


|  |  |                         |
|--|--|-------------------------|
|    | Catholic University in Ružomberok<br>Faculty of Arts and Letters | Doc. No.:<br>VP-FFKU-02 |
|  |  | Revision No.: 1         |
| <b>INTERNAL REGULATION</b><br><br><b>Study Regulations of the Faculty of Arts and Letters, Catholic University in Ružomberok as amended (consolidated version)</b> |  | Copy No.: 1             |
|  |  | Page 0/33               |


## INTERNAL REGULATIONS

# STUDY REGULATIONS OF THE FACULTY OF ARTS AND LETTERS CATHOLIC UNIVERSITY IN RUŽOMBEROK as amended (consolidated version)

This document is controlled documentation and is subject to change. It is the intellectual property of the Faculty of Arts and Letters, Catholic University in Ružomberok. It is intended primarily for the internal needs of the organisation.

|                                   |                            |   | Effective from: 20 June 2023 | Effective from: 1 September 2023 |
|-----------------------------------|----------------------------|---|------------------------------|----------------------------------|
|                                   | Title, first name, surname | Position                                    | Date                         | Signature                        |
| <b>Administrator:</b>             | Mgr. Paulína Kováčová      | Vice-Dean for Education and Training, FF KU | 26 May 2023                  |                                  |
| <b>Submitted for approval by:</b> | Samuel Štefan Mahút, PhD.  | Dean of FF KU                               | 30 May 2023                  |                                  |
| <b>Approved by:</b>               | Mons. Bernard Bober        | Grand Chancellor of KU                      | 31 May 2023                  |                                  |
| <b>Approved by:</b>               | Academic Senate of FF KU   | Chair – Mgr. Miroslav Hufka, PhD.           | 6 June 2023                  |                                  |
| <b>Approved by:</b>               | Academic Senate of KU      | Chair – Prof. PaedDr. Tomáš Jablonský, PhD. | 20 June 2023                 |                                  |

The original signed Study Regulations of the Faculty of Arts and Letters, Catholic University in Ružomberok No. VP-FFKU-02 dated 20 June 2023 are stored and available for inspection at the Dean's Office of the Faculty of Faculty of Arts and Letters, Catholic University in Ružomberok.

|  |   |                         |
|--|---|-------------------------|
|  | Catholic University in Ružomberok<br>Faculty of Arts and Letters  | Doc. No.:<br>VP-FFKU-02 |
|  |   | Revision No.: 1         |
|  | <b>INTERNAL REGULATION</b><br>Study Regulations of the Faculty of Arts and Letters, Catholic University in Ružomberok as amended (consolidated version) | Copy No.: 1             |
|  |   | Page 1/33               |

CZ 02214/2024 FF

**STUDY REGULATIONS**  
**OF THE FACULTY OF ARTS AND LETTERS**  
**CATHOLIC UNIVERSITY IN RUŽOMBEROK**  
as amended (consolidated version)


|                 |   |
|-----------------|---|
| Document title: | Study Regulations of the Faculty of Philosophy of the Catholic University in Ružomberok as amended (consolidated version) |
| Version:        | 2   |
| Date of issue:  | 19 November 2024  |
| Status:         | PUBLIC  |

|                                   | Name   | Date         | Signature |
|-----------------------------------|--|--------------|-----------|
| <b>Prepared by:</b>               | Mgr. Paulína Kováčová<br>– Vice-Dean for Education and Training, FF KU<br>Mgr. Samuel Štefan Mahút, PhD. – Dean of FF KU | 26 May 2023  |           |
| <b>Submitted for approval by:</b> | Mgr. Samuel Štefan Mahút, PhD. – Dean of FF KU   | 30 May 2023  |           |
| <b>Approved by:</b>               | Mons. Bernard Bober<br>– Grand Chancellor of KU  | 31 May 2023  |           |
| <b>Approved by:</b>               | Academic Senate of the Faculty of Arts, KU – Chair Mgr. Miroslav Huťka, PhD.   | 6 June 2023  |           |
| <b>Approved by:</b>               | Academic Senate of KU – Chair: Prof. PaedDr. Tomáš Jablonský, PhD.   | 20 June 2023 |           |

### Document history

This section contains information about the history of the document's creation in case it needs to be revised, reapproved, and redistributed.


| Version number | Valid      |            | Comment (reason for change or update)   |
|----------------|------------|------------|---|
|                | From       | To         |   |
| 1              | 20/06/2023 | 18/11/2024 | Issue VP-FFKU-02 Study Regulations of FF KU, due to harmonisation with VP-KU-62 Study Regulations of KU   |
| 2              | 19/11/2024 |            | Issuance of VP-FFKU-02/1 Amendment No. 1 to the Study Regulations of FF KU due to harmonisation with the amendment to the Higher Education Act and Amendment No. 1 to the Study Regulations of KU |

|  |  |  |
|--|--|--|
|    | <p>Catholic University in Ružomberok<br/>Faculty of Arts and Letters</p> | <p>Doc. No.:<br/>VP-FFKU-02</p>                      |
| <p><b>INTERNAL REGULATION</b><br/><b>Study Regulations of the Faculty of Arts and Letters, Catholic University in Ružomberok as amended (consolidated version)</b></p> |  | <p>Revision No.: 1<br/>Copy No.: 1<br/>Page 2/33</p> |

## Contents


### Article 1

|   |    |
|---|----|
| General provisions.....   | 4  |
| Article 2 Study programme and study plan.....   | 4  |
| Article 3 Forms and methods of study .....  | 5  |
| Article 4 Academic year and its organisation .....                                    | 6  |
| Article 5 Conditions for admission to study.....                                      | 7  |
| Article 6 Admission procedure.....  | 8  |
| Article 7 Enrolment for study .....   | 12 |
| Article 8 Rights and obligations of students .....                                    | 14 |
| Article 9 Credit system .....   | 15 |
| Article 10 Enrolment and completion of courses .....                                  | 17 |
| Article 11 Assessment of study results.....   | 18 |
| Article 12 Recognition of completed parts of study .....                              | 21 |
| Article 13 Change of study programme and change of form of study.....                 | 21 |
| Article 14 Study documents .....  | 22 |
| Article 15 Final thesis .....   | 22 |
| Article 16 State and rigorous examinations.....                                       | 24 |
| Article 17 Completion of studies and documents certifying completion of studies ..... | 25 |
| Article 18 Interruption of studies.....   | 27 |
| Article 19 Abandonment of studies .....   | 28 |
| Article 20 Expulsion from studies.....  | 28 |
| Article 21 Proceedings concerning the study rights and obligations of students .....  | 29 |
| Article 22 Dean's Award and Rector's Award.....                                       | 30 |
| Article 23 Study Advisor System .....   | 30 |
| Article 24 Doctoral Studies.....  | 30 |
| Article 25 Final provisions.....  | 32 |

|  |  |  |
|--|--|--|
|    | <p>Catholic University in Ružomberok<br/>Faculty of Arts and Letters</p> | <p>Doc. No.:<br/>VP-FFKU-02</p>                      |
| <p><b>INTERNAL REGULATION</b><br/><b>Study Regulations of the Faculty of Arts and Letters, Catholic University in Ružomberok as amended (consolidated version)</b></p> |  | <p>Revision No.: 1<br/>Copy No.: 1<br/>Page 3/33</p> |

For the purposes of these internal regulations, the following abbreviations are used:

| Abbreviation                 | Name  |
|------------------------------|---|
| <b>FF KU</b>                 | Faculty of Arts and Letters, Catholic University in Ružomberok  |
| <b>KU</b>                    | Catholic University in Ružomberok   |
| <b>joint study programme</b> | study programme provided by several universities  |
| <b>Higher Education Act</b>  | Act No. 131/2002 Coll. on Higher Education Institutions and on Amendments and Supplements to Certain Acts, as amended |

|   |                                 |
|---|---------------------------------|
|  <p style="text-align: center;">Catholic University in Ružomberok<br/>Faculty of Arts and Letters</p>   | <p>Doc. No.:<br/>VP-FFKU-02</p> |
| <p style="text-align: center;"><b>INTERNAL REGULATION</b></p> <p style="text-align: center;"><b>Study Regulations of the Faculty of Arts and Letters, Catholic University in Ružomberok as amended (consolidated version)</b></p> | <p>Revision No.: 1</p>          |
|   | <p>Copy No.: 1</p>              |
|   | <p>Page 4/33</p>                |

The Study Regulations of the Faculty of Arts and Letters, Catholic University in Ružomberok are issued as internal regulations in accordance with Act No. 131/2002 Coll. on Higher Education Institutions and on Amendments and Supplements to Certain Acts as amended (hereinafter referred to as the "Higher Education Act"), the Statute of the Catholic University in Ružomberok and the Statute of the Faculty of Arts and Letters, Catholic University in Ružomberok.

## Article 1


### General provisions

- (1) These study regulations define the basic rights, obligations and provisions according to which studies are conducted at the Faculty of Arts and Letters, Catholic University in Ružomberok (hereinafter referred to as "FF KU" or "faculty") at all levels and in all forms.
- (2) The study regulations are binding for students of all levels and forms who study accredited study programmes at FF KU, including students of joint study programmes and students who are at FF KU on mobility, as well as for university teachers and professional staff who provide and organise studies at FF KU.

