	Faculty of Arts	Revision No: 1
	GUIDELINE Directive of the Dean of the Faculty of Arts of the Catholic University in Ružomberok on the termination of studies in the wording of Appendix No. 1	Issue No: 1 Page 0/14


FIL/3014/2022

DIRECTIVE OF THE DEAN OF THE FACULTY OF PHILOSOPHY OF THE CATHOLIC UNIVERSITY IN RUŽOMBEROK ON GRADUATION as amended by Appendix No 1

This document is a controlled documentation and is subject to change procedures. It is the intellectual property of the Faculty of Arts of the Catholic University in Ružomberok. It is intended for internal use of the organisation only. Uncontrolled copying and distribution is prohibited. The document may be provided to a third party only with the permission of the Dean.

		Valid from: 23 September 2022	Effective from: 23.9.2022	
	Title, first name, last name	Feature	Date	Signature
Administrator:	Ivan Koniar, PhD.	Vice-Dean for Education and education FF KU		
Approved and issued:	doc. Mgr. Marek Babic, PhD.	Dean of the Faculty of Arts KU		

The original of the signed directive of the Dean of the Faculty of Arts of the Catholic University in Ružomberok on the termination of studies No.S-FFKU-1 as amended by the

 <p style="text-align: center;">Catholic University in Ružomberok Faculty of Arts</p>	<p>Doc.: S-FFKU-1</p>
	<p>Revision No: 1</p>
<p style="text-align: center;">GUIDELINE</p> <p style="text-align: center;">Directive of the Dean of the Faculty of Arts of the Catholic University in Ružomberok on the termination of studies in the wording of Appendix No. 1</p>	<p>Issue No: 1</p>
	<p>Page 0/14</p>

Amendment No.1 dated 20 September 2022 is stored and available for inspection at the Secretariat of the Dean of the Faculty of Arts of the Catholic University in Ružomberok.



Catholic University in Ružomberok
Faculty of Arts

Doc.:
S-FFKU-1

Revision No: 1

GUIDELINE
Directive of the Dean of the Faculty of Arts
of the Catholic University in Ružomberok on the termination of
studies in the wording of Appendix No. 1

Issue No: 1

Page 1/17

FIL/3014/2022

DIRECTIVE OF THE
DEAN OF THE FACULTY
OF PHILOSOPHY
OF THE CATHOLIC UNIVERSITY IN RUŽOMBEROK
on the termination of the contract as amended by Amendment No 1

Document title:	Directive of the Dean of the Faculty of Arts of the Catholic University in Ružomberok on the termination of studies in the wording of Appendix No. 1
Version:	1
Release Date:	20 September 2022
Status:	PUBLIC

	Name	Date	Signature
Elaborated:	Ivan, Koniar, PhD.		
Approved and issued:	doc. Mgr. Marek Babic, PhD.		

History of the document

This section records the history of the creation of the document in case it needs to be revised and re-approved and distributed.

Version number	Valid		Comment (reason for change or update)
	From	To	
1	18. 5. 2020	22. 9. 2022	
2	23. 9. 2022		Need to update the data provided in view of to align the study programmes of the KU Faculty of Arts with the SAAVŠ standards.



Catholic University in Ružomberok
Faculty of Arts

Doc.:
S-FFKU-1

Revision No: 1

GUIDELINE


Directive of the Dean of the Faculty of Arts
of the Catholic University in Ružomberok on the termination of
studies in the wording of Appendix No. 1

Issue No: 1

Page 2/17

Table of Contents

Article 1.....	3
Introductory provisions	3
Article 2.....	3
Completion of studies	3
Article 3.....	4
Final (bachelor and diploma) theses.....	4
Article 4.....	8
State examinations.....	8
Article 5.....	12
Rigorous theses.....	12
Article 6.....	12
Final provisions.....	12

 <p style="text-align: center;">Catholic University in Ružomberok Faculty of Arts</p>	Doc.: S-FFKU-1
	Revision No: 1
<p>GUIDELINE</p> <p>Directive of the Dean of the Faculty of Arts of the Catholic University in Ružomberok on the termination of studies in the wording of Appendix No. 1</p>	Issue No: 1
	Page 3/17

