

Comenius University at Bratislava  
Faculty of Pharmacy

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## **STUDY CODE**

### **COMENIUS UNIVERSITY IN BRATISLAVA FACULTY OF PHARMACY**

*Internal regulation pursuant to Section 15(1)b) of Act of the National Council of the Slovak*



*Republic No. 131 of Coll. On Higher Education Institutions and on the Change of and  
Amendment to Certain Acts as amended.*

**Year 2008**

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This Study Code of the Faculty of Pharmacy of the Comenius University at Bratislava (hereinafter referred to as the "FAF UK Study Code" or the "Study Code") constitutes pursuant to Section 15(1) b) of Act No. 131/2002 of Coll. on Higher-Education Institutions and on the Change of and Amendment to Certain Acts (hereinafter referred to as the "Act on Higher Education Institutions") the internal regulation of the Faculty of Pharmacy of the Comenius University (hereinafter referred to only as the "FaF UK") and was approved by the Academic Senate of the FaF UK pursuant to law on 13<sup>th</sup> May 2008 and the Academic Senate of the

UK on ..... pursuant to law. The Study Code complies with the Study Code of the Comenius University.

## **Part I**

### **General Provisions**

#### **Article 1**

##### **Introductory provision**

This Study Code shall govern the study of the FaF UK students admitted to study programmes accredited in pursuance with the Act on Higher Education Institutions. The study codes of Faculties valid to date of commencement of study shall apply to the students admitted to the respective fields of study established under preceding regulations and to the students admitted to doctoral studies in scientific fields established under preceding regulations.

#### **Article 2**

##### **Basic provisions**

- (1) Study at the Faculty is conducted in accordance with law.
- (2) All academic rights and freedoms shall be guaranteed at the Faculty. In connection with study, academic rights and freedoms shall be deemed, in particular, the students' right to learn at the preserved free choice of study within the framework of accredited study programmes and freedom of education consisting particularly in the openness to various scientific views, research methods and artistic trends and the possibility of expressing own views .

## **Part II**

### **General Provisions**

#### **Article 3**

##### **Rules of Admission Proceedings and Conditions for Admission to Study**

- (1) Admission proceeding is a procedure that may enable a candidate to satisfy the requirements for study and become a student of a faculty of UK's.
- (2) The basic conditions for admission to study are stipulated in Act on Higher Education Institutions. The Faculty may lay down further conditions for admission to the study of a respective study programme and the manner of verification of their fulfilment. In the event that the Faculty determines<sup>1</sup> so, admission examination may be a part of the verification of the fulfilment of the conditions for study. Admission examination shall always be a part of Admission Procedure<sup>2</sup> to Doctoral Study.

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<sup>1</sup> Section 57 of the Act on Higher Education Institutions

<sup>2</sup> Section 57 of the Act on Higher Education Institutions; Article 2 of Internal Regulation of the UK No. 2/2008; Rector's Directive - Organisation of Doctoral Study at the UK

**Article 4**  
**Application for Study**

- (1) In a timely manner (no later than by the 20<sup>th</sup> September of the academic year in which the study is to commence); in the case of Bachelor study or a study programme as per Section 53(3) of the Act on Higher Education Institutions, two months before the deadline for filing applications, Faculty's Dean will publicize the official time period for filing applications for study, conditions for admission to study, time and manner of verification of the fulfilment of such conditions and in the event that admission examination makes a part of the verification of eligibility for study, also the form and framework content of such examination and the manner of assessment of its results and information about the number of candidates that the Faculty plans to admit to the study of the respective study programme<sup>3</sup>.
- (2) The facts as per paragraph 1 hereinabove shall be publicized on Faculty's notice board and in a manner enabling mass access. Until the end of the Admission Procedure, it shall not be possible to change such information additionally.
- (3) Admission Procedure shall commence for a candidate by delivery of his / her application for study to the Faculty conducting the pertinent study programme<sup>4</sup>.
- (4) The application for study must be filed on the prescribed form, within the determined time period and, it must be signed by the applicant. The candidate with health impairment may append to his/her application for admission a special application on the basis of which the form of admission examination and manner of its completion shall be determined taking into consideration such Candidate's health impairment.
- (5) The receipt for payment of admission fee shall be enclosed to the application. The amount of such fee shall be publicized as per paragraph 2 hereinabove.
- (6) In the event that the application is not completed in a proper manner or, if the receipt for payment of admission fee pursuant above paragraph 5 is not enclosed, the Faculty shall invite the candidate to eliminate deficiencies in the application's completion within the determined period of time. Should the candidate fail to eliminate the above deficiencies within such period of time, his / her application shall be considered as invalid.
- (7) In the event that the admission examination is a part of admission proceeding, the Faculty shall send the candidate the invitation to such admission examination no later than 28 (twenty-eight) days prior to the admission examination date.

**Article 5**  
**Admission Examination**

- (1) At least one regular term and, as a rule, one substitute term must be determined for admission proceedings. The regular and substitute terms must be determined in consistence with the UK Statute<sup>5</sup>.

