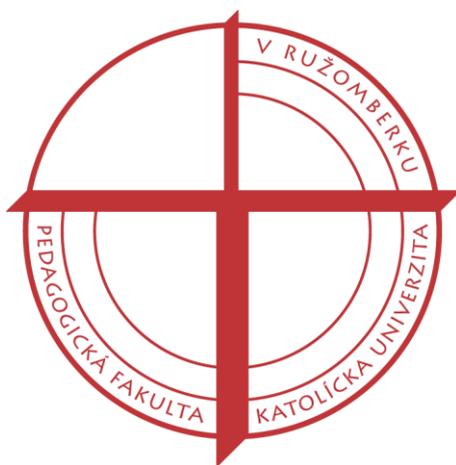


**CATHOLIC UNIVERSITY IN  
RUZOMBEROK  
FACULTY OF EDUCATION**



**Study Regulations**

Approved by the AS FE CU in Ružomberok on 22 August 2023 and the AS CU in Ružomberok on 22 August 2023.

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## **Article 1**

### **General provisions**

- (1) These study regulations define the basic rights, obligations and rules according to which studies are carried out at the Faculty of Education of the Catholic University of Ružomberok (hereinafter referred to as the Faculty of Education of the Catholic University of Ružomberok "FE CU" or "faculty"), in all its degrees and forms. The Study Regulations of the FE CU follow the Study Regulations of the Catholic University in Ružomberok (hereinafter referred to as "CU") and regulate them in more detail on their own terms.
- (2) The Study Regulations are binding for students of all levels and forms who study accredited study programmes at CU, including students of joint study programmes and students who are on mobility at CU, as well as for university teachers and professional staff who provide and organise studies at CU.

## **Article 2**

### **Study programme and curriculum**

- (1) According to Section 51 (2) of the Higher Education Act, a study programme is a set of courses consisting of educational activities and a set of rules designed so that the successful completion of these educational activities, while complying with the established rules, enables the student to obtain a higher education degree. The study programme shall be designed in such a way as to allow for academic mobility or experience corresponding to academic mobility.
- (2) The study programme is further defined by the requirements specified in Section 51 (4) of the Higher Education Act.
- (3) The study programme may be carried out in a field of study or in a combination of fields of study that are part of the system of fields of study.
- (4) The conditions for the implementation of joint study programmes shall be determined in a cooperation agreement to be concluded by the cooperating faculties.
- (5) The study programme includes a recommended study plan, which is designed so that by completing it the student meets the conditions for successful completion of studies in the standard length.
- (6) The curriculum determines the time and content sequence of courses and establishes the forms of assessment of learning outcomes, including the possibility of academic mobility.
- (7) The study plan, in addition to the form of assessment of study results, is drawn up by the student himself or with the help of a study advisor from the courses offered in the study programme in order to comply with the rules given by the study programme and the provisions of these Study Regulations.
- (8) CU may provide the study programme in cooperation with other universities, including universities based outside the Slovak Republic. Students admitted to a study programme

provided by several higher education institutions (hereinafter referred to as „joint study programme“) shall complete the individual parts of their studies at the individual higher education institutions in accordance with Section 61 (2).

- (9) The cooperating universities participate in the development of the joint study programme, the admissions decision and the decision on the fulfilment of the conditions for the proper completion of studies.
- (10) The terms of cooperation in the provision of a joint study programme shall be determined by the agreement of the universities in accordance with Section 54a (2) of the Higher Education Act.

### **Article 3**

#### **Forms and methods of study**

- (1) Bachelor, Master and Doctoral study programmes in internal or external form take place at the Faculty of Education of the CU.
- (2) Bachelor's and Master's study programmes in both forms of study (internal, external) can be carried out by the attendance method, the distance method or the combined method.
- (3) In accordance with its mission and depending on the needs of the society, the FE CU also organises various types of lifelong learning, which are regulated by a separate internal regulation.
- (4) The Bachelor's study programme is completed by a state examination, which includes the defence of the Bachelor's thesis. Upon completion, the graduate receives the academic degree "Bachelor" (abbreviated "Bc.").
- (5) The Master's study programme is completed by a state examination, which includes the defence of the diploma thesis. After graduation, the graduate receives the academic degree "Master" (abbreviated "Mgr.").
- (6) The standard length of study, including professional practice, for a bachelor's degree programme is three academic years or four academic years; the number of credits required for the regular completion of studies for a bachelor's degree programme with a standard length of study is
  - a) three academic years is 180 credits,
  - b) four academic years is 240 credits.
- (7) Standard length of study including professional practice for the study programme
  - a) of the second cycle is one, two or three academic years; the number of credits, the achievement of which is a condition for the proper completion of studies, for a second cycle study programme with a standard length of study
    1. one academic year is 60 credits,
    2. two academic years is 120 credits,
    3. three academic years is 180 credits,
  - b) combining a first cycle and a second cycle is five or six academic years; the number of

credits to be achieved as a condition for the regular completion of studies for a study programme combining a first cycle and a second cycle with a standard length of study

1. five academic years is 300 credits,
2. six academic years is 360 credits.

#### **Article 4**

#### **The academic year and its organisation**

- (1) The academic year begins on 1 September of the calendar year and ends on 31 August of the following calendar year. The academic year shall be divided into two semesters.
- (2) Bachelor's, Master's and Doctoral studies start at the beginning of the first semester of the academic year.
- (3) The Rector determines the timetable for the following academic year in consultation with the Deans of the faculties and publishes it as a binding internal regulation no later than 1 March.
- (4) Each semester consists of a teaching part, which lasts 13 weeks, and an exam period, which lasts 6 weeks. The summer semester of the last semester of the Bachelor's and Master's degree programme may be modified in other ways by the Dean.
- (5) If internships, concentrations in spirituality, excursions and courses are prescribed in the curriculum, they are not normally held during the examination period.
- (6) The timetable shall be designed to enable students to complete the compulsory courses set out in the study programme. The relevant vice-dean, in cooperation with the faculty coordinator of the academic information system, is responsible for drawing up and publishing timetables at least one week before the start of classes in the relevant semester.

#### **Article 5**

#### **Conditions of admission to study**

- (1) Anyone who fulfils the basic conditions of admission to study set out in Section 56 of the Higher Education Act and other conditions determined by the faculty has the right to study their chosen study programme at the CU Faculty of Education.
- (2) FE CU accepts applicants only for the study of accredited study programmes (Section 55 (6) of the Higher Education Act).
- (3) The Dean is responsible for the preparation, organisation and conduct of the admission procedure at the Faculty.
- (4) The Academic Senate of the faculty at which the study takes place decides on the number of students admitted to the faculty. The number of students for individual study programmes carried out at the faculty is decided by the Dean of the faculty after the heads of the departments have expressed their opinion. The Academic Senate of the Faculty shall also approve other conditions of admission to the study programmes conducted at the Faculty.
- (5) The Dean shall publish the conditions for admission to the study no later than two months

before the last day for the submission of applications.