## Article 2

### Study programme and study plan

- (1) According to § 51 sec. 2 of the Higher Education Act, a study programme is a set of subjects consisting of educational activities and a set of rules designed so that successful completion of these educational activities in accordance with the established rules enables the student to obtain a higher education degree. The study programme is designed in such a way that it is possible to participate in academic mobility or gain experience corresponding to academic mobility.
- (2) The study programme is further specified by the requirements set out in § 51 sec. 4 of the Higher Education Act.
- (3) The study programme may be implemented 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 specified in a cooperation agreement concluded by the cooperating faculties.
- (5) The study programme includes a recommended study plan, which is designed so that upon its completion, the student fulfils the conditions for successful completion of the study programme within the standard length of study.
- (6) The study plan determines the timing and content of the subjects and sets out the forms of assessment of study results, including the possibility of academic mobility.


|  |  |  |
|--|--|--|
|  | <p style="text-align: center;">Catholic University in Ružomberok<br/>Faculty of Arts and Letters</p>   | <p>Doc. No.:<br/>VP-FFKU-02</p>                            |
|  | <p style="text-align: center;"><b>INTERNAL REGULATION</b><br/><b>Study Regulations of the Faculty of Arts and Letters, Catholic University in Ružomberok as amended (consolidated version)</b></p> | <p>Revision No.: 1</p> <p>Copy No.: 1</p> <p>Page 5/33</p> |

- (7) In addition to the form of assessment of study results, students compile their study plan themselves or with the help of a study advisor from the range of subjects offered by the study programme so that they comply with the rules set by the study programme and the provisions of these study regulations.
- (8) FF KU may provide a study programme in cooperation with other higher education institutions, including higher education institutions based outside the territory of the Slovak Republic. Students admitted to a study programme provided by several higher education institutions (hereinafter referred to as a "joint study programme") shall complete individual parts of their studies at individual higher education institutions in accordance with § 61 sec.2.
- (9) The cooperating higher education institutions shall participate in the creation of the joint study programme, in decisions on the admission procedure and in decisions on the fulfilment of the conditions for the proper completion of studies.
- (10) The conditions for cooperation in providing a joint study programme shall be determined by an agreement between the higher education institutions within the meaning of § 54a sec. 2 of the Higher Education Act.

### Article 3

#### Forms and methods of study

- (1) The Faculty of Arts and Letters, Catholic University in Ružomberok offers bachelor's, master's and doctoral study programmes in full-time or part-time form.
- (2) Bachelor's and Master's study programmes in both forms of study (full-time, part-time) may be conducted using the classroom method, distance learning method or a combination of methods.
- (3) In accordance with its mission and depending on the needs of society, FF KU also organises various types of lifelong learning.
- (4) The bachelor's degree programme concludes with a state examination, which includes the defence of a bachelor's thesis. Upon completion, graduates receive the academic title "bachelor" (abbreviated "Bc.").
- (5) The master's degree programme concludes with a state examination, which includes the defence of a thesis. Upon completion, graduates receive the academic title "magister" (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 successful completion of a bachelor's degree programme with a standard length of study is

|   |                                 |
|---|---------------------------------|
|  <p style="text-align: center;">Catholic University in Ružomberok<br/>Faculty of Arts and Letters</p>   | <p>Doc. No.:<br/>VP-FFKU-02</p> |
| <p style="text-align: center;"><b>INTERNAL REGULATION</b></p> <p style="text-align: center;"><b>Study Regulations of the Faculty of Arts and Letters, Catholic University in Ružomberok as amended (consolidated version)</b></p> | <p>Revision No.: 1</p>          |
|   | <p>Copy No.: 1</p>              |
|   | <p>Page 6/33</p>                |


- a) three academic years is 180 credits,
  - b) four academic years is 240 credits.
- (7) The standard length of study, including professional practice, for a
- a) second degree study programme is one, two or three academic years; the number of credits required for the successful completion of a second-degree 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 the first and second levels is five or six academic years; the number of credits required for successful completion of a study programme combining the first and second levels with a standard length of study
    - 1. five academic years is 300 credits,
    - 2. six academic years is 360 credits.

#### Article 4

##### 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. Studies in the academic year are divided into two semesters.
- (2) Bachelor's, Master's and Doctoral studies begin at the start of the first semester of the academic year.
- (3) The schedule for the following academic year at the faculty is determined by the dean and published as a binding internal regulation in accordance with the schedule for the following academic year at KU issued by the rector of KU (hereinafter referred to as the "rector").
- (4) Each semester consists of a teaching period and an examination period. The teaching period of the semester usually lasts 13 weeks. The dean may adjust the length of the semester and the examination period.
- (5) The timetable is compiled in such a way as to enable students to complete the compulsory subjects specified in the study programme. The dean is responsible for compiling and publishing the timetables at least one week before the start of teaching in the relevant semester.
- (6) First- and second-cycle study programmes and study programmes pursuant to § 53 sec. 3 of the Higher Education Act in full-time form are compiled so that the number of compulsory and compulsory elective subjects per week does not exceed an average of 24 teaching hours, excluding general foundation subjects.




|   |                                 |
|---|---------------------------------|
|  <p style="text-align: center;">Catholic University in Ružomberok<br/>Faculty of Arts and Letters</p>   | <p>Doc. No.:<br/>VP-FFKU-02</p> |
| <p style="text-align: center;"><b>INTERNAL REGULATION</b></p> <p style="text-align: center;"><b>Study Regulations of the Faculty of Arts and Letters, Catholic University in Ružomberok as amended (consolidated version)</b></p> | <p>Revision No.: 1</p>          |
|   | <p>Copy No.: 1</p>              |
|   | <p>Page 7/33</p>                |

## Article 5

### Conditions for admission to study

- (1) Anyone who meets the basic conditions for admission to study set out in § 56 of the Higher Education Act and other conditions determined by the faculty has the right to study the chosen study programme at FF KU.
- (2) FF KU only accepts applicants for accredited study programmes (§ 55 sec. 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 number of students admitted to the faculty is decided by the faculty's academic senate. The number of students for individual study programmes is decided by the dean of the faculty after consultation with the heads of departments. The faculty's academic senate also approves other conditions for admission to study programmes.
- (5) The dean publishes the conditions for admission to study no later than two months before the last day for submitting applications.
- (6) The notification shall include: the deadline for submitting applications, the conditions for admission to study, the deadline and method of verifying their fulfilment, and the planned number of applicants to be admitted to the relevant study programme. If the verification of study abilities includes an entrance examination, the announcement shall also contain information on the form and framework content of the entrance examination, as well as on the method of evaluating the results of the entrance examination.
- (7) In the case of a doctoral study programme, the dean shall also announce, at least two months before the deadline for submitting applications, the topics of dissertations that may be applied for in the admission procedure. For each topic announced, the name and surname of the supervisor, including his or her academic titles, shall also be stated.
- (8) The conditions for admission and other specified requirements must be published on the official notice board and made available to the public (§ 4 sec. 2 of Act No. 211/2000 Coll. on free access to information and on amendments to certain acts, as amended) on the faculty's website.
- (9) The conditions for admission and the method of verifying their fulfilment must allow for the selection of applicants who demonstrate the highest level of ability to study. FF KU may not make admission to study conditional on any financial payment other than the fee pursuant to § 92 sec. 12 of the Higher Education Act.
- (10) The basic condition for admission to bachelor's studies or to a study programme pursuant to § 53 sec. 3 of the Higher Education Act is the completion of full secondary education or full secondary vocational education.




|   |                                 |
|---|---------------------------------|
|  <p style="text-align: center;">Catholic University in Ružomberok<br/>Faculty of Arts and Letters</p>   | <p>Doc. No.:<br/>VP-FFKU-02</p> |
| <p style="text-align: center;"><b>INTERNAL REGULATION</b></p> <p style="text-align: center;"><b>Study Regulations of the Faculty of Arts and Letters, Catholic University in Ružomberok as amended (consolidated version)</b></p> | <p>Revision No.: 1</p>          |
|   | <p>Copy No.: 1</p>              |
|   | <p>Page 8/33</p>                |

- (11) The basic conditions for admission to a second-level study programme pursuant to § 53 sec. 1 are a first-level university education or a second-level university education, whereby the sum of the credits obtained for previous university studies through which the university education was obtained and the number of credits required for the successful completion of the second-cycle study programme for which the applicant is applying must be at least 300 credits.
- (12) The basic condition for admission to doctoral studies is a second-level university education.
- (13) Applicants may submit only one application for each study programme offered by the faculty.
- (14) The application must be delivered by the deadline set by the faculty. The dean decides on the acceptance of applications delivered after the deadline.
- (15) Applicants with specific needs may attach a request to the application for adjustments to the entrance examination in view of their specific needs. The requirements for the request and the procedure for adjusting the conditions are set out in the university's internal regulations.