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<sup>3</sup> Section 57(5) of the Act on Higher Education Institutions

<sup>4</sup> Section 57(2) of the Act on Higher Education Institutions

<sup>5</sup> Article 52(3) of the Comenius University Statute

- (2) The Dean may allow substitute term of the examination to the candidate applying for it in writing. For example, sudden disease or study abroad may constitute a reason for permission of such substitute term of admission examination if this foreign study is the preparation for study at the Comenius University or, if it is the candidate's preparation for the admission examination to other faculty of the Comenius University.
- (3) The admission examination to the first and the joint first and second stage of study must have written form. The Dean may lay out the rules to be obeyed by candidates during admission examination.
- (4) The Dean shall appoint a Committee where also Academic Senate members are represented. This Committee shall supervise over the adherence to the determined criteria of the admission proceedings.
- (5) Before the commencement of admission examination or a part thereof, the candidate's identity must be verified. Identity card or other identification document (passport) shall be used to verify the candidate's identity.
- (6) Admission examination shall be held under the conditions of strict anonymity. Upon the taking of the attendance, a candidate shall choose an envelope where there is the test and a sheet of paper provided with a code. On the envelope, two bar codes shall be attached – one of them will be stuck to the application and the other code will be kept by the candidate.
- (7) Having written the test, the candidate shall put the complete material back in the envelope and the competent member of Faculty's staff supervising over the course of the admission proceedings shall take the envelope to Faculty's Study Office where the test materials are electronically processed. The Study Office staff member putting the data in the computer does not know which candidate has written the respective test.
- (8) The programme processing the data of the admission proceedings will combine the assessed tests with the list of candidates for study and, it will list the candidates according to the achieved results.
- (9) A record is made on the procedure of admission examination in respect of each candidate. The record shall make a part of the Admission Proceeding Dossier. A part of the Admission Proceeding Dossier shall consist of:
  - worked out and assessed written test with the stated result (the number of achieved points); this test shall be signed by the person feeding the data in the computer.
- (10) Authorized Vice-Dean shall interrupt admission examination of such a candidate who has committed deception or has acted in a manner incompatible with the rules given prior to the admission examination commencement. The results of such interrupted admission examination of this candidate shall not be assessed, this candidate shall not be allowed to take a substitute examination and his /her examination is deemed unsuccessful.
- (11) Authorized Vice-Dean shall interrupt admission examination also in the event that, in the course of the examination, circumstances are found affecting equality of candidates participating in the admission proceeding. The results of such interrupted admission

examination shall not be assessed; the admission examination shall be repeated on a substitute date or on any other date determined by the Dean.

## **Article 6 Decision on Admission Proceeding Result**

- (1) The Dean shall decide on the admission to the study of a respective study programme<sup>6</sup>.
- (2) Decision on the result of admission proceeding must be made in written form within 30 (thirty) days following the date of verification of the fulfilment of requirements for admission to study. Such decision must contain the statement, reasoning and advice on possibility of filing a petition for the decision's examination and the signature of the Dean or that of the Vice Dean authorized by the Dean. This decision must be delivered into the hands of the candidate. The candidate whose permanent or temporary establishment is unknown shall be informed about the result by putting the decision up on the notice board of the Faculty. The decision put up on the notice board shall stay there for 15 (fifteen) days. The last day of this period shall be considered as the delivery date<sup>7</sup>.
- (3) A copy of the decision on the result of the admission proceeding shall be a part of the Admission Proceeding Dossier.
- (4) The last Act No. 71/1967 of Coll. on Administrative Procedure as amended shall not apply to making decisions on admission to study.

## **Article 7 Candidate's Inspecting the Documentation of Admission Proceedings**

- (1) A candidate shall be entitled to inspect the documentation of his / her admission proceeding after it has been assessed. "Inspection" shall mean that a candidate may read the documentation, make transcripts or extracts of the same. Provisions of the internal regulation of the UK shall apply accordingly to the inspection of the Admission Proceeding Dossier<sup>8</sup>.
- (2) Only a candidate or a person whom he / she has authorized in writing may inspect the Admission Proceeding Dossier. The documentation concerning admission proceedings may be inspected in the designated premises of the Faculty in the presence of persons authorized by the Dean.
- (3) Adequate conditions must be created for the inspection of the Admission Proceeding Dossier and adequate time must be determined.
- (4) In the event that a candidate finds out that his / her test has been assessed incorrectly or, that the total of the achieved points is wrong, he / she will report this fact to the person present at the inspection of the Admission Proceeding Dossier pursuant to paragraph 2

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<sup>6</sup> Section 57(6) of the Act on Higher Education Institutions

<sup>7</sup> Section 58(7) of the Act on Higher Education Institutions

<sup>8</sup> Directive of the UK Rector No. 2/1998 on Inspection of the Documents Certifying Necessary Competence to Study at Faculties of Higher Education Institutions for Continuing Education of Citizens at Those for Further Education of Citizens at the Faculties or Branches of Comenius University at Bratislava

hereinabove. If the Commission appointed by the Dean admits the candidate's objections as justified, a record containing relevant facts shall be made and a correction of the assessment shall be made in the test. The test corrected in this way shall be electronically processed once more.

## Article 8

### **Revision of the Decision on Inadmission**

- (1) A candidate, who has received a decision on inadmission to study, may file a petition for the revision of such decision. The petition shall be filed with the body issuing the decision within 8 (eight) days from the decision's delivery<sup>9</sup>.
- (2) The Dean himself may grant the petition in the event that he /she finds out that it was issued at variance with law, the FaF UK internal regulation or conditions pursuant to Section 57(1) of the Act on Higher Education Institutions. Otherwise, the Dean shall forward the petition to the Rector of the UK within 15 days following the delivery date. The material of the Admission Proceeding Dossier and the written Faculty Dean's opinion on the petitioner's opinions and objections shall be enclosed to the petition sent to the Rector by the Dean.
- (3) The Rector shall change the decision if it was issued at variance with law, the FaF UK internal regulation or conditions pursuant to Section 57(1) of the Act on Higher Education Institutions. Otherwise he / she will dismiss the petition and confirm the original decision.
- (4) Rector's decision under paragraph 2 hereinabove must contain the statement, reasoning and advice informing that it is impossible to file a petition for the revision of this decision of Rector's.
- (5) The respond to the petitioner for the decision's revision must be sent off within 30 (thirty) days following the receipt of the petition for the revision of the decision on inadmission to study.
- (6) The Dean shall review the objections that the candidate raised while inspecting the materials or those made in the petition for the decision's review. Should it prove that the candidate was injured through a fault of the Faculty the Dean in collaboration with the commission shall be bound to rectify the mistake and to place the candidate in the waiting list according to the corrected number of achieved points.
- (7) The changes in the Admission Proceeding Dossier that were made pursuant to paragraph 6 hereinabove must be made by the commission and the record must be written up concerning the making of the above changes. This record shall be signed by the commission members.
- (8) If, after the change made pursuant to paragraph 6, the candidate is included in the list of those satisfying the requirements for admission to pertinent study programme the Dean shall change his / her decision and will admit this candidate to study.

