unable to participate in the defence for serious reasons, the defence may take place in his or her absence. In this case, the report of the absent reviewer is read in full at the defence.
6. Members of the Doctoral Board and reviewers from departments other than the University of Presov are also considered present if they are in contact with the participants of the Dissertation defence, who are in direct physical contact with each other, via on-line video transmission.
7. If, for serious reasons, the Doctoral student is unable to participate in the defence within the specified period, he or she shall apologize in advance to the Dean or Rector and to the chairperson of the Doctoral Thesis Defence Committee. The Dean or Rector, in agreement with the chairperson of the Doctoral Thesis Defence Committee, determines an alternative date of the defence and communicates it to the participants pursuant to Article 35 par. 9.
8. The defence is conducted by the chairperson of the Doctoral Thesis Defence Committee, in exceptional cases he or she may entrust another member of the Committee, who is also a member of the Doctoral Board, with the conduct of the defence.
9. 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 the justification and credibility of its conclusions and proposals that the Dissertation thesis contains are also examined.
10. The following procedure is set for the defence of the Dissertation thesis:
  - a) the defence shall be opened by the chairperson who provides a brief curriculum vitae of the Doctoral student, announces 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 thereto,
  - b) the Doctoral student then briefly states the essential content of his or her Dissertation thesis, its outcomes and new findings,
  - c) reviewers present the essential content of their reports; the absent reviewer's report 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 those 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 prompts and objections of its participants.
11. 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 outcomes of the Dissertation thesis in practice. The members of the Committee shall decide by a secret ballot whether they propose to award an academic title to the Doctoral student.
12. Voting pursuant to par.11 of this Article shall be carried out by voting ballots/form containing the following information: given name and surname of the Doctoral student, date and place of the defence, and the text "I agree to the award of the academic title - I do not agree to the award of the academic title". The members of the Committee shall vote by marking the text with which they agree. An unmarked or unsubmitted ballot paper shall be considered as an abstention.

Invalid ballot papers and ballot papers deemed to be abstentions shall not be counted in the evaluations awarded in the secret ballot.

13. The following are required for submission of a proposal for the award of an academic title:
- a) at least two - thirds of all persons entitled to vote taking part in the vote and,
  - b) that a majority of the present members entitled to vote, vote in favour of the proposal for the award of an academic title.

In case of compliance with requirement a) and b), the final evaluation of the Dissertation thesis defence is passed.

In case of non-compliance with requirement b), the final evaluation of the Dissertation thesis defence is no-passed.

14. Minutes of the Dissertation thesis defence shall be written and signed by the chairperson of the Doctoral Thesis Defence Committee.
15. Minutes shall be taken of the voting result and signed by all voting members of the Committee.
16. If the result of the vote was positive, the chairperson of the Doctoral Thesis Defence Committee shall declare it at its public meeting.
17. 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.
18. 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 or Rector within fifteen days following the day of the defence.

19. A Doctoral student who, based on the result of the Dissertation thesis defence or for his or her unjustified non-participation at the defence, was proposed not to be awarded with an academic title by the Doctoral Thesis Defence Committee may re-apply for permission to defend the thesis in the same study programme no earlier than six months from the date that the Dissertation thesis defence was held or should have been held. The defence of the Dissertation thesis can be retried only once, so that it takes place no later than within two years in the case of full-time studies and three years in the case of part-time studies following the completion of the standard length of studies.
20. If the Doctoral student has applied for the topic of the Dissertation thesis announced by an External educational institution, the Dissertation thesis is defended in the presence of 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 and an External educational institution. The name of the External educational institution is also stated in the University Diploma.
21. 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 which territory the foreign higher education institution operates.
22. 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 in the presence of 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.
23. Each part of the state examination (including the defence of the Dissertation thesis) is evaluated individually.

### **Art. 38**

#### **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 or Rector.
2. If the Dean or Rector finds that the legal procedure has not been followed during the defence procedure, he or 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 or 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 or Rector shall send the Doctoral student a notice of the award or non-award of an academic title 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 or Rector.
8. The certificate for the award of 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.

### **Art. 39**

#### **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 or Rector.
2. The student may request in writing for the interruption of studies:
  - a) only once for a maximum of two years for health reasons,
  - b) only once for a maximum of one year without giving any reason. Pregnant students may interrupt the studies 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 parental leave is proposed by the student himself or herself. However, this period may not exceed three years.
3. The application for the interruption of the study may be submitted prior to 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 or 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 relevant 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 cannot be awarded with any credits.
5. The right of a student to re-enrol 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 to enrol for studies. If he or she does not do so within the specified time set for enrolment in the following part of the studies, the procedure is pursuant to Article 24 of the Study Rules. If the reasons for the interruption of studies cease to exist, the Dean or 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 or her re-enrolment.

#### **Art. 40**

#### **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 by the end of the second year of study,
  - b) in case of related study programmes in the same field of study,
  - c) the student must have fulfilled the obligations to progress to the following year of study pursuant to Article 29 par. 9,
  - 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 or Rector may authorize a change in the form of study when 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 the study obligations fulfilled during the monitoring stage after the relevant period of the study,
  - c) the change of the form of the study must be approved 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 or Rector takes into account the capacity of the Faculty, or the capacity of the University.