Article 1
Introductory
provisions

- (1) The Directive of the Dean of the Faculty of Arts of the Catholic University in Ružomberok (hereinafter referred to as the Faculty of Arts KU) on the completion of studies is issued in accordance with the study regulations of the University and the Faculty and in accordance with the internal regulation VP-KU- 35 Directive on the formalities of final, rigorous and habilitation theses, their bibliographic registration, control of originality, preservation and accessibility.
- (2) The provisions of the Directive on the termination of studies apply to Bachelor's and Master's degree programmes carried out at the Faculty of Arts of KU.
- (3) The directive on the termination of studies also applies to an appropriate extent to inter-faculty teaching studies, to rigorous theses carried out in accordance with the directive of the Dean of the Faculty of Arts of KU on rigorous examinations and defences of rigorous theses, and to the final theses of extension studies in accordance with the directive of the Dean of the Faculty of Arts of KU on extension studies.

Article 2
Termination of
studies

- (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 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.



Catholic University in Ružomberok
Faculty of Arts

Doc.:
S-FFKU-1

Revision No: 1


GUIDELINE

Directive of the Dean of the Faculty of Arts
of the Catholic University in Ružomberok on the termination of
studies in the wording of Appendix No. 1

Issue No: 1

Page 4/17

- (3) The date of completion of studies is the date on which the last condition for the proper completion of studies of the study programme has been fulfilled.


 <p style="text-align: center;">Catholic University in Ružomberok Faculty of Arts</p>	Doc.: S-FFKU-1
	Revision No: 1
<p>GUIDELINE</p> <p>Directive of the Dean of the Faculty of Arts of the Catholic University in Ružomberok on the termination of studies in the wording of Appendix No. 1</p>	Issue No: 1
	Page 5/17

- (4) The study programme may not exceed its standard length by more than two years.
- (5) Proof of the proper completion of studies and of the award of the relevant academic degree is the university diploma, the state examination certificate and the supplement to the diploma.
- (6) In addition to the regular termination of studies, studies pursuant to Section 66(1) of Act No.131/2002 Coll. on Higher Education shall be terminated by: abandonment of studies; failure to complete studies within the time limit determined pursuant to Section 65(2) of the Act on Higher Education; exclusion from studies for failure to meet the requirements arising from the study programme and the study regulations; exclusion from studies pursuant to Section 72(1) of the Act on Higher Education; exclusion from studies pursuant to Section 72(1) of the Act on Higher Education; exclusion from studies pursuant to Section 72(1) of the Act on Higher Education; exclusion from studies pursuant to Section 72(1) of the Act on Higher Education. 2 (c) of the Higher Education Act (expulsion as a disciplinary measure for a disciplinary offence); cancellation of the study programme if the student does not accept the offer of the university to continue his/her studies in another study programme; death of the student.


Article 3

Final (bachelor and diploma) theses


- (1) The final thesis is also part of the studies under each study programme; its defence is one of the state examinations.
- (2) The final thesis for studies according to the bachelor's study programme is the bachelor's thesis, the final thesis for studies according to the master's study programme is the diploma thesis.
- (3) The thesis must not show elements of plagiarism and must not infringe the copyright of other authors. These requirements are regulated in detail by the KU Faculty of Arts Dean's Directive on Academic Dishonesty.
- (4) In the case of teaching degree programmes, the thesis must be thematically focused on the area of one of the approbations of the respective degree programme. For non-teacher interdisciplinary programmes, the thesis must be thematically focused on the area of one of the chosen disciplines.