## Article 9

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<sup>9</sup> [Section 58\(8\) of the Act on Higher Education Institutions](#)

### **The Candidate's Right to Be Admitted to Study and the Lapse of This Right**

- (1) By receipt of the decision on admission to study the candidate's right to be admitted to study is created. The Faculty shall advise the candidate of the date, place and manner of registration for study.
- (2) The Faculty shall be entitled to require that the admitted candidate should inform the Faculty whether or not he / she will register for study. The candidate is bound to provide the Faculty with this information before the commencement of the pertinent academic year at the latest unless the Faculty determines other date.
- (3) The candidate's right to study based on the decision on admission to study shall lapse if the candidate gives a negative answer to Faculty's question whether or not he / she will register for study.
- (4) If the the candidate's right to register for study lapses, the Faculty will cancel the decision by which the candidate following in the candidates' list made according to the results in the admission proceedings was not admitted and, it will issue a new decision on his / her admission to study.
- (5) Based on above paragraph 4 of this Article, the Dean must issue a new decision on admission to study in respect of all candidates achieving the same number of points and following in the list.
- (6) If there are more candidates, who follow in the list and have the same number of achieved points, than the students whose right to register for study has lapsed, the Dean shall not issue these students a new decision on admission to study.

### **Article 10**

#### **Admission Proceedings upon Change of Study Programme of Student of Other Higher Education Institution**

- (1) Student may apply for a change of his / her study programme within the same field of study under the conditions stipulated in Faculty's Study Code. Having Rector's content, the Dean shall issue the decision on granting the application for such change.
- (2) A change of a study programme shall be implemented in the form of admission procedure pursuant to Section 58 of the Act on Higher Education Institutions.
- (3) Conditions of admission procedure at the study programme's change shall be approved by the Academic Senate of the Faculty on the basis of Dean's proposal. These conditions may differ from the conditions of the conditions of the proceedings concerning admission to study that had to be met by the candidates coming from secondary schools. The recognition of completed subjects and credit transfer shall be governed by Article 28 thereof.
- (4) To his / her application for transfer, the applicant shall enclose the transcript of study results attained to date together with the syllabus of subjects that he / she successfully completed.

Article 11  
**Study of Foreign Students**

- (1) Due to coming into force of the Treaty of Accession of the Slovak Republic to the European Union, the students coming from the EU Member States shall study at the Faculty under the same terms and conditions as the students from the Slovak Republic unless, however, the study of a study programme conducted in a foreign language is concerned.
- (2) Students not being citizens of the European Union Member States, shall study at the Faculty in particular:
  - a) under the same terms and conditions as the students being citizens of the Slovak Republic pursuant to the Act on Higher Education Institutions whereas Article 92 (7 - 10) of the Act shall not apply to them,
  - b) on the basis of international agreements and arrangements binding on the Slovak Republic
  - c) on the basis of agreements concerning cooperation within the framework of international programmes for the students' mobility.
- (3) At the foreigner's registration for study, it must be verified whether or not such foreigner has a permit to stay in the territory of the Slovak Republic and, if he or she meets other requirements pursuant to the generally binding legal regulations governing the stay of foreign persons in the territory of the Slovak Republic.
- (4) Boarding and lodging shall be provided for foreigners according to agreement.
- (5) Agreement on Study shall be concluded providing for the student's study at the Faculty, the parties to which will be the interested student or the intermediary agency representing such student and the University together with the Faculty. The content of such agreement and other appurtenances thereof shall be specified in a special regulation issued by the Rector<sup>10</sup>.
- (6) All effective study regulations shall fully apply to foreign students studying at the Faculty.
- (7) Foreigners shall be bound to abide to all legal regulations of the Slovak Republic applying to a stay of foreign persons in the territory of the Slovak Republic. At the same time, they shall be bound to observe the University's Statute and Faculty's Statute.

**Part III**  
**Study at the FaF UK**

**Article 12**  
**Stages and Forms of Study at the Faculty and**  
**Standard Target Time for Study Completion**

- (1) The FaF UK offers, organizes and provides higher education in Bachelor study Programme and also in the first stage study programme (hereinafter referred to only as

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<sup>10</sup> Rector's Measures No. 20/2002 – Framework Agreement on Study of Foreign Students

“Bachelor Study Programme”) and in the first and second stage of study joined in one integral whole pursuant to Section 53(3) of the Act on Higher Education Institutions (hereinafter referred to only as “master study programme”) and in Doctoral Study Programme as the third stage study programme (hereinafter referred to only as “Doctoral Study Programme”).