## Article 6

### Admission procedure

- (1) The admission procedure begins for the applicant upon delivery of their written application for study. The faculty may also allow the registration of applications in electronic form without a guaranteed electronic signature in the academic information system.
- (2) If the application is not properly completed or does not contain the necessary attachments, the faculty shall invite the applicant to remedy the deficiencies within a specified period. If the applicant fails to do so, the application shall be considered invalid.
- (3) The admission procedure at the faculty is managed by the admissions committee, which is the faculty management. If the admission procedure includes an entrance examination, it is managed by an examination committee consisting of at least three members appointed by the dean of the relevant faculty.
- (4) The entrance examination for doctoral studies is conducted before the admissions committee. It takes place at the training workplace before an admissions committee of at least five members, appointed by the dean of the faculty on the recommendation of the relevant subject committee. The committee consists of a chairperson and at least two members who hold the position of professor or associate professor in the given field of study and one member who tests foreign languages. Other members of the committee are usually experienced experts from the relevant field, social practice or representatives of employers.


|  |  |  |
|--|--|--|
|    | <p>Catholic University in Ružomberok<br/>Faculty of Arts and Letters</p> | <p>Doc. No.:<br/>VP-FFKU-02</p>                      |
| <p><b>INTERNAL REGULATION</b><br/><b>Study Regulations of the Faculty of Arts and Letters, Catholic University in Ružomberok as amended (consolidated version)</b></p> |  | <p>Revision No.: 1<br/>Copy No.: 1<br/>Page 9/33</p> |

- (5) The admission criteria must be set in such a way that the knowledge and abilities of applicants can be assessed objectively.
- (6) Before the start of the entrance examination or part thereof, the identity of the applicant is verified by means of an identity card or other identity document (passport).
- (7) A record of the entrance examination of each candidate shall be kept as part of the admission file. Depending on the form of the entrance examination, this file shall also include:
  - a) a completed and evaluated written test with the result (number of points obtained) and signed by the person who evaluated the test,
  - b) a record of the oral examination, which includes the questions asked of the applicant, the result of the examination, the date and the signatures of the members of the examination committee,
  - c) a record of the talent or practical examination, which includes the tasks assigned to the applicant, the result of the examination, the date and the signatures of the members of the examination committee.
- (8) The evaluation of written tests or written papers must be anonymous, i.e. the person evaluating them must not know which candidate wrote the test or paper. At least two members of the examination committee must be present at the entrance examination or part thereof.
- (9) The admissions committee for doctoral studies evaluates the results of the entrance examination in a closed session. If several applicants have applied for the same topic and the nature of the topic precludes it from being addressed by more than one applicant, their order shall be determined according to their success in the entrance examination. When determining the order, the admissions committee also takes into account the scope and quality of the applicant's professional publishing or artistic activity and the results of their other professional or artistic activity (e.g. results in student scientific and professional work competitions or student art exhibitions, etc.).
- (10) The results of the entrance examination for doctoral studies shall be recorded in minutes. The committee shall submit a proposal for the admission of successful applicants to the dean of the relevant faculty.
- (11) The dean or the examination committee shall interrupt the applicant's entrance examination or part thereof if it finds that the applicant has committed fraud or acted in violation of the rules announced at the beginning of the entrance examination. The results of the interrupted entrance examination of this candidate shall not be evaluated and his/her entrance examination shall be considered unsuccessful.
- (12) If an entrance examination is held for a study programme, the faculty shall publish the results of the entrance examination for all applicants on its website and on the official notice board on the day of the entrance examination or on the following working day at

|  |  |   |
|--|--|---|
|    | <p>Catholic University in Ružomberok<br/>Faculty of Arts and Letters</p> | <p>Doc. No.:<br/>VP-FFKU-02</p>                       |
| <p><b>INTERNAL REGULATION</b><br/><b>Study Regulations of the Faculty of Arts and Letters, Catholic University in Ružomberok as amended (consolidated version)</b></p> |  | <p>Revision No.: 1<br/>Copy No.: 1<br/>Page 10/33</p> |


the latest, in the following format: applicant code and overall result of the entrance examination.

- (13) The dean decides on admission to a study programme offered by the faculty. If more students meet the conditions for admission than the specified number of admitted applicants, the applicants who have demonstrated the highest level of ability to study according to the specified conditions of the admission procedure will be admitted.
- (14) Applicants must be notified of the results of the admission procedure in writing within 30 days of verification of fulfilment of the conditions for admission to study. The decision must include: a statement, justification and information about the applicant's right to request a review of the decision, and the signature of the dean or vice-dean authorised by the dean. The written decision on admission to doctoral studies shall also include the name of the supervisor and the topic of the dissertation. The decision shall be sent to the applicant by registered mail. 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 considered the date of delivery.
- (15) If an applicant fails to prove that they meet the basic conditions for admission to study in accordance with Section 56 of the Higher Education Act at the time of verification of the conditions for admission, the dean of the faculty may issue a decision on conditional admission to study. If the student fails to prove that they meet the basic conditions for admission to study by the date set for enrolment at the latest, the dean shall issue a decision revoking the decision on conditional admission to study and deciding not to admit the applicant to study. If the student proves that they meet the basic conditions for admission to study by the date set for enrolment at the latest, they shall be considered duly admitted to the chosen study programme.
- (16) The decision on the outcome of the admission procedure is part of the student's admission file.
- (17) Decisions on admission to study are not subject to Act No. 71/1967 Coll. on Administrative Procedure, as amended.
- (18) Within eight days of receiving the decision on the outcome of the admission procedure, the applicant may submit a request to the dean of the faculty to review the decision on the outcome of the admission procedure. The dean may change the original decision if he or she finds that it was issued in violation of the law or internal regulations of the university or faculty or the conditions for admission to study. Otherwise, the dean shall forward the request to the rector within 15 days of its delivery, together with the applicant's file.
- (19) The rector may change the dean's original decision if he or she finds that it is contrary to the law or the internal regulations of the university or faculty or the conditions for admission to study. Otherwise, he or she shall reject the application and confirm the

|   |                                 |
|---|---------------------------------|
|  <p style="text-align: center;">Catholic University in Ružomberok<br/>Faculty of Arts and Letters</p>   | <p>Doc. No.:<br/>VP-FFKU-02</p> |
| <p style="text-align: center;"><b>INTERNAL REGULATION</b></p> <p style="text-align: center;"><b>Study Regulations of the Faculty of Arts and Letters, Catholic University in Ružomberok as amended (consolidated version)</b></p> | <p>Revision No.: 1</p>          |
|   | <p>Copy No.: 1</p>              |
|   | <p>Page 11/33</p>               |

original decision. The rector's decision must include a statement, justification and instruction that no request for review of the decision may be filed.


- (20) The response to the applicant requesting a review of the decision must be sent within 30 days of receipt of the request for review of the decision on non-admission to study.
- (21) Applicants have the right to inspect the documentation of their admission procedure no later than 10 days after receiving the decision on non-admission. Inspection means that the applicant may read the documentation in designated areas of the faculty in the presence of persons authorised by the dean of the faculty and make copies or extracts from it. If the applicant finds that there has been an error in the evaluation or in determining the final number of points obtained, they shall notify the person authorised by the dean to be present during the inspection and shall also state this in the request for review of the decision on non-admission.
- (22) The dean shall review the applicant's objections raised during the inspection of the materials or stated in the request for review of the decision. If it is proven that the applicant has been unfairly disadvantaged by an error on the part of the faculty, the dean, in cooperation with the examination committee, is obliged to remedy the deficiency and place the applicant on the waiting list according to the corrected number of points achieved. A written record signed by the members of the examination committee must be drawn up to document this change in the admission procedure documentation. If, after the points have been corrected, the applicant is among those who meet the conditions for admission to the relevant study programme, the dean shall change the original decision and admit the applicant to the programme.
- (23) The study department or science department is obliged to archive the admission procedure documentation, documentation on enrolment in the study programme and enrolment in the next part of the study programme, transcripts of study results, copies of documents on completion of studies, and documentation on decisions regarding the academic rights and obligations of students for at least 50 years from the date of completion of studies. Documentation of the admission procedure for applicants who were not admitted to study or who did not enrol after admission must be archived for at least five years from the date of the decision on the outcome of the admission procedure.
- (24) In the case of lifelong learning, an entrance examination is not usually held. However, the dean of the faculty may make admission to this programme conditional upon its successful completion. He or she may also limit the number of applicants admitted, e.g. for capacity reasons.

|   |                                 |
|---|---------------------------------|
|  <p style="text-align: center;">Catholic University in Ružomberok<br/>Faculty of Arts and Letters</p>   | <p>Doc. No.:<br/>VP-FFKU-02</p> |
| <p style="text-align: center;"><b>INTERNAL REGULATION</b></p> <p style="text-align: center;"><b>Study Regulations of the Faculty of Arts and Letters, Catholic University in Ružomberok as amended (consolidated version)</b></p> | <p>Revision No.: 1</p>          |
|   | <p>Copy No.: 1</p>              |
|   | <p>Page 12/33</p>               |


## Article 7 Enrolment

- (1) Upon notification of the decision on admission to study, the applicant is entitled to enrol in the study programme. The date, place and method of enrolment of students is determined by the faculty and organised by the study department of the relevant faculty.
- (2) The enrolment of accepted applicants may also take place before the start of the academic year in which their studies are to begin. The applicant then becomes a student from the beginning of that academic year, unless they notify the faculty in writing by 15 August before the start of that academic year that they are cancelling their enrolment.
- (3) The faculty has the right to request information from accepted applicants as to whether they will enrol in the programme. Applicants are required to provide this information no later than the beginning of the academic year. If an accepted applicant does not respond within the required period or responds negatively, their right to enrol expires. An applicant who has been conditionally accepted for study loses their right to enrol if they do not prove that they meet the basic conditions for admission by the date specified for enrolment at the latest. In such cases, the dean shall revoke the decision not to admit the next applicant in line according to the results of the admission procedure and issue a new decision on their admission to study.
- (4) FF KU may allow enrolment of a student who has been admitted to study a study programme of the relevant level in the same field of study at another public university, state university or private university, or who has been admitted to study a study programme of the relevant level in a similar field of knowledge at a recognised foreign university, if they submit a written request within the deadline set by FF KU and the dean approves the request. For the purpose of deciding on this matter, FF KU may request the student to submit relevant documents, in particular a transcript of study results certified by the relevant university. FF KU shall decide on the student's request within 30 days of receipt of these documents, whereby in the case of a student who has failed to pass a repeatedly enrolled course or in the case of a student whose number of credits earned in the last year of study is lower than the number of credits required by these study regulations to continue in the next year of study, the dean will not usually grant the request. If the dean approves the application, the student becomes a student of FF KU on the day of enrolment at FF KU, and their previous studies are considered abandoned on the day preceding the day of enrolment. In such a case, FF KU shall notify the university at which the student discontinued their studies within three working days of enrolment, stating which student and in which study programme it allowed enrolment and the date of enrolment.
- (5) Enrolment for studies takes place according to the conditions and within the deadline set by the faculty.