#### **Art. 41**

#### **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 33 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 and three years in part-time form without the right for a scholarship.
2. The provision of scholarships for Doctoral students in the full-time form of study terminates on the day of the first defence of the Dissertation thesis or on the day of other termination of study.
3. In addition to the proper termination of the study, the study shall be terminated:
  - a) by withdrawal from the study,
  - b) by failure to complete the study within the term determined pursuant to Section 65 par. 2 of the Law,
  - 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 Law,
  - e) by cancellation 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.

### **Part Four**

### **Common, Transitional, and Final Provisions**

#### **Art. 42**

#### **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. Academic fraud is committed by a person who, as a student, or a participant in a rigorous procedure or a participant in a habilitation procedure, submits a final, rigorous or habilitation thesis which, as a result of his or her culpable conduct, is not at least partly the result of his or her own and independent activities; this is without prejudice to the right of a student, or a participant in a rigorous procedure or a participant in a habilitation procedure to make use of the information, materials and other items whose origin or source he or she identifies in

the thesis in question. The use of AI tools must also be explicitly indicated in accordance with citation standards.

3. Using text generators without citing them is unethical and considered to be a violation of academic integrity.
4. Final theses (Bachelor, Diploma/Master, Rigorous, Dissertation) are archived in accordance with applicable regulations.
5. 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 registration system of final theses in the period according to the schedule determined by the Rector.
6. The Faculty may, if it is decided that these Study Rules needs to be amended 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.
7. 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 fields of study. These methodological guidelines and principles must be in accordance with the generally binding regulations and internal regulations of the University.

#### **Art. 43**

#### **Invalidation of the State Examination or part thereof and Renunciation of the Academic Title**

1. The Rector shall decide on the invalidity of a state examination or a part thereof if:
  - a) the graduate of the relevant study programme has been legally convicted of a deliberate criminal act and, by committing that criminal act, has obtained a benefit which has had an impact on the regular completion of the study or on the fulfilment of the conditions for admission to that study,
  - b) the graduate has committed academic fraud as a student,
  - c) the graduate has made unauthorised use of the outcome of the protection of the intellectual property of another person, and has thereby obtained a benefit which has influenced the regular completion of studies or on the fulfilment of the conditions for admission to those studies, or
  - d) the graduate, as a result of a decision invalidating a national examination or part thereof in a lower-degree programme of study or as a result of the renunciation of a lower-degree title, ceases to meet the fundamental condition for admission to the relevant higher-degree completed programme of study.
2. A natural person may irrevocably renounce an academic title by written notification with an officially certified signature delivered to the Rector of the higher education institution which

awarded the academic title to the person concerned. On the date of delivery of the written notification, the person concerned shall lose the academic title in question. A written notification without a certified signature shall be disregarded. If a natural person renounces an academic title awarded after completing a programme of study, he or she shall be deemed not to have duly completed that programme of study and the documents certifying that he or she has completed that programme of study shall become null and void on the date of receipt of the written notification of the renunciation of the title in question.

**Art. 44**  
**Final Provisions**

1. The Study Rules of the University of Presov approved by the Academic Senate of the University of Presov on 4 July 2023 are repealed.
2. These Study Rules were approved by the Academic Senate of the University of Presov on 15 April 2024.
3. These Study Rules come into force and effect on 16 April 2024.

Presov, April 15, 2024

PaedDr. Mgr. Helena Galdunová, PhD.  
Chairperson of the AS of UP

Dr. h. c. prof. PhDr. Peter Kónya, PhD.  
Rector

**Calculation of weighted study average**

$$VSP = \frac{\sum_i K_i \cdot C_i}{\sum_i K_i}$$

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.

### The number of credits that the student must demonstrate at the monitoring stages of the study

#### Bachelor Degree

Monitoring stage of study	Three-year Bachelor study programmes (full-time form)	Three-year Bachelor study programmes (part-time form)	Four-year Bachelor study programmes (part-time form)
at the end of the first year of study	36 credits	30 credits	26 credits
at the end of the second year of study	72 credits	60 credits	52 credits
at the end of the third year of study	108 credits	90 credits	78 credits
at the end of the fourth year of study	144 credits	120 credits	104 credits
at the end of the fifth year of study	180 credits	150 credits	130 credits
at the end of the sixth year of study	***	180 credits	156 credits
at the end of the seventh year of study	***	***	180 credits
at the end of the eighth year of study	***	***	***

#### Master Degree

Monitoring stage of study	Two-year Master degree study programmes	Two-year Master degree study programmes (part-time form)	Three-year Master degree study programmes (part-time form)	Study programmes combining the first and second degrees  five-year	Study programmes combining the first and second degrees  six-year
at the end of the first year of study	36 credits	24 credits	20 credits	36 credits	36 credits
at the end of the second year of study	72 credits	48 credits	40 credits	78 credits	72 credits
at the end of the third year of study	108 credits	72 credits	60 credits	108 credits	108 credits
at the end of the fourth year of study	120 credits	96 credits	80 credits	148 credits	144 credits
at the end of the fifth year of study	***	120 credits	100 credits	188 credits	180 credits
at the end of the sixth year of study	***	***	120 credits	228 credits	216 credits
at the end of the seventh year of study	***	***	***	300 credits	252 credits
at the end of the eighth year of study	***	***	***		300 credits