- (6) The content of the announcement is: the deadline for submission of applications, the conditions of admission to the study, the deadline and the method of verification of their fulfilment, the planned number of admitted applicants to the relevant study programme. If the verification of aptitude for studies includes an entrance examination, the notification shall also contain information on the form and framework content of the entrance examination, as well as on the manner in which the results of the entrance examination will be evaluated.
- (7) For the doctoral study programme carried out at the Faculty of Education, the Dean will announce at least two months before the deadline for applications the topics of dissertations that can be applied for in the admission procedure. The name and surname of the supervisor, including his/her academic titles, shall also be indicated for each topic.
- (8) The admission conditions and other specified requirements must be published on the official notice board and mass access to information (Section 4 (2) of Act No. 211/2000 Coll. on free access to information and on amendment and supplementation of certain acts, as amended) on the website of the university or faculty.
- (9) The admission requirements and the method of verifying their fulfilment must allow the selection of applicants who show the highest level of aptitude for the course of study. The FE CU may not make admission to study conditional on any financial consideration other than the fee referred to in Section 92 (12) of the Higher Education Act.
- (10) The basic condition for admission to a bachelor's degree or to a study programme under Section 53 (3) of the Higher Education Act is the acquisition of a complete secondary education or a complete secondary vocational education.
- (11) The basic conditions for admission to the study of the second degree programme according to Section 53 (1) is a first-degree university degree or a second-degree university degree, the sum of the number of credits obtained in the previous higher education studies leading to the higher education qualification and the number of credits required for the proper completion of the second-degree programme for which the applicant is applying must be at least 300 credits.
- (12) The basic condition for admission to doctoral studies is a completed second cycle university degree.
- (13) Applicants may submit only one application for each study programme at the faculty.
- (14) The application must be received by the deadline set by the faculty. The Dean decides on the acceptance of applications received after the deadline.
- (15) In the case of fields of study other than medicine, an applicant with specific needs may attach to his/her application a request to modify the entrance examination to take account of his/her specific needs. The application form and the procedure for adjusting the conditions shall be laid down in an internal regulation of the University.

## **Article 6**

### **Admission procedure**

- (1) The admission procedure for an applicant begins with the delivery of his/her written application for studies at the faculty that implements the relevant study programme. The faculty may allow the registration of the application form also in electronic form without a guaranteed electronic signature in the academic information system.
- (2) If the application form is not properly completed or if it does not contain the necessary attachments, the faculty will invite the applicant to remedy the deficiencies within a specified time limit. If the applicant fails to remove them, the application shall be deemed invalid.
- (3) If the study programme is carried out at the faculty, the admission procedure is managed by the admissions committee, which is the faculty management. If the admission procedure includes an entrance examination, it shall be administered by an examination board of at least three members appointed by the Dean of the faculty concerned.
- (4) The entrance examination for doctoral studies takes place before the Admissions Committee. It takes place at the training institute before an admission committee of at least five members appointed by the Dean of the Faculty on the proposal of the relevant departmental committee. The board shall consist of a chairperson and at least two members holding the posts of professor or associate professor in the field of study concerned and one member examining a foreign language. The other members of the committee are usually experienced experts in the relevant field, social practice or representatives of employers.
- (5) The admission criteria must be set in such a way that the knowledge and skills of applicants can be ascertained objectively.
- (6) Before the entrance examination or part of it begins, the identity of the applicant is verified by means of an identity card or other identity document (passport).
- (7) A record shall be kept of the conduct of the admission examination of each applicant, which shall form part of the applicant's admissions file. Depending on the form of the admission examination, this file shall also include:
  - a) a written test, written and scored, indicating the result (the number of points obtained) and signed by the person who scored the test,
  - b) a record of the oral examination which includes the questions put to the candidate, the result of the examination, the date and the signatures of the members of the examination board,
  - c) a record of the aptitude or practical test which includes the tasks given to the candidate, the result of the test, the date and the signatures of the members of the examination board.
- (8) The marking of written tests or written papers must be anonymous, i.e. the person marking them must not know which candidate wrote the test or paper. At least two members of the examination board must be present at the entrance examination or part thereof.
- (9) The Doctoral Admissions Board evaluates the result of the admission examination in a closed session. If several candidates have applied for one topic and the nature of the topic precludes

several candidates from addressing it, the order of the candidates shall be determined according to the success rate of the admission examination. In determining the order, the admissions board shall also take into account the extent and quality of the applicant's professional publishing or artistic activity and the results of his/her other professional or artistic activity (e.g. results in student scientific and professional thesis competitions or student art exhibitions, etc.).

- (10) A record of the result of the entrance examination for doctoral studies shall be drawn up. The committee shall submit a proposal for the admission of the successful candidate to the Dean of the Faculty.
- (11) The Dean or the Board of Examiners shall discontinue an applicant's entrance examination, or part thereof, if it finds that the applicant has committed fraud or an act contrary to the rules announced at the beginning of the entrance examination. The results of the aborted admission examination of that applicant shall not be evaluated and his/her admission examination shall be deemed unsuccessful.
- (12) If an entrance examination is held in the study programme, on the day of the entrance examination or at the latest on the following working day, the faculty where the study programme is conducted shall publish on its website and on the official notice board the results of the entrance examination of all applicants in the form of: the applicant code and the overall result of the entrance examination.
- (13) The Dean decides on admission to study a study programme carried out at the faculty. If more students meet the conditions for admission than the number of admitted applicants, Applicants who have demonstrated the highest level of aptitude for the study according to the above admission requirements will be admitted.
- (14) The decision on the results of the admission procedure must be communicated to the applicants in writing within 30 days of the verification of the fulfilment of the admission requirements. The decision must contain: a statement of the reasons, a statement of the reasons and an indication of the possibility for the applicant to request a review of the decision and the signature of the Dean or the Vice-Dean authorised by him/her. The written decision on admission to doctoral studies shall also include the name of the supervisor and the topic of the doctoral thesis. The decision shall be sent to the applicant in his/her own hand. If the applicant's place of residence is unknown, the decision shall be posted on the official notice board of the faculty for 15 days. The last day of this period shall be deemed to be the day of delivery.
- (15) An applicant who fails to prove that he/she meets the basic conditions for admission to study according to Section 56 of the Higher Education Act at the time of verification of the fulfilment of the conditions for admission, the Dean of the faculty may issue a decision on conditional admission to study. In the event that the student fails to prove fulfilment of the basic conditions for admission to the study no later than on the date set for enrolment, the Dean shall issue a decision cancelling the decision on conditional admission to the study and deciding not to admit the applicant to the study. If the student proves fulfilment of the basic conditions for admission to the study no later than on the date set for enrolment in the study,

he/she shall be deemed to have been duly admitted to the study of the chosen study programme.