 <p style="text-align: center;">Catholic University in Ružomberok Faculty of Arts</p>	Doc.: S-FFKU-1
	Revision No: 1
<p>GUIDELINE</p> <p>Directive of the Dean of the Faculty of Arts of the Catholic University in Ružomberok on the termination of studies in the wording of Appendix No. 1</p>	Issue No: 1
	Page 6/17

- (5) The awarding of final (bachelor and diploma) theses is governed by the provisions of Article 3(1)-(6) of the Rector's Directive and Article 15(7)-(9) of the KU Study Regulations and the KU Faculty of Arts Study Regulations. The department providing the relevant study programmes shall publish the topics and names of the thesis supervisors of the final theses for penultimate year students by 31 October in the academic information system.
- (4) The penultimate year student will take thesis supervision no later than the end of the instructional portion of the winter term. Based on an agreement between the thesis supervisor and the student, a thesis assignment is made in the academic information system. The thesis assignment in five copies shall be signed by the thesis supervisor and the head of the training unit (department). Two of the copies are intended for publication in the bound versions of the thesis to be submitted (part of the thesis), the others are intended for the student, the department and the study department. The head of the training department (department) approves the thesis assignment no later than 31 January of the academic year. The student is obliged to submit one copy of the thesis assignment to the study department no later than the end of the examination period of the summer semester of the academic year in question.
- (5) When writing the thesis, the student cooperates with the thesis supervisor. The student is required to submit at the latest by the end of the teaching part of the winter semester of the academic year in which he/she enrolled in the course a seminar for the Bachelor's/Diploma thesis to the thesis supervisor for assessment of a text of at least 20% of the thesis, for which the thesis supervisor - after a positive assessment - will award the student the specified credits for the respective course taken.
- (6) The thesis shall be drawn up in duplicate, at least one copy of which shall be in hardback, unless otherwise specified. The hardcover copy shall be handed over by the study department to the university library after the thesis defence; the second copy shall be returned to the student by the faculty after the defence. The student shall also submit his/her thesis in electronic form and upload it to the thesis registration system.


 <p style="text-align: center;">Catholic University in Ružomberok Faculty of Arts</p>	Doc.: S-FFKU-1
	Revision No: 1
<p>GUIDELINE</p> <p>Directive of the Dean of the Faculty of Arts of the Catholic University in Ružomberok on the termination of studies in the wording of Appendix No. 1</p>	Issue No: 1
	Page 7/17

- (7) The student is obliged to submit both copies of the bachelor's thesis to the study department by 31 March, the master's thesis by 4 April of the final year; in the case of the August term of the state examinations by 19 June at the latest (both bachelor's and master's theses). If a student who has fulfilled all the conditions for participation in the state examination wishes to complete his/her studies in an orderly manner (see Article 2 of the guidelines), including the defence of the thesis in the winter term of the state examinations, he/she must submit the thesis no later than 15 November (bachelor and master theses).
- (8) When the thesis is handed in to the study department, it is checked whether the thesis meets the formal criteria set out in the Rector's Directive and this Directive. If the thesis does not meet them, the student must revise the thesis with regard to its formal aspects.
- (9) The structure and scope of the thesis, citations and bibliographical references, formal editing of the thesis, collection and accessibility of the thesis and control of its originality are regulated by the Rector's directive.
- (10) In accordance with Article 6(12) of the Rector's Directive, the cover of the final theses prepared by KU Faculty of Arts students differs in colour according to the affiliation to the study programmes (Annex 3 of the Directive).
- (11) The final thesis is prepared and defended in the Slovak language, or in the language provided by the accreditation in the given study programme. In the case of philological study programmes, the final thesis may be prepared and defended in Slovak and in the language of the study programme (in the case of teaching study programmes, in the language of the relevant approbation). In the case of theses of other study programmes, the thesis may be elaborated and defended in another language with the written consent of the Dean of the Faculty. In the case of foreign-language theses, a resume in the state language is an obligatory part of the thesis, usually 10% of the scope of the thesis.
- (12) The thesis supervisor and the thesis advisor will prepare a thesis review in which they will objectively and critically evaluate the strengths and weaknesses of the thesis and classify it. They enter the evaluations into the academic information system in electronic form and submit a printed and signed version to the study department.

 <p style="text-align: center;">Catholic University in Ružomberok Faculty of Arts</p>	Doc.: S-FFKU-1
	Revision No: 1
<p>GUIDELINE</p> <p>Directive of the Dean of the Faculty of Arts of the Catholic University in Ružomberok on the termination of studies in the wording of Appendix No. 1</p>	Issue No: 1
	Page 8/17

For the purpose of the thesis defence, the thesis supervisor and the thesis advisor will send the thesis report in an electronic version to the study department.