- (2) The FaF UK may provide a study programme in cooperation with other higher education institutions including higher education institutions abroad and higher education institutions in third states (hereinafter referred to only as “Common Study Programme”) on the basis of the Agreement on Common Study Programme stipulating the conditions for admission to Common Study Programme, those for its completion, the details concerning organization of study, those concerning academic degrees to be awarded and those concerning the documents certifying the completion of study<sup>11</sup>.
- (3) The FaF UK implements higher education study in conformity with accredited study programmes whose list is publicized in the manner as prescribed by the Act on Higher Education Institutions<sup>12</sup>.
- (4) After being deliberated by the Academic Senate of the Faculty, draft study programmes are submitted to the Faculty Scientific Board for approval by the Dean.
- (5) Study programmes are implemented in the form of full time study. Full time study is implemented by the attendance method. Full time form of study is characterized by the student’s daily participation in educational activities. In the event that the first stage study programme and study programmes pursuant to Section 53(3) of the Act on Higher Education Institutions are concerned, the teaching – learning process with direct contact of higher education teacher and student is required. The scope of lessons shall be at least 18 lessons per week in that part of the academic year, in which the teaching – learning process is conducted. The above shall not apply to the time period intended for study-related time of professional practical training or internship.
- (6) The organization of all stages and forms of higher education study at the FaF UK is based on credit system of study pursuant to the Regulation of the Ministry of Education of the Slovak Republic<sup>13</sup>.
- (7) The standard length of study for the first stage study programme (Bachelor Study Programme) is at least three years but no longer than four years. In the event that the first and second stages pursuant to Section 53(3) of the Act on Higher Education Institutions are joined in one integral whole, the standard length of study is at least four years but no more than six years. Doctoral Study Programmes in their full-time form shall last at least three years but no more than four years. In the part-time form, the length of study may not exceed 5 years. The standard length time for completion of study is laid down in the accreditation file of pertinent study programme.

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<sup>11</sup> Section 54a of the Act on Higher Education Institutions

<sup>12</sup> Section 20(1) a) of the Act on Higher Education Institutions

<sup>13</sup> Regulation of the Ministry of Education of the Slovak Republic No. 614/2002 of Coll. on Credit System of Study

**Article 13**  
**Student's Rights and Duties**

- (1) A candidate admitted to study shall become Faculty's student by the registration for a study programme conducted at the Faculty.
  
- (2) Faculty's student shall, in particular, be entitled
  - a) to study the programme for which he/she was registered
  - b) to create his/her own study plan according to the rules of the study programme
  - c) to register for further part of the study programme if he / she has fulfilled the obligations prescribed by the study programme or the Study Code
  - d) to choose the pace of study subject to time and capacity restrictions of the respective study programme; to choose the order of completion of the individual study programme units upon condition of the observance of the prescribed succession of such units and prior to commencement of teaching – learning process; to choose a teacher prior to the commencement of learning – teaching process where the subject is taught by more teachers than one,
  - e) to apply (within the framework of the respective study) for study at other higher education institution, even if such other higher education institution is located abroad,
  - f) to participate in research, development, artistic and other creative activities at the UK,
  - g) to participate in the establishment and activity of independent associations conducting their activity at the UK pursuant to legal regulations,
  - h) to have a possibility of giving his/her opinion on the quality of instruction and teachers at least once per year<sup>14</sup>,
  - i) to express independently his / her own opinions and comments in respect of higher-education system;
  - j) to get information and counselling services in respect of study and the graduates' future possibilities of finding career opportunities in working practice,
  - k) where the duty to pay tuition fees due to concurrent study is applicable, to decide in which academic programme he / she will study in the respective academic year if he /she is entitled to free study,
  - l) on terms stipulated in the Study Code, to change the study programme within the one and the same study field or combination of fields of study,
  - m) to file a complaint to the Dean of the Faculty and to get Dean's respond to such complaint; the receipt, registration, examination of complaints, the dealing with these complaints and satisfaction of remedial measures shall be governed by a special legal regulation<sup>15</sup>,
  - n) the right to examination of Dean's decision on exclusion from study for failure to satisfy the requirements and duties ensuing from the study programme and the Study Code of the Faculty,
  - o) the right to examination of Dean's decision on exclusion from study caused by deceitful action at admission examination.
  
- (3) Faculty's student must, in particular,
  - a) to observe the internal regulations of the Faculty and the internal regulations of its part,

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<sup>14</sup> Section 70(1) h) of the Act on Higher Education Institutions

<sup>15</sup> No. 152/1998 of Collection on Complaints

- b) to protect and economize on the property, funds and services of the Comenius University,
  - c) pay tuition and other fees connected with study directly at the Faculty when they are due for payment or after the dismissal of petition for remission of such fees, however, no later than within 15 days following a new call for their payment; give true details that are essential for assessment of the above fees
  - d) notify the Faculty (where he / she studies) of the address for sending written communications or, notify of the change of such address,
  - e) appear personally upon written request of the Rector, Dean or that of a person authorized by the Rector or Dean
  - f) notify the Faculty in writing of his / her decision on the study programme that he / she will study without payment together with concurrent study,
- (4) In accordance with law, the bodies of Faculty's academic self-administration shall have the right to make decisions on the matters of academic rights and duties of the students registered for study pursuant to study programmes conducted at the Faculty.
  - (5) UK's student is pursuant to Act on Higher Education Institutions a member of the University's academic community. If he/she studies a study programme at the Faculty, he/she is also a member of the academic community of the Faculty.
  - (6) Disciplinary measures may be taken against Faculty's student due to his / her breaching the law, University Statute, or other internal regulations of the UK or those of the Faculty where such student studies, or due to disturbing the peace.
  - (7) Details of the proceedings concerning disciplinary offence shall be governed by the Disciplinary Code of the UK and the Disciplinary Code of the Faculty.