- (16) The decision on the outcome of the admission procedure is part of the student's admission file.
- (17) The Act No. 71/1967 Coll. on Administrative Proceedings, as amended, does not apply to the decision on admission to study.
- (18) Within eight days from the date of receipt of the decision on the result of the admission procedure, the applicant may submit a request to the Dean of the Faculty for a review of the decision on the result of the admission procedure. The Dean may himself amend the original decision if he finds that it was issued in violation of the law or an internal regulation of the university or faculty or the conditions of admission to the study. Otherwise, he/she shall forward the application to the Rector within 15 days of the date of its receipt, together with the applicant's attached file.
- (19) The Rector may change the initial decision of the Dean if he/she finds a conflict with the law or the internal regulations of the University or the Faculty or with the conditions of admission to studies. Otherwise, he/she shall reject the application and confirm the original decision. The Rector's decision must contain a statement of the reasons and an indication that the decision cannot be appealed.
- (20) The reply to the applicant for review must be sent within 30 days of receipt of his/her request for review of the decision not to admit him/her to study.
- (21) Applicants have the right to consult the documentation of their admission procedure within 10 days of receiving the decision of non-acceptance at the latest. By inspection is meant that the applicant may read the documentation and make copies or extracts from it in the reserved premises of the University in the presence of persons authorised by the Rector or the Dean of the faculty, if the study programme is carried out at the faculty. If the applicant discovers that an error has been made in the evaluation or in the determination of the final number of points obtained, he/she shall notify the person present at the inspection on behalf of the Dean and indicate this fact in his/her request for a review of the decision not to accept the admission.
- (22) The Dean will review the candidate's objections raised during the review of the materials or in the request for review of the decision. If it is shown that the candidate has been prejudiced by an error on the part of the faculty, the Dean, in cooperation with the Examination Board, is obliged to rectify the deficiency and place the candidate on the waiting list according to the corrected score. A written record signed by the members of the Examination Board must be made of this change in the admissions documentation. If, after correcting the number of points, the applicant is ranked among those who meet the conditions for admission to the relevant study programme, the Dean shall reverse the original decision and admit the applicant to the study programme.
- (23) The study department or the science department is obliged to keep the documentation of the admission procedure, the documentation of enrolment and enrolment in the further part of the study, the statement of the results of the study, copies of the documents on the completion

of the study and the documentation of the decision-making on the academic rights and obligations of the student for at least 50 years from the date of the end of the study. The documentation of the admission procedure of applicants who were not admitted or did not enrol after admission shall be archived for at least five years from the date of the decision on the result of the admission procedure.

## **Article 7**

### **Enrolment for studies**

- (1) Upon notification of the decision on admission to the study, the applicant becomes entitled to enrol in the study. The faculty determines the date, place and method of enrolment of students and the enrolment is organised by the study department.
- (2) The enrolment of admitted applicants may also take place before the beginning of the academic year in which their studies are to start. The applicant will then only become a student from the beginning of that academic year unless he or she notifies the faculty in writing that he or she is cancelling his or her enrolment by 15 August before the beginning of that academic year.
- (3) The faculty has the right to request information from admitted applicants as to whether they will enrol. The applicant is obliged to provide this information no later than the beginning of the academic year. If an admitted applicant fails to reply within the required time limit or replies in the negative, the right to enrol shall be forfeited. An applicant who has been admitted conditionally shall lose the right to enrol if he or she fails to prove that the basic conditions for admission have been met by the date set for enrolment at the latest. In such cases, the Dean shall annul the decision not to continue the applicant, in the order of the results of the admission procedure, is admitted to the study, and a new decision on his/her admission to the study is issued.
- (4) The faculty may allow enrolment of a student who has been admitted to study a degree programme in the same or a related field of study (or in a similar field of knowledge) at another higher education institution if he/she requests this in writing by 31 July of the year in question and the Dean of the faculty accepts the request. The application must be accompanied by a transcript of the courses taken at the other university, certified by the university concerned. Enrolment is subject to the completion of at least 40 credits of full-time study or 30 credits of part-time study in the last year of study at the previous university, or 20 credits of full-time study or 15 credits of part-time study if only one semester at the previous university has been completed.
- (5) A student in the first year of study of each degree is obliged to attend the enrolment in person on the date specified by the faculty where the study programme is carried out. A student in subsequent years of study may be enrolled by a representative on the basis of a power of attorney.
- (6) A student who fails to appear for enrolment in the next period of study or fails to re-enrol after interruption of studies and does not request permission to enrol on an alternative date

shall be invited in writing by the relevant faculty to appear for enrolment within 10 working days of receipt of this invitation.

- (7) If a student fails to appear for enrolment within the specified period of time after receiving the notice and does not request an extension of this period for health reasons, the day by which the student should have enrolled for the next period of study or re-enrolled shall be deemed to be the day on which the student abandoned the study.
- (8) At the time of enrolment, the student determines for himself/herself what part of the obligations prescribed by the study programme and laid down in the recommended study plan he/she wishes to complete in a given academic year, but in such a way that, after fulfilling the required conditions, he/she can advance to the next part of the study or complete the study. The student is responsible for the completeness of the enrolment.
- (9) The study department of the faculty shall make a record of the enrolment in the student's record documentation or prepare and confirm the enrolment report to the student. The necessary data shall be entered in accordance with Section 73 (3) of the Higher Education Act also to the central register of students and the register of CU students.
- (10) After the enrolment has been completed and registered in the information system, the enrolled student may apply for a student card or its extension. Issuing and validation of ID cards is provided by the Department of IT Infrastructure and Information Systems of CU.

## **Article 8**

### **Student rights and obligations**

- (1) A candidate admitted to study becomes a student of the FE CU by enrolling in a study programme of higher education studies that is carried out at the faculty.
- (2) In particular, the student has the right to:
  - a) study the programme of study to which he/she has been admitted,
  - b) create a study plan according to the rules of the study programme,
  - c) enrol in the next part of the study programme if he/she has fulfilled all the obligations specified in the study programme or study regulations,
  - d) respecting the time and capacity constraints imposed by the study regulations or the study programme, to choose the pace of study, the sequence of courses taken while maintaining their prescribed continuity and to choose a teacher for a course taught by more than one teacher,
  - e) apply to study at another university as part of your studies, including abroad,
  - f) participate in the research, development or artistic and other creative activities of the university,
  - g) participate in the establishment and activities of independent associations operating on campus in accordance with the law,
  - h) Comment at least once a year on the quality of teaching and teachers through an anonymous questionnaire,
  - i) freely express opinions and comments on higher education,

- j) for information and advisory services related to studying and the possibility of graduates' employment in practice,
  - k) if he or she is subject to the obligation to pay tuition fees pursuant to Section 92 (5) of the Higher Education Act, to decide in which study programme he or she will study free of charge in the relevant academic year, if he or she is entitled to study free of charge,
  - l) change the study programme within the same field of study under the conditions specified in the study regulations,
  - m) to submit a complaint to the Dean of the faculty or the Rector of CU and to handle it, while receiving, registering, investigating, handling complaints and implementing measures taken to remedy them are carried out in accordance with Act No.9/2010 Coll. on complaints, as amended,
  - n) to be represented in the university and faculty self-governing bodies, in student self-governing bodies and in the Student Council of Universities,
  - o) address comments and suggestions to the CU Student Council and participate in its public meetings.
- (3) The general rules on health and safety at work apply to students participating in practical training and practice.
- (4) The student is obliged in particular:
- a) comply with the internal regulations of CU, FE CU and its components,
  - b) to protect and make economic use of the property, resources and services of CU and FE CU,
  - c) pay tuition and fees associated with their studies, exclusively and directly to the university or faculty in which they are enrolled, by the due date and truthfully state the facts relevant to their determination,
  - d) notify the university or the faculty of the address for the delivery of documents, or a change of address, as well as the facts relevant for registration in the student register,
  - e) to appear in person at the written summons of the Rector, Dean or a university or faculty employee authorised by them to discuss questions concerning the progress or termination of his/her studies or relating to his/her rights or obligations,
  - f) upon enrolment, notify the faculty in writing of the decision in which study programme he/she will study free of charge in concurrent studies,
  - g) protect the reputation of CU and its components,
  - h) attend health and safety training and fire safety training within the statutory time limits.
- (5) Students are required to participate in the exercises, seminars, excursions and professional practice prescribed by the study programme. The lecturer has the right to excuse and determine the substitution for a maximum of 25% absence. Greater absences are considered as failure to pass the course.
- (6) The making of any audiovisual recording in class is only possible with the express permission of the teacher. The making of any audiovisual recording of a teacher without his/her consent shall be considered a disciplinary offence.