- (13) In accordance with § 63 (7) of Act No. 131/2002 Coll. z. on Higher Education and on Amendments and Supplements to Certain Acts are sent to the central register of final, rigorous and habilitation theses.
- (14) The student has the right to be informed of the thesis evaluations at least 48 hours before the defence. Access to the student's reports will be provided in pdf format by the thesis assessors via the academic information system. If the assessor has not been officially granted access to the academic information system, the access to the assessment will be arranged by the study department. In such a case, the assessor concerned shall submit an electronic version in .pdf format to the Office of Studies in addition to the written version of the assessment.
- (15) The student proceeds to the defence of the thesis if the thesis is recommended for acceptance by at least one of the assessors (the thesis supervisor, thesis opponent). The student cannot defend the thesis if both assessors have not recommended the thesis. In this case, he/she may defend the thesis after revision in an alternative (remedial) term.
- (16) The defence of the thesis takes place before the Examination Board for State Examinations. The participation of the thesis supervisor and the thesis opponent at the thesis defence is desirable, but not necessary. During the defence, the author of the thesis will present the thesis thesis thesis, in which he/she will explain the reason for the choice of the topic, the aim of the thesis, the theoretical and methodological background, highlight the important results and conclusions of the thesis, evaluate the contribution of the thesis, etc. The time reserved for the presentation is pre-determined and the student must comply with it. Afterwards, the author of the thesis responds to the comments and questions raised in the assessors' reports. The ability to respond promptly to the questions of the committee related to the issue under study, the depth of mastery of the issue and independent, creative thinking will be presented by the author of the thesis in the discussion of the submitted thesis, in which he/she will answer the questions posed by the committee members. The basis for the committee's decision-making consists of the opinions of the thesis supervisor and the thesis opponent, the originality check protocol and the student's personal performance (thesis defence).

 <p style="text-align: center;">Catholic University in Ružomberok Faculty of Arts</p>	Doc.: S-FFKU-1
	Revision No: 1
<p>GUIDELINE</p> <p>Directive of the Dean of the Faculty of Arts of the Catholic University in Ružomberok on the termination of studies in the wording of Appendix No. 1</p>	Issue No: 1
	Page 9/17

(17) The student registers for the defence of the final thesis through the academic information system, thereby declaring that he/she has submitted the final thesis for defence within the set deadline.

(18) The defence of the thesis is an independent state examination. Submission of the thesis is not a condition for passing other state examinations.

Article 4
State
examinations

(1) Each study programme includes the passing of a state examination or state examinations as one of the conditions for successful completion.


(2) The provisions of Articles 15 and 16 of the KU Study Regulations and the KU Faculty of Arts Study Regulations apply to the state examinations.

(3) State examinations are held on dates determined by the dean and published at least six weeks prior to their holding on the faculty's website.


(4) The form of the state examination and the theses of the state examination shall be published no later than the beginning of the winter semester of the academic year in which the state examinations are held. The theses of the state examinations shall be published separately for single-subject, interdisciplinary and teacher education programmes. The guarantor and the head of the relevant department shall be responsible for the publication of the information.

(5) A condition for participation in the state examinations is successful completion of all prescribed study requirements of the study programme. According to paragraph 5 of Article 16 of the Study Regulations of the Faculty of Arts, a student may take the state examination 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, including the defence of the final thesis;

 <p style="text-align: center;">Catholic University in Ružomberok Faculty of Arts</p>	Doc.: S-FFKU-1
	Revision No: 1
<p>GUIDELINE</p> <p>Directive of the Dean of the Faculty of Arts of the Catholic University in Ružomberok on the termination of studies in the wording of Appendix No. 1</p>	Issue No: 1
	Page 10/17