#### **Article 14**

##### **Study Counsellor, Coordinator for Mobilities**

- (1) Study Counsellors (Tutors) work at the Faculty in order to provide counselling service to students, in particular at making the study plan. A Tutor is appointed from among UK's teachers by the Dean who may also revoke them. If necessary, the Dean may appoint more Study Counsellors (Tutors).
- (2) In order that the students' mobility can be ensured, the University Vice-Rector for international relations conducts activities of UK's Coordinator for Mobilities. In cooperation with the Office for International Relations of Rector's Office and the Office of Study Affairs of Rector's Office of the UK, the above Vice-Rector shall organize international collaboration in the field of education, solve the tasks related to outbound and inbound students exchange and provide counselling services in respect of possibilities of study.
- (3) In order that tasks as described in paragraph 2 herein above should be carried out, Faculty's Dean appoints Faculty's Coordinator from among the higher education teachers. If necessary, the Dean shall also appoint Departmental Coordinators.

**Part IV**  
**Organization of Study at the UK**

**Article 15**  
**Study Schedule**

- (1) Each academic year shall start on 1<sup>st</sup> September and end on 31<sup>st</sup> August of the following year.
- (2) Each semester shall consist of winter and summer semesters.
- (3) Each semester shall consist of o the period of learning – teaching process and examination period.
- (4) The teaching-learning process related part of a semester consists of at least 13 (thirteen) and at most 15 (fifteen) weeks of education. The period of examinations lasts at least 4 (four) weeks. In the last semester of study, the Dean may adjust the study schedule in other manner.
- (5) After the prior deliberation of the UK Rector’s Council, the Rector shall fix a unified study schedule for the following academic year by 31<sup>st</sup> January at the latest.

**Article 16**  
**Organization of Registration for Study**

- (1) Relations created upon registration for study shall be governed by Article 1 of Annex 1 styled “The General Rules of Registration for Study, Recording and Control of Study Results at the Departments of the FaF UK”.
- (2) Each student may show his / her interest in those subjects that he / she is interested in completing in the following academic year / semester and he / she may consult the Tutor on their composition.
- (3) Registration for study shall be implemented by the Study Office as a rule after the time table has been prepared.
- (4) Students of other faculties or other higher education institutions may register for a subject at the Faculty with consent of its Dean or with consent of the authorized coordinator provided that such student satisfied all prescribed prerequisites unless insufficient capacity prevents such registration.
- (5) In the event that the subject, for which the students are getting registered is of limited capacity (due to space or personnel or other reasons), students are enabled to get registered in the following order :
  - a) students of the respective Faculty for whom the subject is obligatory (this subject is recommended in the pertinent semester on the basis of the study programme plan) and the students of other higher education institutions who are getting registered for the subject as obligatory on the basis of the Study Agreement,
  - b) students of the respective Faculty for whom the subject is compulsory elective,

- c) students of other faculties for whom the subject is compulsory elective on the basis of an agreement between the faculties,
  - d) students of the respective Faculty for whom the subject is elective,
  - e) students of other faculties for whom the subject is elective,
  - f) students of other higher education institutions for whom the subject is elective.
- (6) Students with higher number of accumulated credits will be preferred.

### **Article 17**

#### **Credit System of Study**

- (1) Credit study system enables to assess the student's load related to the completion of the study programme of the study subject (herein after referred to only as the "subject") reinforces the openness of the UK outwards, supports the students' mobility and provides the student a possibility of participating in the creation of his / her own study plan
- (2) Credits are numerical values allocated to subjects quantifying the amount of work needed for their successful completion. The standard study load of a student during the whole academic year shall be sixty (60) credits; in one semester it shall be thirty (30) credits. That means, a credit represents one sixtieth (1/60) of the standard study load of an average student for the period of one academic year and approximately 27 hours of overall study (including individual study and self-study).
- (3) A student shall be awarded credits after the successful completion of a subject. Credits for the given subject may only be achieved once in the course of one study programme.
- (4) The student's credits achieved for the completion of individual subjects shall be collected (added together, cumulated). The achievement of the needed number of credits (which is determined by a study programme) shall be prerequisite for continuation of study after a predetermined control phase of study.
- (5) The overall number of credits needed for due completion of study in Bachelor Study amounts to 180 credits, in the joint first and second stages pursuant to Section 53(3) of the Act on Higher Education Institutions (when the standard length of study is five years) it amounts to 300 credits and in doctoral study it amounts to 180 credits when the standard target time for study is three years<sup>16</sup>. The credits must be achieved in the composition as prescribed by the respective study program.
- (6) In the event that a student completes a part of his / her study at other faculty or other higher-education institution in the Slovak Republic or abroad on the basis of Study Agreement<sup>17</sup>, his / her credits achieved shall be counted in (transferred) on the basis of the transcript of study records made by the faculty or higher education institution where the student achieved the credits.

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<sup>16</sup> Internal Regulation of Comenius University No. 2/2008, Rector's Directive – Organisation of Doctoral Study at Comenius University at Bratislava

<sup>17</sup> Section 7(1) b) of Regulation of the Ministry of Education of the Slovak Republic No. 614/2002 of Collection on Credit System of Study