|  |  |   |
|--|--|---|
|  | <p style="text-align: center;">Catholic University in Ružomberok<br/>Faculty of Arts and Letters</p>   | <p>Doc. No.:<br/>VP-FFKU-02</p>                             |
|  | <p style="text-align: center;"><b>INTERNAL REGULATION</b><br/><b>Study Regulations of the Faculty of Arts and Letters, Catholic University in Ružomberok as amended (consolidated version)</b></p> | <p>Revision No.: 1</p> <p>Copy No.: 1</p> <p>Page 13/33</p> |

- (6) During their studies, students may repeatedly enrol in a compulsory subject that they have failed, i.e. received an FX grade three times or have not completed at all, in the following academic year. After an unsuccessful attempt to complete a repeatedly enrolled compulsory subject, the student is expelled from their studies. During their studies, students may re-enrol in a compulsory elective course that they have failed, i.e. received an FX grade three times or did not complete at all, in the following academic year, or they may enrol in another compulsory elective course instead. After an unsuccessful attempt to pass a re-enrolled compulsory elective subject, the student is expelled from the programme. During their studies, students may re-enrol in an elective course that they have failed, or they may enrol in another elective course or compulsory elective course from among the compulsory elective courses that they have not yet completed. If a student has earned a sufficient number of credits, they do not need to enrol in any elective courses. If a student has not earned a sufficient number of credits, they will be expelled from their studies after failing to pass a re-enrolled elective course.
- (7) A student who fails to enrol for the next period of study or fails to re-enrol after interrupting their studies and does not request permission to enrol at an alternative date will be invited in writing by the faculty to enrol within 10 working days of receiving this invitation.
- (8) If, after receiving the request, the student fails to enrol within the specified period and does not request an extension of this period for health reasons, the date by which the student was supposed to enrol for the next period of study or re-enrol shall be considered the date on which the student discontinued their studies.
- (9) When enrolling, the student determines for themselves which part of the obligations prescribed by the study programme and set out in the recommended study plan they wish to complete in the given academic year, but in such a way that, after fulfilling the required conditions, they can progress to the next part of their studies or terminate their studies. The student is responsible for the completeness of their enrolment.
- (10) The faculty's study department shall make a record of the enrolment in the student's records or, where applicable, issue and confirm the enrolment protocol to the student. The necessary data shall also be entered in the central register of students and the KU register of students in accordance with § 73 sec. 3 of the Higher Education Act.
- (11) After enrolment and its registration in the information system, the enrolled student may request the issuance of a student card or an extension of its validity. The issuance and validation of cards is provided by the KU IT and Information Systems Infrastructure Department.


|  |  |   |
|--|--|---|
|  | <p style="text-align: center;">Catholic University in Ružomberok<br/>Faculty of Arts and Letters</p>   | <p>Doc. No.:<br/>VP-FFKU-02</p>                             |
|  | <p style="text-align: center;"><b>INTERNAL REGULATION</b><br/><b>Study Regulations of the Faculty of Arts and Letters, Catholic University in Ružomberok as amended (consolidated version)</b></p> | <p>Revision No.: 1</p> <p>Copy No.: 1</p> <p>Page 14/33</p> |

## Article 8

### Rights and obligations of students

- (1) An applicant accepted for study becomes a student of FF KU by enrolling in a university study programme offered by the faculty.
- (2) Students have the following rights in particular:
  - a) study the study programme to which they have been admitted,
  - b) create a study plan in accordance with the rules of the study programme,
  - c) enrol in the next part of the study programme if they have fulfilled all the obligations specified by the study programme or study regulations,
  - d) to choose the pace of study, the order of completed subjects while maintaining their prescribed sequence, and to choose a teacher for a subject taught by several teachers, while respecting the time and capacity limitations set by the study regulations or study programme,
  - e) apply to study at another university, including abroad, as part of their studies,
  - f) participate in research, development, artistic, and other creative activities of the university,
  - g) participate in the establishment and activities of independent associations operating on academic grounds in accordance with legal regulations,
  - h) express their opinion at least once a year on the quality of teaching and teachers in the form of an anonymous questionnaire,
  - i) freely express opinions and comments on higher education,
  - j) to information and counselling services related to studies and the possibility of employment for graduates in practice,
  - k) if they are required to pay tuition fees under § 92 sec 5 of the Higher Education Act, to decide in which study programme they will study free of charge in the relevant academic year, if they are entitled to free study,
  - l) to change their study programme within the same field of study under the conditions specified in the study regulations,
  - m) to lodge a complaint with the dean of the relevant faculty or the rector and to have it dealt with, whereby the receipt, registration, investigation, handling of complaints and implementation of corrective measures shall be carried out in accordance with Act No. 9/2010 Coll. on Complaints, as amended,
  - n) to be represented in the self-governing bodies of the university and its faculties, in student self-governing bodies and in the Student Council of Higher Education Institutions of the Slovak Republic,
  - o) address comments and suggestions to the Student College of the Dean of the Faculty of Arts of KU and the Student Council of KU and participate in its public meetings.
- (3) Students participating in practical teaching and practice are subject to general regulations on occupational health and safety.



|  |  |   |
|--|--|---|
|    | <p>Catholic University in Ružomberok<br/>Faculty of Arts and Letters</p> | <p>Doc. No.:<br/>VP-FFKU-02</p>                       |
| <p><b>INTERNAL REGULATION</b><br/><b>Study Regulations of the Faculty of Arts and Letters, Catholic University in Ružomberok as amended (consolidated version)</b></p> |  | <p>Revision No.: 1<br/>Copy No.: 1<br/>Page 15/33</p> |

(4) In particular, students are required to:


- a) comply with the internal regulations of the Faculty of Arts, KU,
- b) protect and use the property, resources and services of the Faculty of Arts of KU economically,
- c) pay tuition fees and fees related to their studies in accordance with the Higher Education Act and the internal regulations of KU, exclusively and directly to the faculty at which they are enrolled, by the due date, and truthfully state the facts decisive for their determination,
- d) notify the faculty of the address for delivery of documents, or any change of address, as well as facts important for enrolment in the student register,
- e) appear in person upon written summons by the dean or an authorised faculty employee to discuss issues related to the course or completion of their studies, or related to their rights or obligations,
- f) when enrolling, notify the faculty in writing of their decision as to which study programme they will study free of charge while studying concurrently,
- g) protect the good name of FF KU,
- h) to participate in health and safety training and fire safety training within the time limits specified by law.

(5) Attendance of students at exercises, seminars, excursions, and professional practice prescribed by the relevant study programme is compulsory. The extent and conditions of excused absence, including the determination of substitute requirements, shall be specified by the teacher; however, the extent of excused absence from classes may not exceed 25%.


## Article 9

### Credit system

- (1) The organisation of all levels and forms of higher education at FF KU is based on a credit system. The credit system uses the accumulation and transfer of credits and is based on the transparency of study results and educational processes.
- (2) Each subject in the study programme is assigned a number of credits and is usually assessed using a grading scale. Credits are numerical values assigned to subjects and express the proportion of work required of a student to successfully complete the subject within the standard scope of work for one academic year. A student can only earn credits for a subject once during their studies.
- (3) The standard workload of a student is expressed by the number of
  - a) 60 credits for the entire academic year, 30 credits per semester in the case of
    1. a first-cycle study programme, a second-cycle study programme or a study programme combining the first and second cycles, regardless of the form of study, or
    2. a third-level study programme in full-time form of study,

|  |  |   |
|--|--|---|
|  | <p style="text-align: center;">Catholic University in Ružomberok<br/>Faculty of Arts and Letters</p>   | <p>Doc. No.:<br/>VP-FFKU-02</p>                             |
|  | <p style="text-align: center;"><b>INTERNAL REGULATION</b><br/><b>Study Regulations of the Faculty of Arts and Letters, Catholic University in Ružomberok as amended (consolidated version)</b></p> | <p>Revision No.: 1</p> <p>Copy No.: 1</p> <p>Page 16/33</p> |

- 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, in the case of a third-level study programme in the external form of study.
- (4) Full-time study is organised in such a way that, depending on the study programme, the recommended study plan corresponds to 1,500 to 1,800 hours of student work per academic year, including independent study and independent creative work.
- (5) External study is organised in such a way that, depending on the study programme, the recommended study plan corresponds to 1,500 to 1,800 hours of student work per academic year, including independent study and independent creative activity, in the case of a first-cycle study programme, a second-level study programme or a study programme combining the first and second levels; 750 to 1440 hours per academic year, including independent study and independent creative activity, in the case of a third-level study programme.
- (6) The accumulation of credits means the calculation of credits earned for the successful completion of courses during the period in which the student was enrolled in a single study programme. Credits are counted that were earned: as part of a study programme if it was completed properly, as part of a study programme at another KU faculty, as part of a study programme at another university in the Slovak Republic or at a university abroad that formally ensures the transfer of credits.
- (7) Courses included in the study programme are classified as compulsory, compulsory elective and elective, depending on the obligation to complete them. Courses are classified according to their continuity as courses conditional on the successful completion of other courses (prerequisites) and courses without continuity.
- (8) The faculty determines a recommended study plan for each study programme, which is designed so that by completing it, the student fulfils the conditions for successful completion of their studies within the standard length of time, including the completion of professional practice, if it is part of the study programme. The recommended study plan contains subjects of such credit value and type (compulsory, compulsory elective, elective) that the rules for continuing to the next period of study are met in each part of the study check. Students may only enrol in subjects designated for the relevant level of study at that level.
- (9) When acquiring credits, students must respect the ratio of compulsory, compulsory elective and elective subjects in their studies.
- (10) The study programme is reviewed by the faculty's study department at the end of each academic year. In the first year, the study programme is reviewed after the end of the winter semester examination period. The review covers examinations, state examinations and the number of credits obtained in individual parts of the study programme.


|   |                                 |
|---|---------------------------------|
|  <p style="text-align: center;">Catholic University in Ružomberok<br/>Faculty of Arts and Letters</p>   | <p>Doc. No.:<br/>VP-FFKU-02</p> |
| <p style="text-align: center;"><b>INTERNAL REGULATION</b></p> <p style="text-align: center;"><b>Study Regulations of the Faculty of Arts and Letters, Catholic University in Ružomberok as amended (consolidated version)</b></p> | <p>Revision No.: 1</p>          |
|   | <p>Copy No.: 1</p>              |
|   | <p>Page 17/33</p>               |

- (11) In order to continue in each subsequent academic year of study, students must earn at least 30 credits per academic year. If a student earns less than 30 credits per academic year, they are excluded from study for failing to meet the requirements of the study programme and the study regulations of the university and faculty.