- 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) In the case of teacher study programmes, the state examination in teacher education and psychology may be held after all the study obligations arising from the teacher foundation part of the study have been fulfilled.
- (7) The student shall register for the state examination no later than 21 days before the set date of the state examination.
- (8) 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 3 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 as FX.
- (9) The state examination shall be taken by the student before the examination board for state examinations in accordance with the provisions of the Higher Education Act.
- (10) The right to sit for the state examination is granted to university teachers serving as professors and associate professors and other experts approved by the KU Faculty of Science Council. In the case of bachelor study programmes, university teachers in the function of assistant professor with a third-level university degree also have the right to sit for the state examination; at least one member of the examination board for state examinations in bachelor study programmes must be a university teacher in the function of professor or associate professor. In the case of state examinations in master's degree programmes, at least two members of the examination board shall be university teachers acting as professors or associate professors.
- (11) The examination board for state examinations is at least four members and is appointed by the dean of the faculty on the proposal of the head of the department. A distinguished expert in a given field of study from another educational or research institution or from practice may also be included in the examination board.

 <p style="text-align: center;">Catholic University in Ružomberok Faculty of Arts</p>	Doc.: S-FFKU-1
	Revision No: 1
<p>GUIDELINE</p> <p>Directive of the Dean of the Faculty of Arts of the Catholic University in Ružomberok on the termination of studies in the wording of Appendix No. 1</p>	Issue No: 1
	Page 11/17

- (12) The conduct of the state examination and the announcement of its results are public. The public part of the state examination shall also be considered public if the faculty ensures its public live transmission or a publicly available audio recording.
- (13) If the state examination consists of more than one part, each part shall be graded separately with grading grades A to FX.
- (14) The overall result of the state examinations shall be determined as the average of the marks in the individual parts as follows: A - average up to and including 1.25, B - average from 1.26 up to and including 1.75, C - average from 1.76 up to and including 2.25, D - average from 2.26 up to and including 2.75, E - average from 2.76 up to and including 3.00.
- (15) The number of theses in the oral form of the state examination is determined by the number of topics according to Annex 9 of this Directive. If the state examination is written, it shall take the form of a test. The test shall consist of closed questions under the headings set out in Annex 9 to this Directive.
- (16) The test consists of closed questions, usually with four options. The correct answer may be one or more of the options given. The minimum pass percentage for the test is 60 %.
- (17) In the case of students with specific needs - on the basis of a written request from the student and also on the basis of an assessment (proposal) prepared by the KU Counselling Centre - the type of specific need of the student will be taken into account in the manner of conducting and the duration of the state examination.
- (18) The result of the state examination is graded by the committee (A, B, C, D, E, FX) on the basis of a closed debate and voting. The result of the state examination is announced publicly to the students by the chairman of the board on the day of the state examination. In the case where the state examination is conducted in written form, it is permissible - in view of the number of applicants and the need for consistent correction - to announce the results no later than the day after the examination.
- (19) The evaluation of the state examination shall be recorded in the record of the state examination, which shall be signed by the chairperson and all members of



Catholic University in Ružomberok
Faculty of Arts

Doc.:
S-FFKU-1

Revision No: 1


GUIDELINE

Directive of the Dean of the Faculty of Arts
of the Catholic University in Ružomberok on the termination of
studies in the wording of Appendix No. 1

Issue No: 1


Page 12/17

the state e x a m i n a t i o n board.

 <p style="text-align: center;">Catholic University in Ružomberok Faculty of Arts</p>	Doc.: S-FFKU-1
	Revision No: 1
<p>GUIDELINE</p> <p>Directive of the Dean of the Faculty of Arts of the Catholic University in Ružomberok on the termination of studies in the wording of Appendix No. 1</p>	Issue No: 1
	Page 13/17

At the same time, the Commission shall draw up a report of the Examination Board for the State Examinations and shall rank the students from the most successful to the last in order of success.