## **Article 9**

### **Credit system**

- (1) The organisation of all levels and forms of higher education at the FE CU is based on the credit system. The credit system uses the accumulation and transfer of credits and is based on the transparency of learning outcomes and learning processes.
- (2) Each subject is assigned a number of credits in the study programme and is usually assessed using a grading scale. Credits are numerical values assigned to courses and reflect the proportion of a student's work required to successfully complete the course within the standard scope of work for one academic year. A student may earn credit for a course only once during the course of study.
- (3) The standard student workload is expressed in terms of the number of
  - a) 60 credits for the whole academic year, 30 credits per semester if it is
    1. a first-degree programme of study, a second-degree programme of study or a programme of study combining a first degree and a second degree, irrespective of the form of study, or
    2. third degree study programme in the full-time form of study,
  - b) a maximum of 48 credits depending on the standard length of study of the relevant study programme and the number of credits required for its proper completion, if it is a third-degree study programme in the extramural form of study.
- (4) The full-time form of study is organised in such a way that the study according to the recommended study plan corresponds, depending on the study programme in terms of time intensity, to the student's work in the range of 1500 to 1800 hours per academic year, including independent study and independent creative activity.
- (5) The external form of study of study programmes is organised in such a way that the study according to the recommended study plan corresponds, depending on the study programme in terms of time intensity, to the student's work in the range of 750 to 1440 hours per academic year, including independent study and independent creative activity.
- (6) Credit accumulation means the summation of credits earned for the successful completion of courses during the time in which a student was enrolled in a single programme of study. Credits are counted: within the study of a study programme in the case of its regular completion, within the part of study at another faculty of CU, within the part of study at another university in the Slovak Republic or at a university abroad formally secured by the formalities of transfer of credits.
- (7) Courses included in the study programme are divided into compulsory, elective and elective courses according to the obligatory nature of their completion. Subjects are divided into subjects conditional on successful completion of other subjects (prerequisites) and subjects without prerequisites.
- (8) The faculty determines for each study programme a recommended study plan, which is compiled so that by completing it the student meets the conditions for successful completion of studies of the standard length, including completion of professional practice, if it is part of

the study programme. The recommended study plan shall include subjects of such credit value and of such type (compulsory, compulsory elective, elective) that the rules for continuing in the next period of study are met in each part of the study control. A student may only enrol in the courses specified for the relevant level of study.

- (9) When obtaining credits, the student must follow a procedure that respects the ratio of the division of studies into compulsory, compulsory elective and elective subjects.
- (10) Control of studies at the faculty is carried out by the study department after the end of each academic year. In the first year, the study review shall be carried out after the end of the examination period of the winter of the semester. The subject of study control are examinations, state examinations, as well as the number of credits obtained in individual parts of the study.
- (11) In order to continue in the second year of full-time study, a student must obtain a minimum of 40 credits, including a minimum of 20 credits in the first semester. If a student earns fewer than 20 credits in the first semester of study, he/she is dismissed from the study for failure to meet the requirements of the study programme and the University's study regulations. If a student earns fewer than 40 credits in the first year of study, he/she shall be withdrawn from the study for failure to meet the requirements of the study programme and the University's study regulations. To continue in each subsequent year of study, the student must obtain a minimum of 40 credits. If a student earns fewer than 40 credits in a year, he/she shall be dismissed from studies for failure to meet the requirements of the study programme and the study regulations of the Faculty.
- (12) In order to continue in the second year of study in the external form, the student must obtain a minimum of 30 credits, including at least 15 credits in the first semester. If a student earns less than 15 credits in the first semester of study in the external form, he/she is expelled from the study for failure to meet the requirements of the study programme and the study regulations of the faculty. If a student earns less than 30 credits in the first year of study in the external form, he/she is excluded from the study for failure to meet the requirements of the study programme and the study regulations of the faculty. In order to continue in each subsequent year of study in the external form, the student must obtain a minimum of 30 credits. If a student in the external form of study obtains less than 30 credits in a year, he/she is expelled from the study for not fulfilling the requirements of the study programme and the study regulations of the faculty.

## **Article 10**

### **Enrolment and completion of courses**

- (1) In the first year of the Bachelor's degree, the student must enrol in courses totalling at least 60 credits in the full-time form and at least 40 credits in the part-time form. In the following years of study, the student must enrol in courses totalling at least 40 credits in full-time study and at least 30 credits in part-time study. In the final year of study, he or she may enrol for a lower number of credits if this number of credits is sufficient for him or her to complete the study

programme.

- (2) A student may enrol in courses worth a maximum of 90 credits in any one year. This number of credits does not include credits for courses which, after enrolment, are recognised on the basis of the student's successful completion of them during previous studies.
- (3) It is only possible to refuse a student's registration for a course taught at the faculty on the grounds of non-completion of prerequisite courses, if this continuity is specified in the course information sheet, in the case of mutually exclusive courses and for capacity reasons.
- (4) When enrolling in courses, priority is given to students for whom the course is compulsory and to students from other universities who are required to take the course by their study contract.
- (5) Students of other faculties of CU can register for compulsory elective courses under the same conditions as students of FE CU. Students from other universities may register for a course at FE CU only on the basis of a study contract.
- (6) A compulsory course enrolled in a given academic year and passed unsuccessfully, i.e. graded with grade FX twice or not passed at all, must be enrolled again during the student's studies in the following academic year. If in the following academic year he/she passes the course unsuccessfully, i.e. receives a grade of FX twice, or does not pass it at all, he/she will be expelled from the study for not fulfilling the requirements resulting from the study programme and the Study Regulations of the FE CU.
- (7) A compulsory elective course enrolled in and passed unsuccessfully, i.e. twice graded FX, or not passed at all, may be enrolled again in the following academic year, or the student may enrol in another compulsory elective course instead. If he/she fails the course in the following academic year, i.e. receives a grade of FX twice or does not take it at all, he/she will be expelled from the study for not fulfilling the requirements resulting from the study programme and the Study Regulations of the FE CU, in the following academic year.
- (8) A student may enrol in the elective course enrolled in and passed unsuccessfully again in the following academic year or may enrol in another elective or compulsory elective course in its place. If the student has achieved a sufficient number of credits, he/she does not have to enrol in any elective course. If the student has not achieved a sufficient number of credits, after a second unsuccessful attempt to take the elective course, he/she is expelled from the study for not fulfilling the requirements resulting from the study programme and the Study Regulations of the FE CU.
- (9) A student who has been graded FX has the right to a make-up term in a given academic year if he/she meets the requirements of the continuous assessment as stated in the course information sheet. A student is not entitled to remedial or alternative options for meeting the requirements of the continuous assessment unless such an option is specified in the course information sheet, or unless otherwise specified by the instructor at the beginning of the semester or by the faculty's study regulations. In the event that a student fails to meet the requirements of the continuous assessment, he/she shall be graded with a grade of FX without the possibility to participate in the final semester examination of the course.
- (10) Within two weeks of the beginning of the instructional part of the semester, a student may

petition the Office of Academic Affairs to drop or add a course to his/her transcript by submitting a Request to Add and Drop Courses. The addition or deletion of a course enrolled in AiS at the request of a student after two weeks from the beginning of the semester is subject to a fee according to the current tuition and fee guidelines.