## Article 10

### Enrolment and completion of courses

- (1) Students enrol in courses so that the number of credits they can earn by successfully completing them is sufficient in a given period to meet the conditions for continuing their studies or for successfully completing their studies.
- (2) A student's enrolment in a course taught at the faculty/university may only be rejected on the grounds of failure to complete prerequisite courses, if this prerequisite is specified in the course information sheet, in the case of mutually exclusive courses, or for capacity reasons.
- (3) When registering for courses, priority is given to students for whom the course is compulsory and to students from other universities who are required to complete the course under their study contract.
- (4) Students from other KU faculties may enrol in compulsory elective subjects under the same conditions as students from the given faculty. Students from other universities may enrol in a subject at the FF KU only on the basis of a study contract.
- (5) In the case of subjects that include an examination as part of the assessment, students are entitled to one regular and two resit examination dates in the given academic year, provided they meet the conditions for continuous assessment specified in the information sheet for the subject and the conditions set out in the study regulations of the university and faculty. Students are not entitled to retake or substitute options to fulfil the conditions of continuous assessment if such an option is not specified in the course information sheet. If students do not fulfil the conditions of continuous assessment, they have failed the course.
- (6) Changes to a student's registration form (cancellation or addition of a subject) can be made within two weeks of the start of the teaching part of the semester electronically via your school e-mail account, unless the faculty specifies otherwise.
- (7) In addition to teaching according to the study plan in the study programme, university teachers provide individual consultations to students for at least two hours per week. Individual consultations do not replace teaching.
- (8) If a student is unable to attend an examination, they may withdraw from it in the academic information system no later than one day before the examination. If the student fails to do so and does not excuse themselves to the examiner on the day of the examination at the latest, the examination shall be graded with an FX.


|  |  |   |
|--|--|---|
|  | <p style="text-align: center;">Catholic University in Ružomberok<br/>Faculty of Arts and Letters</p>   | <p>Doc. No.:<br/>VP-FFKU-02</p>                             |
|  | <p style="text-align: center;"><b>INTERNAL REGULATION</b><br/><b>Study Regulations of the Faculty of Arts and Letters, Catholic University in Ružomberok as amended (consolidated version)</b></p> | <p>Revision No.: 1</p> <p>Copy No.: 1</p> <p>Page 18/33</p> |

- (9) If a student withdraws from the written or oral part of the examination after it has begun, or if they seriously violate the rules for obtaining credits and commit cheating, the result of the examination is graded FX.
- (10) Based on a written request from the student and with the consent of the head of the department, the dean may approve an individual study plan that allows the student to complete the enrolled courses in a special regime in terms of the organisation of studies according to the possibilities of the student and the faculty. The individual study plan is usually drawn up by the student in cooperation with the study advisor. The dean may approve an individual study plan only in justified cases, such as caring for a child under three years of age, top-level sports or other significant activities, an employment relationship with KU, demonstrable serious family, health and social reasons, etc.
- (11) The completion of courses and the assessment of the study results of students with specific needs are further regulated by the Rector's Directive on the Support of Applicants and Students with Specific Needs at KU and the Dean's Decision on the Support of Students with Specific Needs.

## Article 11


### Assessment of study results

- (1) The assessment of a student's study results within a course is carried out mainly through continuous assessment during the teaching part of the course (test questions, written tests, independent work assignments, semester papers, presentations, etc.), an examination for the given period of study, or a combination of continuous assessment and an examination.
- (2) The examination may take the form of an oral examination, a written examination, or the submission of a semester project for the subject (e.g., a paper or artwork, etc.).
- (3) The specific dates, times and locations 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 number and distribution of examination dates must be reasonable (at least three dates, one at the beginning, one in the middle and one at the end of the examination period). Examination dates shall be published exclusively in electronic form via the academic information system.
- (4) Students register for exam dates exclusively through the academic information system. Students are not entitled to take an exam outside the published specific exam date for which they are registered.
- (5) A student shall earn credits for a course that is graded and shall successfully complete that course if his or her results have been graded with one of the grades from A to E. A student shall earn credits for a course that is not graded if he or she fulfils the conditions set for successful completion of that course. If a student registers for more than one examination

|  |  |                                   |
|--|--|-----------------------------------|
|  | <p style="text-align: center;">Catholic University in Ružomberok<br/>Faculty of Arts and Letters</p>   | <p>Doc. No.:<br/>VP-FFKU-02</p>   |
|  | <p style="text-align: center;"><b>INTERNAL REGULATION</b><br/><b>Study Regulations of the Faculty of Arts and Letters, Catholic University in Ružomberok as amended (consolidated version)</b></p> | <p>Revision No.: 1</p>            |
|  |  | <p>Copy No.: 1<br/>Page 19/33</p> |

date for a single course, the final grade shall be the grade awarded on the last examination date for which the student registered.

- (6) In justified cases, both the student and the lecturer have the right to ask the dean to conduct the examination in the form of a commission examination, within the regular or retake examination dates available to the student under these study regulations. A written request for a panel examination, stating the reasons, shall be submitted to the study department; the request must be submitted no later than five days before the last day of the relevant examination period. If the dean approves the request, he or she shall, as a rule, set the date of the examination at the suggestion of the head of the department and appoint an examination committee of at least three members, including the original examining teacher. The dean's permission or refusal to conduct the examination in the form of a committee examination is final and cannot be appealed.
- (7) The examiner is obliged to enter the results of the assessment of the subject into the academic information system no later than five working days from the examination. Students who did not participate in the continuous or final assessment of the subject, even though they had registered for the subject, the examiner will enter an FX grade for both the regular and retake exam dates, or, if the subject is not graded, will evaluate it as not completed or completed unsuccessfully.
- (8) The specific method of assessment of the subject (method of continuous assessment, form of examination, etc.) is determined by the lecturers in the subject information sheet, which they make available to students no later than in the first week of the semester.
- (9) The assessment of study results in individual subjects must be completed no later than five working days after the last day of the examination period of the relevant semester.
- (10) Completion of a subject is assessed by a grade. The grade reflects the quality of the acquisition of knowledge or skills in accordance with the objective of the subject as stated in the subject information sheet. Grading is based on the student's overall percentage success in all forms of assessment of study results, with a minimum of 60% required to pass the subject.

|  |  |   |
|--|--|---|
|    | <p style="text-align: center;">Catholic University in Ružomberok<br/>Faculty of Arts and Letters</p> | <p>Doc. No.:<br/>VP-FFKU-02</p>                       |
| <p style="text-align: center;"><b>INTERNAL REGULATION</b><br/><b>Study Regulations of the Faculty of Arts and Letters, Catholic University in Ružomberok as amended (consolidated version)</b></p> |  | <p>Revision No.: 1<br/>Copy No.: 1<br/>Page 20/33</p> |

(11) The Faculty of Arts at KU uses a scale consisting of six grades to assess study results:

| Classification scale                          |                         |
|---|-------------------------|
| The classification grade reflects the results | Classification grade    |
| Excellent                                     | A (excellent) = 1       |
| Above average                                 | B (very good) = 1.5     |
| Average                                       | C (good) = 2            |
| Acceptable                                    | D (satisfactory) = 2.5  |
| Meeting minimum criteria                      | E (sufficient) = 3      |
| Fails to meet minimum criteria                | FX (unsatisfactory) = 4 |

(12) The faculty may decide that selected subjects will not be graded and may specify other criteria for successful completion as conditions for obtaining credits.

(13) A weighted grade point average is used to evaluate a student's overall academic performance. It is calculated by adding up the credit ratings and numerical grades for all courses taken by the student during the evaluation period and dividing them by the total number of credits earned during that period.

(14) The defence of the final thesis and the state examination are subjects, and credits are awarded for their completion.


(15) The overall result of the state examinations is determined as the average of the marks from 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 assessment of the study programme is carried out after all the requirements of the study programme have been fulfilled, including the state examinations. It is expressed in grades: passed with distinction, passed, failed.

(17) Upon successful completion of the state examination and defence of the final thesis, a student is graded "passed with distinction" if their weighted study average for the entire study programme is 1.30 or less and they have been graded only A or B in all parts of the state examination within the regular term, with the number of A grades not being less than the number of B grades. In other cases, the student is graded "pass".