**Article 18**  
**Study Programme, Study Plan and Certificates of Study**

- (1) A study programme shall mean a set of educational activities and a set of rules arranged so that the successful completion of these educational activities at the concurrent observing of the given rules may enable the student to acquire higher-education.<sup>18</sup>
- (2) A study programme must comprise the requirements as stipulated in the Act on Higher Education Institutions<sup>19</sup>.
- (3) A study programme may be implemented in the study field or a combination of study fields making a part of the system of study fields.
- (4) The rules of completion of a study programme are arranged particularly in such a manner that in the course of study, a student may achieve (in obligatory and obligatory elective subjects) at least 70 % credits out of the total number of credits prescribed for the successful completion of study.
- (5) Student's study plan determines the subjects that the student must complete within the framework of study; it specifies their chronological succession and determines the forms of assessment of study results.
- (6) The study plan is prepared by each student individually or with help of the tutor or, in doctoral study with help of the thesis supervisor in such a manner that the student may satisfy the rules prescribed by the study programme and provisions stipulated in this Study Code. The study plan of a Doctoral Study Programme shall be prepared in cooperation with the student's thesis supervisor and, the thesis supervisor shall submit this study plan to the departmental committee for approval.
- (7) A recommended study plan shall constitute a part of the above study programme. It is prepared in such a manner that, by the completion of this study plan the student will meet the requirements for successful completion of study within the standard target time for the completion of study.
- (8) Proofs of study shall be as follows
  - a) Student's Card
  - b) Record of Study (Index)
  - c) Transcript of Study Records
- (9) Record of Study (Index) is an obligatory proof of study where, in particular, units of study programme are recorded and so are the results of control of study successfulness or study performance<sup>20</sup>.

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<sup>18</sup> Section 51(2) of the Act on Higher Education Institutions

<sup>19</sup> Section 51(4) of the Act on Higher Education Institutions

<sup>20</sup> Section 57(3) of the Act on Higher Education Institutions

## **Article 19**

### **Study Programme Subjects**

- (1) Study Programme is subdivided into subjects. A subject is created by the study programme unit [Article 21(1)] or a group of study programme units focused on the provision of education in a defined area (for example, a lecture and an exercise corresponding thereto).
- (2) Within the Faculty, each subject is clearly identified through its code and name and it is designed as one-semester. The basic information relating to the subject's character is given in the information list of a subject. An example of a subject information list is given in Regulation of the Ministry of Education No. 614/2002 of Collection on Study Credit System.
- (3) Subjects included in a study programme shall be divided in the following types:
  - a) obligatory subjects – full completion of obligatory subjects shall be prerequisite for the successful completion of a part of or the entire study programme,
  - b) obligatory elective subjects - add to the character of the study and enable the student to adjust the study plan to his/her individual needs,
  - c) Elective subjects – elective subjects are other subjects included in the study programme. Students may register for elective subjects in order that they can supplement their study and achieve enough credits in the respective part of study.
- (4) Obligatory and obligatory elective subjects are, as a rule, taught at the faculty where the respective study programme is implemented. Based on the prior agreement with the dean of other faculty, subjects taught at that faculty may also be included in obligatory subjects.
- (5) Normally, a student registers for elective subjects according to his/her study programme but also out of the assortment of study programmes of other faculties or higher-education institutions within the framework of the established rules in force.
- (6) The study programmes' subjects are divided into:
  - a) subjects without reference to other subject/subjects; registration for a subject like this is not conditioned by the completion of any other subject,
  - b) subjects whose completion is conditioned by the completion of other subjects – the completion of such subject shall only be possible after the prior completion of other subject/subjects – prerequisites.
- (7) Final thesis shall be deemed to be study subject and its assessment shall be determined by the final thesis supervisor. Should the final thesis's assessment range from A through to E, it is assigned credits and accepted for defence
  - c) State examinations (with the exception of the dissertation examination) shall not be deemed subjects pursuant to this Study Code and no credits are assigned for their completion.

## **Article 20**

### ***Registration for Subjects and Subjects' Completion***

- (1) By the act of registration, the student defines his / her study plan for the following semester or academic year of study.
- (2) If a student failed a registered obligatory subject, he / she may register for it once more pursuant to the rules laid down by the pertinent study programme. After the second failed attempt to complete an obligatory subject, the student shall be excluded from study pursuant to the Act on Higher Education Institutions<sup>21</sup> [see Article 23(4) herein below].
- (3) The conditions as stipulated in paragraph 2 herein above shall apply accordingly to a failed registered obligatory elective subject. However, a student may select from the menu of subjects another one instead of the failed obligatory elective subject [see Article 23(4) herein below].
- (4) An elective subject registered but not completed may be registered one more time or, it is possible to choose other elective subject or, where the number of credits is sufficient, no selective subject may be registered.
- (5) For each academic year, a student must register for subjects of such credit value and in such composition (obligatory, obligatory elective and elective subjects) that he/she may be able to satisfy the requirements prescribed for continuation of study or study completion. In each academic year except for the last year of study, the student shall be bound to register for the subjects that are worth at least 40 credits. The ceiling value of the credits registered in one academic year does not exceed 90 credits.
- (6) In the academic year of study when the student plans to complete his/her study, he / she shall register for subjects with such allocation of credits that will enable him / her to meet the requirements prescribed for study completion if he / she achieves the number of credits.
- (7) Validation of the student's card shall also be a part of registration.

## **Article 21**

### **Study Programme Units**

- (1) If study programme units are not defined in the study programme, the study programme units within the framework of one subject shall be determined by the person authorized to supervise over the subject's instruction (guarantor). In particular, lectures, seminars, exercises, laboratory exercises, practical exercises, professional training practice, final thesis, semestral works, laboratory works, internships, field trips, professional practice and controlled self study.