- (11) In addition to teaching according to the curriculum in the study programme, university teachers provide individual consultations to students for a minimum of two teaching hours per week. Individual tutorials are not a substitute for teaching.
- (12) If a student is unable to attend an examination, he/she may withdraw from the examination in the academic information system at least one day before the examination. If the student does not do so and does not excuse himself/herself to the examiner at the latest on the day of the examination, the examination shall be graded FX.
- (13) If a student withdraws from the written or oral part of the examination after it has begun, or if he/she seriously violates the rules for earning credits and commits cheating, the result of the examination is graded FX.
- (14) The Dean may, on the basis of a written request of the student and after the approval of the head of the department, authorize an individual study plan, which allows the student to take the enrolled courses in a special mode in terms of the organization of studies according to the possibilities of the student and the CU or the faculty. The individual study plan is usually drawn up by the student in cooperation with the study advisor. The Dean may authorise an individual study plan only in justified cases. The course and completion of studies according to an individual study plan is regulated by the relevant Dean's guidelines published on the CU FE website.

## **Article 11**

### **Assessment of learning outcomes**

- (1) The evaluation of the student's study results within the study of the subject is carried out mainly by continuous control during the teaching part of the study (control questions, written tests, tasks for independent work, term papers, reports, etc.), by an examination for the given period of study or by a combination of continuous control and examination.
- (2) The number of examinations per semester and year of study is determined by the recommended study plans. The examination may take the form of an oral examination, a written examination, or the submission of a semester-long course output (e.g.: a thesis or a work of art, etc.).
- (3) The specific assessment dates, time and venue of examinations must be published in the academic information system at least one week before the start of the examination period in the relevant semester. The dates of the examinations must be of a reasonable number and spread (a minimum of three dates, one at the beginning, one in the middle and one at the end of the examination period). Only electronic means shall be used to publish examination dates via the academic information system.
- (4) Students register for the exam date exclusively through the academic information system.

- (5) Each student is entitled to one regular and one make-up examination in each subject. In the case of re-enrolment in a failed course, the student is also entitled to one regular and one make-up examination date.
- (6) In justified cases, especially if the student has the last examination date left (after re-enrolling an unsuccessfully passed course), both the student and the examining teacher have the right to request in writing to the Dean of the FE CU for a board examination within five working days after the recording of the evaluation of the regular examination date, but no later than one week before the end of the examination period of the semester. The members of the committee, which shall have at least 4 members, shall be appointed by the Dean of the FE CU on the proposal of the head of the department providing the course. The members of the committee shall be the original examining teacher and one of the Vice-Deans of the FE CU. The date of the examination shall be determined by the Dean of the faculty concerned. If a student fails to pass the board examination he/she has applied for, he/she is not entitled to another make-up date.
- (7) The examiner is required to enter the results of the course assessment into the academic information system no later than five working days after the examination has taken place. For students who have not participated in the mid-term or final assessment of the course, although the course has been registered, the examiner will enter the FX mark for the regular and make-up examination dates of the course, or, if the course is not marked with a mark, will assess it as a fail.
- (8) The specific method of course evaluation (method of continuous control, form of examination, etc.) is determined by the lecturers in the course information sheet, which is made available to students no later than in the first week of the semester.
- (9) The assessment of learning outcomes in individual subjects must be completed no later than five working days after the last day of the examination period of the semester in question.
- (10) Completion of the course is assessed by a grade. The grade reflects the quality of the acquisition of knowledge or skills in accordance with the aim of the course as stated in the course information sheet. The mark is based on the student's overall pass percentage in all forms of assessment of learning outcomes, with a pass mark of at least 60 % being required to pass the course.
- (11) A scale consisting of six grading levels is used at CU to assess learning outcomes:

<b>Classification scale</b>	
The classification level reflects the results	Classification level
Excellent	A (excellent) = 1
Above average	B (very good) = 1.5
Average	C (good) = 2
Acceptable	D (satisfactory) = 2.5
Meeting the minimum criteria	E (enough) = 3
Not meeting the minimum criteria	FX (insufficient) = 4

- (12) The faculty may decide for selected courses that they will not be evaluated by a grade and

- determine other criteria for their successful completion as conditions for obtaining credits.
- (13) A weighted grade point average is used to assess a student's overall academic performance. It is calculated by taking the sum of the student's credit evaluation and the numerical value of the grade for all courses taken during the evaluation period and dividing it by the sum of the credits earned during the period.
  - (14) The defence of the final thesis and the state examination are courses and credits are awarded for their completion.
  - (15) The overall result of the state examinations shall be determined as the average of the marks in the individual parts as follows: A - average from 1.00 to 1.25 inclusive, B - average from 1.26 to 1.75 inclusive, C - average from 1.76 to 2.25 inclusive, D - average from 2.26 to 2.75 inclusive, E - average from 2.76 to 3.00 inclusive.
  - (16) The overall evaluation of the study programme is carried out after all the obligations prescribed by the study programme have been fulfilled, including the passing of state examinations. It is expressed by grades: passed with distinction, passed, failed.
  - (17) Upon successful completion of the state examination and the defence of the final thesis, a student is graded "passed with distinction" if his/her weighted study average for the entire study is not more than 1.30, inclusive, and in all parts of the state examination he/she has been graded only with grades A or B in the regular term, where the number of grades with grade A may not be less than the number of grades with grade B. In all other cases, the grade shall be 'pass'.
  - (18) If any subject of the state examination has been graded FX, the overall grade of the state examination is "fail".

## **Article 12**

### **Recognition of completed parts of studies**

- (1) Completion of part of your studies at another university is formally conditional on: an application for exchange studies, a study contract and a transcript of the results of your studies. It is carried out in accordance with Section 7 of the Decree of the Ministry of Education and Science of the Slovak Republic No. 614/2002 Coll. on the credit system of study as amended and according to the relevant internal regulations of the University.
- (2) A student may apply to the Dean of the faculty in which he/she is enrolled for recognition of completed courses, or transfer of credits and grades, if the time elapsed since their completion is less than 5 years. Credits earned for the successful completion of a course in the Bachelor's degree programme cannot be recognised in the Master's degree programme. The application must be submitted to the Registrar's Office or to the Education and Training Department. Recognition of courses from previous studies (except for students on mobility) is subject to a fee in accordance with the current tuition and fees guidelines.

## **Article 13**

### **Change of study programme and change of study form**

- (1) The Dean of the Faculty may, upon written request of a student, authorize a change of study programme within the same field of study or in a similar field of knowledge.
- (2) A student may apply for a change of study programme before the beginning of the academic year after successfully completing a year of study by 31 August at the latest. A student from another university may apply for a change of study programme by 31 July
- (3) A change of study programme within the same field of study or combination of fields of study carried out at a faculty is authorised by the Dean; if the change is to be made between CU faculties, it is authorised by the Dean of the receiving faculty. A prerequisite for authorising a change of study programme is the acquisition of at least 40 credits in full-time study or 30 credits in part-time study in the last year of study. The written request is addressed to the Dean of the faculty concerned. The Dean may request the opinion of the head of the department providing the relevant study programme. The change of study programme shall be made on the date of enrolment.
- (4) For successful completion of studies, the student is obliged to fulfil the conditions set out in the study programme in which he/she is studying after the change.
- (5) A change in the form of study from full-time to part-time or from part-time to full-time is considered a change in the study programme.
- (6) For compelling reasons, the Dean of the FE CU may allow a student to change the study programme and change the form of study even if the conditions set out in paragraph 3 of this Article are not fulfilled.
- (7) A student may request a transcript of the results of his/her studies pursuant to Section 67 (5) of the Higher Education Act for a fee in accordance with the applicable tuition and fee guidelines.