(18) If any subject of the state examination was graded FX, the overall grade for the state examination is "failed".



|   |                                 |
|---|---------------------------------|
|  <p style="text-align: center;">Catholic University in Ružomberok<br/>Faculty of Arts and Letters</p>   | <p>Doc. No.:<br/>VP-FFKU-02</p> |
| <p style="text-align: center;"><b>INTERNAL REGULATION</b></p> <p style="text-align: center;"><b>Study Regulations of the Faculty of Arts and Letters, Catholic University in Ružomberok as amended (consolidated version)</b></p> | <p>Revision No.: 1</p>          |
|   | <p>Copy No.: 1</p>              |
|   | <p>Page 21/33</p>               |

## Article 12

### Recognition of completed parts of study


- (1) Completion of part of a course of study at another higher education institution is formally conditional upon an application for exchange study, a study agreement and a transcript of study results. This is carried out in accordance with § 7 of Decree No. 614/2002 Z. z. of the Ministry of Education, Science, Research and Sport of the Slovak Republic on the credit system of study, as amended, and in accordance with the relevant internal regulations of the university.
- (2) Students may ask the dean of the faculty to recognise completed courses or transfer credits and grades if less than five years have passed since they were completed. In master's studies, credits earned for successful completion of a course in bachelor's studies cannot be recognised. The request shall be submitted to the registry or the study department of the relevant faculty.

## Article 13

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

- (1) The Dean of the Faculty of Arts of KU may, upon written request from a student, allow a change of study programme within the same field of study.
- (2) A student may request a change of study programme within KU before the start of the academic year after successfully completing a year of study, no later than 31 August.
- (3) A change of study programme within the same field of study or combination of fields of study offered at the faculty is approved by the dean; if this change is to be made between KU faculties, it is approved by the dean of the receiving faculty. A necessary condition for the approval of a change in the study programme is the acquisition of the number of credits for the last year of study required to continue in the next year of study, as well as the successful completion of repeatedly enrolled courses. A written request shall be addressed to the dean of the relevant faculty. The dean may request the opinion of the head of the department responsible for the relevant study programme. The change of study programme shall take effect on the date of enrolment.
- (4) In order to successfully complete their studies, students are required to fulfil the conditions specified in the study programme in which they are enrolled 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 serious reasons, the dean of the relevant faculty may allow a student to change their study programme and form of study even if the conditions set out in paragraph 3 of this article are not met.



|   |  |   |
|---|--|---|
|   | <p style="text-align: center;">Catholic University in Ružomberok<br/>Faculty of Arts and Letters</p> | <p>Doc. No.:<br/>VP-FFKU-02</p>                             |
| <p style="text-align: center;"><b>INTERNAL REGULATION</b></p> <p style="text-align: center;"><b>Study Regulations of the Faculty of Arts and Letters, Catholic University in Ružomberok as amended (consolidated version)</b></p> |  | <p>Revision No.: 1</p> <p>Copy No.: 1</p> <p>Page 22/33</p> |

- (7) A student may request a transcript of study results in accordance with § 67 sec.5 of the Higher Education Act for a fee in accordance with the applicable guidelines on tuition and fees.

#### **Article 14**


##### **Study documents**

- (1) Documents of study at FF KU are: student ID card and transcript of study results.
- (2) The student ID card is a document confirming the student's legal status, which entitles them to enjoy the rights and benefits of a student arising from laws, internal regulations of the university and agreements with other legal entities. This document also serves to verify the information recorded therein. The student card is issued to the student after enrolment in the student register. It is issued by the university. Among other information, it indicates the period during which the student has fulfilled the conditions for continuing their studies; the student card also bears a photograph of its holder. The student card uses a uniform data structure specified by the Ministry of Education, Science, Research and Sport of the Slovak Republic in Methodological Guideline No. 16/2014 on the use, structure and technical design of student cards.
- (3) A transcript of study results is a document containing information about the study obligations that the student has fulfilled within the study programme. The transcript of study results is issued by the faculty.


#### **Article 15**

##### **Final thesis**

- (1) A final thesis is part of every study programme and, together with its defence, constitutes one subject. The defence of the final thesis is part of the state examinations.
- (2) The final thesis is:
  - a) a bachelor's thesis,
  - b) a diploma thesis,
  - c) a dissertation.
- (3) Through their bachelor's and master's theses, students demonstrate their ability to work creatively in the field of study in which they completed their study programme.
- (4) The dissertation demonstrates the ability to conduct independent scientific and conceptual work.
- (5) The procedure for defending a dissertation is specified in more detail in the guidelines for doctoral studies.

|  |  |   |
|--|--|---|
|    | <p>Catholic University in Ružomberok<br/>Faculty of Arts and Letters</p> | <p>Doc. No.:<br/>VP-FFKU-02</p>                       |
| <p><b>INTERNAL REGULATION</b><br/><b>Study Regulations of the Faculty of Arts and Letters, Catholic University in Ružomberok as amended (consolidated version)</b></p> |  | <p>Revision No.: 1<br/>Copy No.: 1<br/>Page 23/33</p> |

- (6) The basic requirements that a final thesis must meet are set out in the Rector's guidelines on the requirements for final, rigorous and habilitation theses, their bibliographic registration, originality checks, storage and accessibility.
- (7) If the study programme is carried out at a faculty, the relevant training workplace (department) shall publish the topics of final theses for students in their penultimate year of the first, second and combined first and second levels of study in the academic information system by the end of October. The topics are listed in the academic information system by the supervisor or thesis supervisor and approved by the head of the relevant training workplace (department). Students choose the topic of their final thesis no later than the end of the month following the publication of the topics. Any change of topic or supervisor of the final thesis is approved by the head of the relevant workplace (department). Any change of topic or supervisor of the final thesis at the doctoral level of study is approved by the dean of the faculty.
- (8) Students in their penultimate year shall register electronically with their supervisor or thesis supervisor in the academic information system. Based on an agreement between the supervisor or thesis advisor and the student, a thesis assignment protocol is created in the academic information system, which is approved by the head of the training workplace by 31 January of the given academic year at the latest.
- (9) The student has the right to propose their own topic and supervisor or thesis supervisor to the training workplace in writing by the end of November of the penultimate year of study. The head of the training workplace shall respond to the proposal in writing within 30 days and has the right to reject the proposed topic and supervisor or thesis supervisor. Confirmation of the topic in the academic information system is also considered approval.
- (10) The final thesis is prepared by the student under the supervision of the supervisor or final thesis supervisor. The supervisor or final thesis supervisor classifies the final thesis in the academic information system and enters a comment on the evaluation, states any questions for the defence of the thesis and completes all other mandatory items.
- (11) Before submitting the thesis, the student is required to upload an electronic version to the Academic Information System (AIS), sign an electronic licence agreement and a protocol on originality verification.
- (12) The student submits the final thesis together with the prescribed documents to the faculty's study department. The deadline for submission, number and form of copies are determined by the schedule for the relevant academic year and the guidelines for completing studies at FF KU.
- (13) If the thesis supervisor (or tutor) and all opponents have graded the thesis with an FX, the thesis will not be forwarded to for defence. The student may revise the thesis and resubmit it by the deadline specified in the schedule of the relevant faculty. If the work

|  |  |   |
|--|--|---|
|  | <p style="text-align: center;">Catholic University in Ružomberok<br/>Faculty of Arts and Letters</p>   | <p>Doc. No.:<br/>VP-FFKU-02</p>                             |
|  | <p style="text-align: center;"><b>INTERNAL REGULATION</b><br/><b>Study Regulations of the Faculty of Arts and Letters, Catholic University in Ružomberok as amended (consolidated version)</b></p> | <p>Revision No.: 1</p> <p>Copy No.: 1</p> <p>Page 24/33</p> |


was graded FX only by the thesis supervisor (or tutor) or only by one of the opponents, the student has the right to participate in the thesis defence.

- (14) If the supervisor (or tutor) or opponent of the thesis is not a member of the examination board, they may be invited to attend the thesis defence and have an advisory vote in its assessment. The examination board decides on the result of the thesis defence by vote. In the event of a tie, the chair of the examination board has the casting vote. The result of the thesis defence is assessed using grades from A to FX. If the result of the defence is FX and the student has been assessed by the supervisor and opponent with a grade of A, the result of the thesis defence is assessed using grades from A to FX.
- (15) The result of the defence of the final thesis is evaluated using grades from A to FX. If the result of the defence is FX and the student received a grade from the supervisor and opponent of the thesis in the range of grades A – E, the student may defend the thesis again within the retake period.
- (16) The final thesis is written in Slovak, and if the dean of the relevant faculty agrees, it may also be written in another language, usually English. In study programmes focused on foreign languages, the final thesis is usually written in the languages of these study programmes.

## Article 16

### State and rigorous examinations

- (1) In order to complete university studies, it is necessary to pass a state examination or state examinations, which are conducted in accordance with § 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 form of the state examination and the theses from the subjects of the state examination shall be published by the faculty on its website no later than the beginning of the winter semester of the academic year in which the state examinations are held.
- (4) State examinations shall be held on dates determined by the dean in accordance with the study schedule and published on the faculty's website at least six weeks before they take place.
- (5) A student may take the state examination after fulfilling the obligations set out in the study programme if:
  - a) they have earned at least enough credits so that, after earning credits for successfully passing the state examinations, they have the necessary number of credits to properly complete their studies,
  - b) they have successfully completed all prescribed compulsory subjects, except for state examinations,


|  |  |                                   |
|--|--|-----------------------------------|
|    | <p style="text-align: center;">Catholic University in Ružomberok<br/>Faculty of Arts and Letters</p> | <p>Doc. No.:<br/>VP-FFKU-02</p>   |
| <p style="text-align: center;"><b>INTERNAL REGULATION</b><br/><b>Study Regulations of the Faculty of Arts and Letters, Catholic University in Ružomberok as amended (consolidated version)</b></p> |  | <p>Revision No.: 1</p>            |
|  |  | <p>Copy No.: 1<br/>Page 25/33</p> |