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<sup>21</sup> Section 66(1)c ) of the Act on Higher Education Institutions

- (2) A student is bound to complete the study programme units as specified in the information list of the subject. The teacher may excuse the absence from study programme units due to sick-leave or other impediments on the part of the student (public office, performance of civil duty in the general public interest, maternity and parental leave, quarantine, taking care of a sick family member, medical examination or treatment in a health care facility, birth of child to the student's wife, escorting a family member to a health care facility, the death of a family member, own marriage, or marriage of the student's parent, unforeseen traffic flow interruption or public transport delay, moving to other address), which must be substantiated by pertinent documents. The teacher may request that the student should work out substitute work - for example, a seminar work that is not defined in the information list as substitute work for the absence from the teaching-learning unit.
- (3) A student of Doctoral study Programme shall complete the study programme units in consistence with the study programme and he / she is bound to individually study technical literature needed in respect of the focus of the dissertation thesis (self-study). Conduct of teaching activity or other professional activity related to teaching activities shall be a part of Doctoral study carried out in the form of full-time study covering no more than four hours per week (in average) during the academic year of the study.

## **Article 22**

### **Recording, Control and Assessment of Study Results**

- (1) Detailed regulation of relations created in the process of recording and control of study results is laid down in Article 2 of the Annex to this Study Code of the Comenius University styled "The General Rules of Registration for Study, Recording and Control of Study Results at the Departments of the FaF UK".
- (2) Study results assessment within the framework of the study of a subject (herein after referred to only as "subject assessment") shall be conducted in particular by
  - a) continuous control of study results during the teaching-learning part of the given term of study (control questions, written tests, independent work tasks, semestral work, abstracts for seminars, etc.), 50% of continuous assessment must be implemented by the end of the seventh week of the learning – teaching process and the other 50 % by the end of the learning – teaching process in the given semester,
  - b) examination covering the given term of study.
- (3) Elective subjects are assessed by continuous control of study results pursuant to paragraph 2a) excluding the cases where the student has chosen compulsory object or compulsory elective as elective - such subject shall be assessed by examination.
- (4) Examinations take place in the examination period of the semester in which the student completed the relevant subject.
- (5) The subject's assessment is given in the information letter as percentual share of continuous control of study and that of semestral examination in such a manner that their addition shall amount to 100%. The percentage shall express the scope of the subject's study material to be coped with by the student and assessed (by the teacher) in the course of continuous control or examination.

- (6) A recommended study plan prescribes the maximum of 5 (five) subjects per semester that are to be completed by examination. The student is entitled to prepare his / her study plan so that he / she can complete more than five compulsory and compulsory elective subjects completed by examination.
- (7) At the beginning of the academic year, teachers inform the students of the specific way of study control including the deadlines and manner of the assessment of control.

**Article 23**  
**Grades of Assessment (Marks) and Weighted Point Average**

- (1) Study results shall be assessed by six grades forming the assessment scale
  - A - Excellent (excellent results) (numerical value: 1)
  - B - very good (results above average) (numerical value: 1,5)
  - C - good (average results) (numerical value: 2)
  - D - satisfactory (acceptable results) (numerical value: 2, 5)
  - E - sufficient (the results satisfy minimal criteria) (numerical value: 3)
  - FX - Failure (further work of the subject is required) (numerical value: 4)
- (2) Assessment (grade [mark], grade of the assessment scale) reflects the quality of mastering the knowledge or skills in accordance with the subject's goal, which is specified in the subject's information letter.
- (3) A subject shall be deemed successfully completed if the student has attained the assessment of A through to E. The student may only be awarded credits for a subject completed successfully.
- (4) Student awarded the grade FX shall be entitled to repeat the failed examination two times. At the subject's re-registration, the student shall be entitled to repeat the failed examination under the same conditions only once (see Article 20(2)(3) herein above).
- (5) In order that the student's overall results may be assessed, the weighted grade point average shall apply. Weighted grade point average shall be calculated as the sum of the multiplication product of credits and classification grades (CG) divided by the sum of credits for the subjects registered for the relevant academic year / semester. Mark "4" shall be included in the average in respect of the subjects for which the student registered and were assessed by grade FX or, for which the student registered and did not complete thereupon these subjects were assessed by grade FX.
- (6) The weighted GPA for the whole period of study shall be calculated in an analogous manner as given in paragraph 5 herein above and only successfully completed subjects shall be included in such calculation.
- (7) The weighted GPA may be taken into account particularly in selection examinations enforced by the capacity possibilities of the teaching-learning process at making decisions on award of certain tuition types or those on allocation of accommodation in students' residential halls, etc.

**Article 24**  
**Control Stages of Study**

- (1) If a student wishes to continue his / her study, he / she must
  - a) achieve at least 15 credits at the end of the first semester,
  - b) in each year of study, to achieve at least 40 credits for the winter and summer terms.
- (2) Other control stages of study may be determined so that the student's possibility of choosing own pace of study can be preserved.

**Article 25**  
**Final Thesis**

- (1) Bachelor thesis, Master thesis or dissertation thesis shall be considered as final thesis.
- (2) The Bachelor thesis and Master thesis should prove the candidate's ability to work in a creative manner in the field where he / she completed the study programme. By the defence of his / her dissertation thesis the candidate's preparedness for independent scientific and creative work is proved. The procedure of dissertation thesis defence is detailed by the internal regulation of the UK issued by the Rector<sup>22</sup>.
- (3) The basic requirements as to final thesis shall be determined by the internal regulation of the UK issued by its Rector<sup>23</sup>.
- (4) The student shall prepare the final thesis under guidance of the thesis supervisor (supervising consultant).
- (5) The final thesis shall be judged by an opponent (in the case of doctoral study – by opponents). The thesis supervisor and opponents shall provide a written opinion on the student's final thesis.
- (6) Having prepared his / her final thesis, the student shall be entitled to get acquainted with the thesis supervisor's opinion and with the opinion / opinions of the opponent / opponents no later than 3 (three) days before.
- (7) The final thesis's defence is ranked among state examinations.
- (8) Except for the dissertation work, the result of the final thesis defence is assessed by the grades of assessment scale from A through to FX.
- (9) The student classified by grade FX (failure) for the defence of his/her final thesis, may repeat his/her final thesis defence in a repeat examination session. If the student is

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<sup>22</sup> Internal Regulation of Comenius University No. 2/2008, Rector's Directive – Organisation of Doctoral Study at Comenius University at Bratislava

<sup>23</sup> Internal Regulation of Comenius University No. 4/2008, the full text version of Rector's Directive No. 5/2005 on Basic Requirements as to Final Theses at the UK at Bratislava as amended by Annex No. 1 (to Internal Regulation of Comenius University No. 7/2006) and by Internal Regulation of Comenius University No. 2/2008, the Directive of the Rector of Comenius University at Bratislava - Organisation of Doctoral Study at Comenius University at Bratislava

classified by grade FX in such repeat examination session, he / she shall be excluded from study.