## **Article 14**

### **Evidence of studies**

- (1) Evidence of studies at CU are: student ID card, transcript of study results and clinical practice record (in the case of students of medical fields of study).
- (2) A student ID card is a document confirming the student's legal status, which entitles him/her to enjoy the rights and benefits of a student arising from the laws, internal regulations of the university, schools and from agreements with other legal entities. This document also serves to prove the data entered therein. The student card shall be issued to the student after registration in the register of students. It shall be issued by the College. It indicates, among other details, the period during which the student has fulfilled the conditions for continuing his or her studies; it also bears the holder's likeness. The student card uses a uniform data structure specified by

the Ministry of Education and Science of the Slovak Republic in Methodological Guideline No 16/2014 on the use, structure and technical design of the student card.

- (3) The transcript of study results is a document containing data on the study obligations fulfilled by the student within the study programme and is issued by the faculty.

## **Article 15**

### **Final thesis**

- (1) The final thesis, which together with the defence forms one course, is also part of the study of each study programme. The defence of the final thesis is one of the state examinations.
- (2) The thesis is:
  - a) Bachelor thesis,
  - b) Thesis,
  - c) Dissertation.
- (3) The bachelor's and master's thesis should demonstrate the student's ability to work creatively in the field of study in which he/she has completed the study programme.
- (4) The dissertation demonstrates the ability of independent scientific and conceptual activity.
- (5) The course of the dissertation defence is further determined by the directive on doctoral studies of the respective faculty.
- (6) The basic requirements that must be met by the thesis are specified in the Directive of the Dean of the FE CU on the completion of studies; the Directive of the Dean of the FE CU on the rigorosum procedure at the FE CU and the Directive of the Dean of the University of Ružomberok on the doctoral studies at the FE CU.
- (7) By the end of October, the relevant department will publish in the academic information system the thesis topics for students in the penultimate year of the first, second and combined first and second cycle of studies. The thesis topics are listed in the academic information system by the thesis supervisor and approved by the Head of Department. Students choose their thesis topic no later than the end of the month following the publication of the topics.
- (8) The student of the penultimate year registers electronically with the supervisor or the supervisor of the final thesis in the academic information system. On the basis of an agreement between the thesis supervisor and the student, the academic information system shall draw up a report on the assignment of the thesis, which shall be approved by the Head of Department no later than 31 January of the academic year in question.
- (9) The student has the right to propose his/her own topic and the supervisor or supervisor of the thesis to the department in writing by the end of November of the penultimate year of study. The head of the department shall be 30 days to comment in writing on his/her proposal, while having the right to disapprove the proposed topic and supervisor, or the supervisor of the thesis. Approval is also considered to be confirmation of the topic in the academic information system.
- (10) The final thesis is prepared by the student under the guidance of the supervisor, or the supervisor of the final thesis, who classifies the final thesis with a report, which is assigned to

- the student's final thesis in the academic information system, in which he/she fills in all mandatory items, enters a comment on the evaluation and asks questions to defend the thesis.
- (11) Before submitting the thesis, the student is required to upload an electronic version of the thesis to the Academic Information System and sign the electronic license agreement.
  - (12) The final thesis (in the number of 1 piece) together with the prescribed documents is handed in by the student on the deadline specified in the timetable of the respective academic year to the study department of the FE CU.
  - (13) The student has the right to participate in the defence of the final thesis even if either the supervisor or the opponent evaluated the final thesis with the classification grade FX, but the second opinion evaluated the thesis in the range of qualification grades A - E.
  - (14) In the case that both the supervisor and the opponent have classified the thesis with the grade FX, the thesis is not forwarded for defence and the student has to rework and resubmit it within the deadline set by the faculty schedule. With the consent of the head of the relevant department, the student may change the topic of the thesis, as well as the supervisor or the supervisor of the thesis.
  - (15) If the supervisor or opponent of the thesis is not a member of the examination committee, he/she may be invited to the defence of the thesis and has an advisory vote in its evaluation. The result of the thesis defence shall be decided by a vote of the Examination Board. In the event of a tie, the vote of the chair of the examination committee shall be decisive.
  - (16) The result of the final thesis defence is evaluated by classification grades A to FX. If the result of the defence is FX and the student has been evaluated by the supervisor and the opponent of the thesis in the range of qualification grades A - E, he/she may defend the thesis again in the correction period.
  - (17) The final thesis is prepared in Slovak language, and if the Dean of the FE CU agrees, also in another language, usually in English. In study programmes focusing on foreign languages, the final thesis is usually prepared in the languages of these study programmes.

## **Article 16**

### **State and rigorosum examinations**

- (1) In order to graduate, it is necessary to pass a state examination or state examinations, which are conducted according to Section 63 of the Higher Education Act.
- (2) The state examination may consist of several parts. The parts and subjects of the state examination are determined by the study programme.
- (3) State examinations are oral, written or practical. The faculty shall publish the form of the state examination and the theses of the subjects of the state examination on its website no later than by the beginning of the winter semester of the academic year in which the state examinations are to be held.
- (4) State examinations are held on dates determined by the Dean in accordance with the study schedule and published at least 6 weeks before they are held on the FE CU website.

- (5) A student may take the state examination after fulfilling the obligations set by the study programme if:
  - a) obtains at least enough credits so that after obtaining credits for successful completion of the state examinations and the defence of the final thesis, he/she has the necessary number of credits for the proper completion of studies,
  - b) successfully completes all the prescribed compulsory subjects, except for the state examination and the defence of the final thesis,
  - c) successfully completes compulsory elective and elective courses in the composition determined by the study programme,
  - d) has settled all financial obligations to the faculty and the university, especially tuition and fees related to studies.
- (6) The student shall register for the state examination through the academic information system at least 21 days before the date set for the state examination.
- (7) If serious circumstances prevent a student from attending the state examination, he/she may request in writing to the Dean in advance or no later than three days after the date of the state examination for permission to postpone the date of the state examination. Unexcused absence from the state examination shall be graded with a grade of FX.
- (8) A student may repeat the state examination twice, at the latest on a date that does not exceed the standard length of study at the relevant level of higher education by more than two years. In the case of failure on all three dates of the state examination, the student is excluded from study for failure to meet the requirements arising from the study programme and the Study Regulations of the FE CU.
- (9) A student who has been graded FX in any part of the state examination and who does not pass the remedial term of the state examination by the end of the relevant academic year is obliged to enrol in the next year of study. The additional year of study for the purpose of taking the state examination shall be counted towards the total period of study at the relevant level of higher education.
- (10) Graduates of study programmes who have obtained a Master's degree or similar study programmes abroad may apply to take the rigorosum examination and defend their rigorosum thesis in the same field of study in which they obtained their higher education or in a related field of study.