- c) they have successfully completed the compulsory elective and optional subjects in the composition specified by the study programme,
- d) they have settled all financial obligations to the faculty and university, in particular tuition fees and fees related to their studies.
- (6) Students shall register for the state examination via the academic information system no later than 21 days before the scheduled date of the state examination.
- (7) If serious circumstances prevent a student from taking the state examination, they may request the dean's consent to postpone the date of the state examination in writing in advance or no later than three days after the date of the state examination. Unexcused absence from the state examination is graded FX.
- (8) Students are entitled to two retakes of the state examination, no later than the date by which they exceed the standard length of study in the relevant level of higher education by more than two years. They shall retake the part of the state examination for which they received an FX grade. If they fail all three attempts at the state examination, they shall be expelled from their studies for failing to meet the requirements of the study programme and the Study Regulations of KU and FF KU.
- (9) Graduates of study programmes who have obtained a "magister" degree or similar study programmes abroad may apply to take a rigorous examination and defend a rigorous 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 documents certifying completion of studies

- (1) Studies are duly completed upon graduation from the relevant study programme.
- (2) A student duly completes their studies in accordance with the relevant study programme of the first, second or combined first and second degree if:
  - a) they have successfully completed all the prescribed study obligations of the given study programme and obtained the specified number of credits in the prescribed composition as a prerequisite for participation in the state examination,
  - b) they have successfully passed the state examination or state examinations prescribed by the study programme, including the defence of their 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 in the given study programme.
- (4) In addition to the proper completion of studies, studies at KU shall end:
  - a) by abandoning studies,
  - b) exceeding the standard length of study by more than two years in full-time study or more than three years in part-time study, with the date of completion of studies being

|   |                                 |
|---|---------------------------------|
|  <p style="text-align: center;">Catholic University in Ružomberok<br/>Faculty of Arts and Letters</p>   | <p>Doc. No.:<br/>VP-FFKU-02</p> |
| <p style="text-align: center;"><b>INTERNAL REGULATION</b></p> <p style="text-align: center;"><b>Study Regulations of the Faculty of Arts and Letters, Catholic University in Ružomberok as amended (consolidated version)</b></p> | <p>Revision No.: 1</p>          |
|   | <p>Copy No.: 1</p>              |
|   | <p>Page 26/33</p>               |

the end of the academic year in which the student was supposed to complete their university studies,

- c) expulsion from studies for failure to meet the requirements of the study programme and study regulations, or expulsion from studies for a disciplinary offence, with the date of termination of studies being the date on which the decision on expulsion became final,
  - d) upon the decision on the invalidity of the state examination or its part pursuant to § 108f sec. 1 within the framework of lower-level studies becoming final, if the relevant education is a condition for admission to ongoing studies in a higher-level study programme,
  - e) by renouncing the academic title awarded after completing a lower-level study programme, if the relevant education is a condition for admission to the ongoing study of a higher-level study programme,
  - f) cancellation of the study programme, if the student does not accept the offer of the university or faculty to continue studying another study programme, whereby the date of termination of study is the date on which the higher education institution announced the cancellation of the study programme,
  - g) the death of the student.
- (5) Exceeding the standard length of study of the relevant study programme, taking into account the total length of study at the relevant level of higher education, or concurrent study in several study programmes at the relevant level of higher education in one academic year or part thereof, shall result in the student's obligation to pay FF KU annual tuition fees for each additional year of study as determined in the university's internal regulations.
  - (6) The documents certifying the successful completion of an accredited study programme and the award of the relevant academic title are: a university diploma, a state examination certificate 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 university diploma shall state: the graduate's first name and surname, the diploma registration number, 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, if the study programme was carried out at the faculty, the date of completion of studies and the stamp of the university. The university diploma is usually awarded at an academic ceremony.
  - (8) A state examination certificate is a document certifying the completion of a state examination, its components and its results. It is issued by the university and signed by the dean of the faculty.

|  |  |                         |
|--|--|-------------------------|
|  | Catholic University in Ružomberok<br>Faculty of Arts and Letters   | Doc. No.:<br>VP-FFKU-02 |
|  | <b>INTERNAL REGULATION</b><br><br><b>Study Regulations of the Faculty of Arts and Letters, Catholic University in Ružomberok as amended (consolidated version)</b> | Revision No.: 1         |
| Copy No.: 1  |  |                         |
| Page 27/33   |  |                         |


- (9) The diploma supplement is a document containing detailed information about the subjects completed in the study programme. In accordance with Section 8(2) of Decree No. 614/2002 Coll. of the Ministry of Education, Science, Research and Sport of the Slovak Republic on the credit system of study, as amended, the diploma supplement includes information on the higher education system in the Slovak Republic, which is prepared and published by the Ministry of Education, Science, Research and Sport of the Slovak Republic. KU issues the diploma supplement to all graduates free of charge in Slovak and English.
- (10) Documents certifying completion of studies are issued within 30 days of the official completion of studies, usually at the academic ceremony, unless the graduate agrees to a later issue of these documents.
- (11) A student may complete their studies according to the relevant study programme after fulfilling all the prescribed conditions for the proper completion of studies, even in less time than the standard length of study.

### Article 18

#### Interruption of studies

- (1) The dean may grant an interruption of study in a study programme on the basis of a justified request from the student.
- (2) Interruption of studies in the first year is possible only after the end of the winter semester. Interruption of studies applies to a complete part of studies (semester, year). A request for interruption of studies shall be addressed to the dean of the faculty and submitted to the study department no later than three weeks before the start of the semester. Exceptions in extraordinary and unforeseen cases (e.g. sudden serious health problems) are decided by the dean of the faculty. The decision on the interruption of studies is delivered to the student in person or by post to their own address.
- (3) A student may apply in writing for a suspension of studies:
  - a) for a maximum of three academic years due to parental leave,
  - b) for a maximum of two academic years due to health or other serious personal reasons (upon presentation of credible documents),
  - c) for a maximum of one year without giving a reason.
- (4) After the interruption period has expired, the student must re-enrol in their studies, otherwise their studies will be terminated.
- (5) During the interruption of studies, the student does not have the rights and obligations of a student and is not a member of the academic community.



|   |                                 |
|---|---------------------------------|
|  <p style="text-align: center;">Catholic University in Ružomberok<br/>Faculty of Arts and Letters</p>   | <p>Doc. No.:<br/>VP-FFKU-02</p> |
| <p style="text-align: center;"><b>INTERNAL REGULATION</b></p> <p style="text-align: center;"><b>Study Regulations of the Faculty of Arts and Letters, Catholic University in Ružomberok as amended (consolidated version)</b></p> | <p>Revision No.: 1</p>          |
|   | <p>Copy No.: 1</p>              |
|   | <p>Page 28/33</p>               |

## Article 19

### Discontinuation of studies


- (1) Withdrawal from studies may occur for the following reasons:
  - a) on the basis of the student's own decision;
  - b) permission for the student to enrol at another university or faculty of KU after fulfilling the conditions set out in its study regulations based on a written request from the student;
  - c) if the student fails to enrol for the next period of study or fails to re-enrol after a break following a request to enrol within 10 working days of delivery of this request; the student may request an extension of this period for health reasons that prevent him/her from attending enrolment, otherwise the day on which the student was supposed to enrol for the next period of study or re-enrol is considered the day on which the student discontinued his/her studies.
- (2) The student shall notify the dean of the faculty in writing of their withdrawal from studies.
- (3) The date of termination of studies is the date on which the faculty received the student's written statement of termination of studies.
- (4) In the event of discontinuation of studies, the student may, upon request, be issued a certificate of completed courses. The certificate is issued for a fee according to the valid fee schedule.
- (5) A student who has discontinued their studies may be readmitted to the Faculty of Arts of KU only on the basis of a new admission procedure.

## Article 20

### Expulsion from studies

- (1) For particularly serious breaches of obligations within the meaning of § 72 sec. 2 letter c) of the Higher Education Act, the dean may decide to expel the student from studies.
- (2) A student who fails to meet the requirements arising from the study programme and the Study Regulations of KU and FF KU shall be expelled from study pursuant to § 66 sec. 1) letter c) of the Higher Education Act. This also applies to cases where a student fails to pay tuition fees after the due date, even after receiving a reminder from the relevant faculty.
- (3) The decision to expel a student from their studies must be in writing. It must contain: the ruling, the reasons, information on the possibility of submitting a request for review, the reference number under which the decision is registered, the date and place of issue, the official stamp, and the signature of the dean or rector. The decision must be delivered to the student in person.
- (4) The date of termination of studies is the date on which the decision on expulsion from studies became final.




|   |                                 |
|---|---------------------------------|
|  <p style="text-align: center;">Catholic University in Ružomberok<br/>Faculty of Arts and Letters</p>   | <p>Doc. No.:<br/>VP-FFKU-02</p> |
| <p style="text-align: center;"><b>INTERNAL REGULATION</b></p> <p style="text-align: center;"><b>Study Regulations of the Faculty of Arts and Letters, Catholic University in Ružomberok as amended (consolidated version)</b></p> | <p>Revision No.: 1</p>          |
|   | <p>Copy No.: 1</p>              |
|   | <p>Page 29/33</p>               |

- (5) The student may submit a request for review of the decision on expulsion from studies within eight days of its delivery. The request shall be submitted to the authority that issued the decision. If this authority is the dean, he or she may grant the request and change or revoke the decision. If the request is not granted, it shall be forwarded to the rector within 15 days of delivery to the faculty. The rector shall review the dean's decision and, if it is contrary to the law or internal regulations of KU or the faculty, shall change or revoke the decision. Otherwise, the request shall be rejected and the original decision shall be confirmed.
- (6) The rector must issue a decision no later than 30 days from the date of delivery of the request for review of the decision to the faculty. It is not possible to file a request for review of the rector's decision.
- (7) The proceedings for review of a decision pursuant to § 72 of the Higher Education Act are not subject to Act No. 71/1967 Coll. on Administrative Procedure, as amended.