- (20) A student may retake the state examination twice. He/she repeats the part of the state examination of the study programme in which he/she obtained the grade FX. The above provision also applies to the defence of the final thesis, which is one of the state examinations. In the event of failure in all terms of the state examination (regular, first remedial, second remedial term), the study shall be terminated for failure to meet the requirements arising from the study programme and the study regulations of the University and the Faculty.
- (21) A student may retake the state examination on the dates of the state examination set by the academic year schedule, and at the latest on a date that does not exceed the standard length of study in the relevant degree by more than two years.
- (22) A graduate who has successfully passed the state examination is awarded the relevant academic degree (B.Sc./M.Sc.).
- (23) A graduate of higher education studies who has successfully passed the state examination shall be issued a diploma by the university as proof of graduation from an accredited study programme in the relevant field of study and of the award of an academic degree, a certificate of the state examination and a supplement to the diploma in accordance with Annex 5 of the Decree of the Ministry of Education and Science of the Slovak Republic on the Credit System of Studies No. 614/2002, as amended.
- (24) Students who have achieved a weighted average of up to and including 1.30 throughout their studies and have been classified in all parts of the state examination with grades A or B only in the regular term, where the number of grades with grade A may not be less than the number of grades with grade B, shall graduate with honours.
- (25) The state examination certificate and the diploma shall be dated from the date of the state examination (cf. Article 2(3)).


 <p style="text-align: center;">Catholic University in Ružomberok Faculty of Arts</p>	Doc.: S-FFKU-1
	Revision No: 1
<p>GUIDELINE</p> <p>Directive of the Dean of the Faculty of Arts of the Catholic University in Ružomberok on the termination of studies in the wording of Appendix No. 1</p>	Issue No: 1
	Page 14/17

Article 5
Rigorous theses

- (1) Master's graduates may apply to take the rigorosum examination and defend their rigorosum thesis in the same field of study in which they received their university degree or in a related field of study. Once all the conditions have been fulfilled, they are awarded the academic degree of Doctor of Philosophy (abbreviated PhDr.) or Doctor of Education (abbreviated PaedDr.).
- (2) The rigorous examination procedure at the KU Faculty of Arts is carried out according to the KU Faculty of Arts dean's directive on rigorous examinations and rigorous thesis defences.
- (3) The provisions of the Rector's Directive on the elements of final, rigorous and habilitation theses, their bibliographic registration, originality control, preservation and accessibility apply to the cover and formal arrangement of the rigorous thesis (Article 4, paragraphs 3, 5 and 6 of the Rector's Directive).
- (4) The name of the field of study within which the rigorosum procedure is carried out and the name of the training institute (the department that provides the accredited master's degree programme belonging to the field of study within which the rigorosum procedure is carried out) is attached as Annex 6 to this Directive.
- (5) An example of the cover and title page of the thesis is attached as Annexes 7 and 8 to this Directive.
- (6) Due to the fact that the rigorous thesis does not belong to the category of final theses, the rigorous thesis does not include a thesis assignment. Paragraph 12 of Article 3 and Annex 3 of this Directive on the colour differentiation of the cover according to the affiliation of the thesis to the study programmes does not apply to the thesis.

Article 6 Final
provisions

- (1) The annexes to this Directive relating to final (bachelor and diploma) theses are: a list of study programmes and fields of study mentioned in the title page of final theses - Annex 1, a list of

 <p style="text-align: center;">Catholic University in Ružomberok Faculty of Arts</p>	Doc.: S-FFKU-1
	Revision No: 1
<p>GUIDELINE</p> <p>Directive of the Dean of the Faculty of Arts of the Catholic University in Ružomberok on the termination of studies in the wording of Appendix No. 1</p>	Issue No: 1
	Page 15/17

training departments mentioned in the cover sheet of the thesis - Annex 2, colour differentiation of the covers according to the affiliation of the thesis to the study programmes - Annex 3, example of the cover sheet of the thesis - Annex 4, example of the cover sheet of the thesis - Annex 5.

- (2) The annexes to this Directive relating to the rigorosum thesis are: the name of the field of study within which the rigorosum procedure is carried out and the name of the training institute (the department which provides the accredited master's degree programme belonging to the field of study within which the rigorosum procedure is carried out) - Annex 6, an example of the rigorosum thesis cover - Annex 7, an example of the rigorosum thesis title page - Annex 8.
- (3) The national examinations are covered by Annex 9 to this Directive - the national examination circuits.
- (4) Further annexes relating to theses and rigorous theses are included in the Rector's Directive (Annexes 1 to 5 of the Rector's Directive).
- (5) The Directive shall enter into force and take effect on 23 September 2022.

In Ružomberok on 20 September 2022

doc. Mgr. Marek Babic, PhD.
dean of the Faculty
of Arts KU