## **Article 17**

### **Completion of studies and evidence of graduation**

- (1) The study is properly completed by graduation according to the relevant study programme.
- (2) A student duly completes his/her studies according to the relevant study programme of the first, second or combined first and second degree if:
  - a) has successfully completed all the prescribed study requirements of the study programme and has obtained the specified number of credits in the prescribed composition as a prerequisite for participation in the state examination,

- b) has successfully passed the state examination or state examinations prescribed by the study programme - including the defence of the final thesis.
- (3) The date of proper completion of studies is the date of fulfilment of the last of the conditions prescribed for the proper completion of studies of a given study programme.
- (4) In addition to the regular termination of studies, studies at FE CU will be terminated:
- a) by dropping out,
  - b) by exceeding the standard length of study in the full-time form of study by more than two years of study, in the part-time form of study by more than three years, with the date of completion of studies being the end of the academic year in which the student was to complete his or her higher education studies,
  - c) expulsion from studies for failure to meet the requirements arising from the study programme and study regulations, or expulsion from studies for a disciplinary offence, the date of termination of studies being the date on which the expulsion decision became final,
  - d) the entry into force of a decision on the invalidity of a state examination or part thereof pursuant to Section 108f (1) in the context of lower-degree studies, if the relevant education is a condition for admission to the ongoing study of a higher-degree study programme,
  - e) by waiving the academic degree awarded on completion of a lower-degree programme if the degree is a prerequisite for admission to a higher-degree programme of study in progress,
  - f) cancellation of the study programme if the student does not accept the university's or faculty's offer to continue his/her studies in another study programme, the date of termination of studies being the date on which the university announced the cancellation of the study programme,
  - g) death of a student.
- (5) Exceeding the standard length of study of the respective study programme taking into account the total duration of study in the respective higher education level or concurrent study in several study programmes in the respective higher education level in one academic year or part thereof results in the student's obligation to pay to CU the annual tuition fee for each additional year of study specified in the internal regulations.
- (6) Evidence of the proper completion of studies of an accredited study programme and of the acquisition of the relevant academic degree are: a university diploma, a certificate of state examination and a diploma supplement.
- (7) A university diploma is a document certifying the completion of an accredited study programme and the relevant field of study and the award of an academic degree. It is issued by the university. The diploma shall bear: the name and surname of the graduate, the matriculation number of the diploma, the name of the university, the name of the faculty, the name of the field of study, the name of the study programme, the academic degree, the signature of the Rector and the Dean of the faculty, the date of completion of studies and the stamp of the university. The diploma is usually awarded at an academic ceremony.

- (8) The State Examination Certificate is a proof of passing the State Examination, its components and its result. It is issued by the university and signed by the Dean of the faculty.
- (9) The Diploma Supplement is a document that contains details of the courses taken in the degree programme. According to Section 8 (2) of the Decree of the Ministry of Education and Science of the Slovak Republic No. 614/2002 Coll. on the credit system of studies, as amended, the information on the system of higher education in the Slovak Republic, which is prepared and published by the Ministry of Education and Science of the Slovak Republic, is a part of the diploma supplement. CU issues a diploma supplement to all graduates free of charge in Slovak and English.
- (10) Certificates of graduation shall be issued within 30 days of the regular completion of studies, normally at an academic ceremony, unless the graduate agrees to a later issuance of these documents.

## **Article 18**

### **Interruption of studies**

- (1) The interruption of study of a study programme is permitted by the Dean of the FE CU on the basis of a reasoned request of the student.
- (2) Interruption of studies in the first year is possible only after the end of the winter semester. The interruption of studies refers to a complete part of the study (semester, year). The application for interruption of studies is addressed to the Dean of the Faculty and submitted to the Study Department at least three weeks before the beginning of the semester. Exceptions in exceptional and unforeseen cases (e.g. sudden serious health problems) is decided by the Dean of the Faculty. The decision on interruption of studies is delivered to the student personally or by post in his/her own hands.
- (3) The student may request in writing to interrupt his/her studies:
  - a) for a maximum of three academic years due to parental leave,
  - b) for a maximum of two academic years for health or other serious personal reasons (on presentation of verifiable evidence),
  - c) for a maximum period of one year without giving any reason.
- (4) At the end of the interruption period, the student must report for re-enrolment.
- (5) During the interruption of studies, the student is not entitled to the rights and obligations of a student, nor is he/she a member of the academic community.

## **Article 19**

### **Withdrawal from studies**

- (1) Dropping out can occur for reasons including:
  - a) on the basis of the student's own decision;
  - b) permitting the student to enrol at another university or faculty of CU after meeting the

- conditions set out in its study regulations on the basis of a written request from the student;
- c) if the student fails to appear for enrolment in the next period of study or fails to appear for re-enrolment after an interruption following a notice to appear for enrolment within 10 working days of receipt of the notice; the student may request an extension of this period for medical reasons which prevent him/her from appearing for enrolment, otherwise the day by which the student should have enrolled for the next period of study or re-enrolled shall be deemed to be the day on which the student abandoned his/her studies.
- (2) The student shall notify the Dean of the Faculty in writing of his/her withdrawal from studies.
- (3) The date of termination of studies is the date on which the faculty receives the student's written declaration of withdrawal from studies.
- (4) In the event of dropping out, a certificate of completion may be issued to the student if requested. The certificate shall be issued for a fee in accordance with the current fee schedule.
- (5) A student who has abandoned his/her studies may be readmitted to the FE CU only on the basis of a new admission procedure.

## **Article 20**

### **Exclusion from studies**

- (1) For a particularly serious violation of obligations within the meaning of Section 72 (2)(c) of the Higher Education Act, the Dean may decide on expulsion from studies.
- (2) A student who fails to meet the requirements arising from the study programme and the Study Regulations of the FE CU is excluded from study pursuant to Section 66 (1) (c) of the Higher Education Act.
- (3) The decision to exclude the student must be in writing. It must contain: the statement, the reasons for the decision, an indication of the possibility of submitting a request for its review, the registration number under which the decision is registered, the date and place of its issuance, the official stamp, and the signature of the Dean. The decision must be delivered to the student by hand.
- (4) The date of termination of studies shall be the date on which the decision on exclusion from studies became final.
- (5) The student may submit a request for a review of the decision on exclusion from studies within eight days from the date of its delivery. The application shall be submitted to the Dean who issued the decision. The Dean may grant the request and modify or reverse the decision. If he/she does not grant the request, he/she shall forward it to the Rector within 15 days of its receipt at the FE CU. The Rector shall review the Dean's decision and, if it is contrary to the law or an internal regulation of CU or the Faculty, shall amend or annul the decision. Otherwise, he/she shall reject the request and confirm the original decision.
- (6) The Rector must issue a decision no later than 30 days from the date of receipt of the request for review of the decision by the faculty. The Rector's decision may not be appealed by a

request for a review of the decision.

- (7) The procedure for the review of a decision pursuant to Section 72 of the Higher Education Act is not subject to Act No. 71/1967 Coll. on Administrative Proceedings, as amended.