## Article 21

### Proceedings concerning the study rights and obligations of students

- (1) Proceedings concerning violations of students' academic rights and obligations are conducted in the first instance at the faculty and are decided by the dean. The rector decides on requests for review of the deans' decisions.
- (2) Proceedings concerning permission to interrupt studies and recognition of subjects or transfer of credits shall commence on the day on which the student submits a written request in this regard. If the request does not contain the necessary information, the dean shall invite the student to supplement the request or provide the necessary explanation within a reasonable period of time. The dean shall issue the relevant decision within 30 days of the date of commencement of the proceedings. This period shall not include the time during which the student had a e period to supplement the request or provide explanations. If the dean does not decide within 30 days, the student may request that the rector oblige the dean to act and decide on the matter.
- (3) Proceedings concerning failure to meet the requirements of the study programme and study regulations shall commence on the date of the dean's decision.
- (4) Proceedings concerning expulsion from studies due to failure to meet the requirements of the study programme and the study regulations of the faculty and the university shall commence on the date of issue of the expulsion decision.
- (5) Act No. 71/1967 Coll. on Administrative Procedure, as amended, does not apply to proceedings and decisions concerning the study rights and obligations of students.
- (6) Decisions on matters concerning the student's study rights and obligations must be made in writing, must contain a statement with reference to the relevant provision of the internal

|   |                                 |
|---|---------------------------------|
|  <p style="text-align: center;">Catholic University in Ružomberok<br/>Faculty of Arts and Letters</p>   | <p>Doc. No.:<br/>VP-FFKU-02</p> |
| <p style="text-align: center;"><b>INTERNAL REGULATION</b></p> <p style="text-align: center;"><b>Study Regulations of the Faculty of Arts and Letters, Catholic University in Ružomberok as amended (consolidated version)</b></p> | <p>Revision No.: 1</p>          |
|   | <p>Copy No.: 1</p>              |
|   | <p>Page 30/33</p>               |

regulations and justification based on the facts, unless these study regulations provide otherwise. The decision must be delivered to the student in person.

- (7) The faculty's obligation to deliver the decision is fulfilled when the student accepts the decision or as soon as the post office returns it as undeliverable or if delivery was prevented by the student's actions or omissions. The decision is also considered delivered if the student refuses to accept it.

## Article 22

### Dean's Award and Rector's Award

- (1) The Dean may award the Dean's Award to a student enrolled in a study programme offered by the faculty. The rules for awarding the Dean's Award are set out in the KU Scholarship Regulations, the Rules for Awarding Medals, Rector's Awards and Rector's Academic Commendations at KU, and other relevant internal regulations of KU.
- (2) The rules for awarding the Rector's Award are determined by the KU Scholarship Regulations, the Rules for Awarding Medals, Rector's Awards and Rector's Academic Commendations at KU, or other relevant internal regulations of KU.

## Article 23


### Study advisor system

- (1) The study advisor system aims to streamline the university study system, help students find their way around and choose subjects effectively in line with their own study plan, interests and the real situation on the job market. It also aims to help students with any difficulties they may encounter in their studies or in communicating with their environment, and it also performs an advisory function in student mobility and a mediating function in research, interest-based and other activities.
- (2) Study advisors from among university teachers are appointed and dismissed by the dean.
- (3) As a rule, a study advisor is assigned to a specific year of study, study programme or field of study.
- (4) The advisory and consulting activities of university teachers are based on their employment contracts.

## Article 24


### Doctoral study

- (1) The doctoral study programme, as a third-level study programme, focuses on acquiring and deepening 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 their scientific research and independent creative activity in the field of science or art. Graduates

|  |  |  |
|--|--|--|
|    | <p>Catholic University in Ružomberok<br/>Faculty of Arts and Letters</p> | <p>Doc. No.:<br/>VP-FFKU-02</p>                              |
| <p><b>INTERNAL REGULATION</b><br/><b>Study Regulations of the Faculty of Arts and Letters, Catholic University in Ružomberok as amended (consolidated version)</b></p> |  | <p>Revision No.: 1<br/>Copy No.: 1<br/>Page <b>31/33</b></p> |

of the doctoral study programme obtain a third-level university education. The final work of the doctoral study programme is a dissertation.

- (2) The admission procedure for doctoral studies always includes an entrance examination.
- (3) Study under a doctoral study programme (hereinafter referred to as "doctoral study") is conducted according to an individual study plan under the supervision of a supervisor. The condition for the proper completion of doctoral study is the completion of a dissertation examination, which is one of the state examinations, and the defence of the dissertation as a 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 subject committee for approval. The study part consists mainly of lectures, seminars and individual study of professional literature necessary for the focus of the dissertation. The research part of doctoral studies consists of individual or team research work by the doctoral student (hereinafter referred to as the "doctoral student") related to the topic of the dissertation. The research part of doctoral studies is professionally supervised by the supervisor.
- (5) The function of supervisor for a given field of study may be performed by teachers of the Faculty of Arts of KU and other experts after approval by the scientific council of the faculty. The function of supervisor for topics listed by an external educational institution may be performed by supervisors approved by that institution. The external educational institution shall provide the faculty's scientific council with the scientific and pedagogical characteristics of these supervisors.
- (6) A supervisor for a given doctoral study programme may be a university teacher or other expert from the field, after approval by the faculty's scientific council. The supervisor must hold the position of professor or associate professor or must be a researcher with an academic title of PhD, ArtD. and a recognised qualification level II, or a scientific title of DrSc.
- (7) In addition to the qualification requirements and tasks defined in Article 24 sec. 5) and 6) of these study regulations, a supervisor in a doctoral study programme must also meet the following conditions:
  - a) their publishing, scientific research and other creative activities are related to the given or related field of study or study programme in which the supervisor works or is expected to work;
  - b) the quality and quantity of their published outputs, scientific projects and other creative activities are at the required level and guarantee the progress of the relevant field of study/programme; at the same time, they guarantee the quality of the doctoral student's scientific programme and publications and their involvement in the supervisor's scientific projects;


|   |                                 |
|---|---------------------------------|
|  <p style="text-align: center;">Catholic University in Ružomberok<br/>Faculty of Arts and Letters</p>   | <p>Doc. No.:<br/>VP-FFKU-02</p> |
| <p style="text-align: center;"><b>INTERNAL REGULATION</b></p> <p style="text-align: center;"><b>Study Regulations of the Faculty of Arts and Letters, Catholic University in Ružomberok as amended (consolidated version)</b></p> | <p>Revision No.: 1</p>          |
|   | <p>Copy No.: 1</p>              |
|   | <p>Page 32/33</p>               |

- c) has achieved new results in science, technology, art and/or education that have significantly influenced the development of the given or related field and are equally valued by the professional community (e.g. citations of works, art reviews, membership in scientific committees of conferences and scientific organisations, requested lectures, expertise and assessment activities, etc.).
- (8) Doctoral studies are conducted in full-time or part-time form. The standard length of study for a doctoral study programme
  - a) in full-time form is three or four academic years; the number of credits required for successful completion of a doctoral study programme in full-time form with a standard duration of
    - 1. three academic years is 180 credits,
    - 2. four academic years is 240 credits.
  - b) in part-time study is four or five academic years; the number of credits required for successful completion of a doctoral study programme in part-time study with a standard length of study
    - 1. four academic years is 180 credits,
    - 2. five academic years is 240 credits.
- (9) Part of full-time doctoral study is the performance of teaching or other professional activities related to teaching for a maximum of four hours per week on average per academic year in which teaching takes place.
- (10) Doctoral studies in a given field of study are monitored and evaluated by a subject committee established in accordance with the faculty's internal regulations.
- (11) Graduates of doctoral studies are awarded the academic title of "doctor" ("philosophiae doctor", abbreviated to "PhD.") by KU, which is placed after their name.
- (12) The rules of these study regulations apply to doctoral studies accordingly, unless otherwise specified.
- (13) The rules of this study regulations apply to doctoral studies accordingly, unless otherwise stipulated by the KU Study Regulations, the FF KU Study Regulations or the Guidelines for Doctoral Studies at FF KU.

## Article 25

### Final provisions

- (1) These Study Regulations are legally binding for all employees, students and members of the bodies of the Faculty of Arts of KU.
- (2) The Study Regulations of FF KU are approved by the Academic Senate of KU after approval by the Academic Senate of FF KU at the proposal of the Dean with the prior

|  |  |                                   |
|--|--|-----------------------------------|
|    | <p>Catholic University in Ružomberok<br/>Faculty of Arts and Letters</p> | <p>Doc. No.:<br/>VP-FFKU-02</p>   |
| <p><b>INTERNAL REGULATION</b><br/><b>Study Regulations of the Faculty of Arts and Letters, Catholic University in Ružomberok as amended (consolidated version)</b></p> |  | <p>Revision No.: 1</p>            |
|  |  | <p>Copy No.: 1<br/>Page 33/33</p> |

consent of the Grand Chancellor of KU. The interpretation of these Study Regulations is provided, if necessary, by the Academic Senate of the FF KU. The interpretation shall take effect on the date of its publication, following prior approval by the KU Grand Chancellor.

- (3) These study regulations were discussed and approved by the Academic Senate of KU on 20 June 2023. On this date, the Study Regulations of FF KU shall enter into force.
- (4) The Study Regulations of FF KU shall take effect on 1 September 2023. Upon the entry into force of these Study Regulations, the Study Regulations of FF KU dated 26 May 2020 shall be repealed.
- (5) On 19 November 2024, the Academic Senate of the Catholic University in Ružomberok approved Amendment No. 1 to the Study Regulations of the Catholic University in Ružomberok, whereby this amendment shall enter into force and effect.