## **Article 21**

### **Proceedings concerning the student's study rights and obligations**

- (1) Proceedings in cases of violation of the academic rights and obligations of a student enrolled in a study programme at the faculty shall take place in the first instance at the faculty and shall be decided by the Dean. The Rector decides on applications for review of decisions of the Deans.
- (2) Proceedings concerning the authorisation of interruption of studies and recognition of courses or transfer of credits shall begin on the date on which the student has submitted a written request in this respect. If the application does not contain the necessary information, the Dean shall invite the student to complete the application or to provide the necessary explanation within a reasonable period of time. The Dean shall issue the relevant decision within 30 days of the date of initiation of the procedure. This time limit shall not include the time during which the student has been within the time limit for to complete the application or to submit an explanation. If the Dean fails to make a decision within 30 days, the student may request that the Rector declare the Dean's obligation to act and make a decision on the matter.
- (3) Proceedings in respect of non-compliance with the requirements arising from the study programme and the study regulations shall commence on the date of the Dean's decision.
- (4) Proceedings in the matter of expulsion from studies due to failure to meet the requirements arising from the study programme and the Study Regulations of the FE CU shall commence on the date of the decision on expulsion.
- (5) Proceedings and decision-making on the student's study rights and obligations are not covered by Act No. 71/1967 Coll. on Administrative Proceedings, as amended.
- (6) Decisions on matters of a student's study rights and obligations must be made in writing, must contain a statement with reference to the relevant provision of the internal regulation and a statement of reasons on the basis of the facts, unless otherwise provided for in these Study Regulations. The decision must be delivered to the student by hand.
- (7) The faculty's obligation to deliver the decision is satisfied if the student accepts the decision or as soon as it is returned by the post office as undeliverable, or if delivery was frustrated by the student's act or omission. The decision shall also be deemed to have been served if the student refuses to accept the decision.

## **Article 22**

### **Rector's Prize and Dean's Prize**

- (1) The Rector may, on the basis of a written proposal from the Dean, award the Rector's Prize associated with the award of a scholarship for exceptional achievement to a student at any level.
- (2) The rules for awarding the Rector's Prize are determined by the CU Scholarship Regulations.
- (3) The Dean may award a student enrolled in a study programme carried out at the faculty with the Dean's Award. The criterion for the Dean's Award is the overall assessment of the student's academic performance "passed with distinction" or the achievement of exceptional results in scientific, artistic or sporting activities, or in social engagement. The award of the Dean's Prize is usually associated with the award of an incentive scholarship to a student for exceptional results in accordance with the CU Scholarship Regulations.

### **Article 23**

#### **System of study advisers**

- (1) The system of study advisors aims to make the university study system more efficient, to help students to orient themselves correctly and to choose subjects efficiently, taking into account the student's own study plan, his/her interest orientation and the real situation on the labour market. It has also aims to assist students in their difficulties in studying, in communicating with the environment and also performs an advisory function in student mobility, or an intermediary function in research, interest and other activities.
- (2) Academic advisors are appointed and dismissed by the Dean of the faculty from among the university teachers.
- (3) A study advisor is usually appointed for a specific year of study, study programme or field of study.
- (4) The advisory and consultancy activities of university teachers result from the employment contract.

### **Article 24**

#### **Doctoral studies**

- (1) As a third-level study programme, the doctoral study programme focuses on the acquisition and deepening of knowledge based on the current state of scientific and artistic knowledge and, in particular, on the student's own contribution to it, which is the result of his/her scientific research and independent creative activity in the field of science or art. Graduates of the doctoral study programme receive a third-level university degree. The final thesis of the doctoral study programme is the dissertation.
- (2) The admission procedure for doctoral studies always includes an entrance examination.
- (3) The study according to the doctoral study programme (hereinafter referred to as "doctoral study") is carried out according to an individual study plan under the guidance of a supervisor. A condition for the proper completion of the doctoral studies is the passing of the

dissertation examination, which is one of the state examinations, and the defence of the dissertation as the final thesis.

- (4) Doctoral studies consist of a study part and a scientific part. The study plan is drawn up by the supervisor and submitted to the departmental committee for approval. The study part consists mainly of lectures, seminars and individual study of literature necessary for the focus of the dissertation. The scientific part of the doctoral studies shall consist of individual or team scientific work of the doctoral student (hereinafter referred to as 'doctoral student'), which is related to the topic of the doctoral thesis. The scientific part of the doctoral study is professionally supervised by the supervisor.
- (5) The function of a supervisor for a given field of study may be performed by teachers of the CU at which the doctoral study is carried out and other experts after approval by the scientific board of the university or faculty, if the doctoral study is carried out at the faculty. Supervisors approved by an external educational institution may act as supervisors for the topics proposed by that institution. The external training institution shall provide the scientific and pedagogical characteristics of these supervisors to the scientific board of the university or faculty.
- (6) The supervisor for a given study programme of doctoral studies may be a university teacher or another expert from practice, after approval by the faculty's scientific council. The supervisor must be a tenured professor or an associate professor or a researcher with the academic degree of PhD, ArtD. and with the degree of qualification II a or with the scientific rank of DrSc.
- (7) In addition to the qualification requirements and tasks defined in Article 24(5) and (6) of these Study Regulations, a supervisor in a doctoral study programme must meet the following conditions:
  - a) his/her publishing, scientific research and other creative activities are related to the given or related field of study, or study programme in which the supervisor is or is to be active;
  - b) the quality and quantity of his/her published outputs, solved scientific projects and other creative activities is at the required level and is a guarantee of the progress of the respective field of study/programme; at the same time, it is a guarantee of the quality of the PhD student's scientific programme and publication outputs and his/her involvement in the supervisor's scientific projects;
  - c) has achieved new results in science, technology, the arts and/or education that have significantly influenced the development of the field or a related field and are equally valued by the professional community (e.g. citations of papers, art reviews, membership of scientific committees of conferences and scientific organisations, invited lectures, expert and referee activity, etc.).
- (8) Doctoral studies are carried out in full-time or part-time form. Standard length of study for a doctoral study programme
  - a) in the full-time form of study is three or four academic years; the number of credits, the achievement of which is a condition for the proper completion of studies, for a full-

- time doctoral study programme with a standard length of study
1. three academic years is 180 credits,
  2. Four academic years is 240 credits.
- b) four or five academic years in the external form of study; the number of credits, the achievement of which is a prerequisite for the proper completion of studies, for a doctoral study programme in the external form of study with a standard length of study
1. Four academic years is 180 credits,
  2. Five academic years is 240 credits.
- (9) Part of the full-time doctoral studies is the performance of pedagogical activities or other professional activities related to pedagogical activities to the extent of no more than four hours per week on average per academic year in which the teaching takes place.
- (10) Doctoral studies in a given field of study are monitored and evaluated by a departmental committee established according to the internal regulation of the faculty, if the study programme is carried out at the faculty.
- (11) Graduates of doctoral studies are awarded the academic title "doctor" ("philosophiae doctor", abbreviated "PhD."), which is given after their name.
- (12) The rules of these Study Regulations shall apply to doctoral studies mutatis mutandis, unless otherwise specified.

## **Article 25**

### **Final provisions**

- (1) These Study Regulations of the Faculty of Education of the Catholic University of Ružomberok were discussed and approved by the Academic Senate of the Faculty of Education of the Catholic University of Ružomberok on 22 August 2023.
- (2) The Study Regulations of the Faculty of Education of the Catholic University of Ružomberok come into force and effect on the day of their approval by the Academic Senate of the Catholic University of Ružomberok. The Academic Senate of the Catholic University in Ružomberok approved the Study Regulations of the FE CU at its meeting on 22 August 2023.
- (3) The approval of these Study Regulations of the FE CU cancels the Study Regulations of the FE CU dated 26.05.2020.
- (4) The Grand Chancellor of CU on 24 July 2023 gave his approval to the CU FE Study Regulations.

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Chairman of AS FE CU

PaedDr. Peter Krška, PhD.  
Dean FE CU

doc. PaedDr. Tomáš Jablonský, PhD.  
Chairman of AS CU