- (10) If the final thesis supervisor or opponent / opponents are not members of the examining board, they are called in to take part in the final thesis's defence and they have a deliberative vote. The examining board shall decide on the result of the final thesis's defence by vote.
- (11) The final thesis may be worked out in the Slovak language or in the Czech language. If approved by the Dean, the defence of the final thesis may be conducted also in other language, generally in the English language. In the case of a foreign language thesis, this final thesis must include the summary in the Slovak language extending to at least one page.
- (12) The student shall deliver the final thesis as per paragraph 1 hereinabove to the FaF UK Central Library in electronic form so that it can be archived, bibliographically registered and made accessible. The manner and conditions of making the final thesis accessible shall be regulated by the internal regulation of the UK issued by the Rector. (Internal Regulation No. 4/2008).

#### **Article 26** **State Examinations**

- (1) Completion of state examination or state examinations shall be prerequisite to the successful completion of the study programme. State examination must not consist of the final thesis defence only.
- (2) State examination may consist of more state examination subjects.
- (2) A student may only take the state examination after the completion of any and all duties prescribed by the study programme. He / she may take the state examination subject after the lapse of at least 20 days after the successful completion of a semestral examination.
- (3) The date of state examination session / sessions shall be determined by the Dean in accordance with the study schedule.
- (4) In the event that a student cannot participate in state examination due to serious reasons and he / she justifies such absence in advance or no later than 3 days following the date of the state examination session, the Dean may fix a substitute state examination session. If the student fails to appear for the appointed state examination session without due justification or, if the Dean does not accept the reason for the student's absence, such absence shall be classified as failed examination.
- (5) State examination shall be conducted before the examining board (hereinafter referred to only as the "Board")

- (6) Higher education institution teachers acting in the capacity of professors, assistant professors and other specialists approved by the pertinent Scientific Board<sup>24</sup> shall be entitled to examine. Where Bachelor Study Programmes are concerned, also higher education institution teachers acting in the capacity of lecturers with the acquired third stage education shall be entitled to examine.
- (7) Pursuant to the Act on Higher Education Institutions<sup>25</sup>, the Dean shall determine the composition of the examining board of the persons authorized to examine. The examining board consists of at least 4 (four) members. The commission shall make a quorum if its chairperson and at least two of its members are present.
- (8) The procedure of state examination and the announcement the results shall be public. The deliberation of the examining board concerning the results of state examination shall take place at a meeting of the examining board closed to public.
- (9) Individual subjects of state examination shall be assessed by the assessment scale A through to FX.
- (10) Overall assessment of state examination shall be: “passed with honours”, “pass” and “failure”.
- (11) . State examination shall be assessed by the grade “passed with honours” where the student’s achievement has only been assessed with grades A or B while the number of “A” assessments in individual subjects must not be less then the number of “B” assessments.
- (12) State examination shall be assessed by the grade “pass” where the student does not satisfy the rules as described in paragraph 12 herein above and he / she has been assessed by the grade FX in none of the subjects.
- (13) Where the student’s performance in any of state examination subjects has been assessed with the grade „FX“, overall assessment of such student shall be “failure”.
- (14) Where the student failed to take part in the examination or he / she failed the examination, he / she may take state examination in the nearest second (repeat) state examination session. The student shall repeat only that part of state examination in which he / she was assessed with the classification grade “failure” (FX). It will only be possible to repeat state examination twice within the deadline as specified in Article 31(6) b). The second (repeat) state examination session is subject to Dean’s approval on the basis of the student’s written application.
- (15) Where the student has failed to receive Dean’s approval to take state examination on a substitute or the second (repeat) session, the chairperson of the examination board shall not allow the student take state examination.

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<sup>24</sup> Scientific Board of Comenius University at Bratislava or the Scientific Board of the Faculty if the study programme is implemented at the Faculty

<sup>25</sup> Section 63(4) of the Act on Higher Education Institutions

**Article 27**  
**Overall Assessment of the Student**

- (1) Overall assessment of successfully completed study shall be assessed with two grades:
  - a) “passed with honours”,
  - b) “pass”
- (2) If the student achieved the weighted study average for the entire study better than 1,3 (excluding the assessment of state examination subjects) and if he / she passed state examination (state examinations) with the assessment “passed with honours” in the due term, he / she shall be assessed as described in paragraph 1 a) hereinabove.
- (3) If the student failed to meet the conditions as per paragraph 2 hereinabove, he / she will be assessed pursuant to paragraph 1 b).

**Article 28**  
**Student’s Possibility the Change Study Programme within the UK**

- (1) Dean may allow the student a change of study programme within on and the same study field or in the same combination of study fields. Before granting the approval, The Dean shall request Rector’s approval.
- (2) Where the original and new study programmes are studied at different faculties, the study programme’s change shall be subject to agreement of both respective Deans. Rector’s approval shall be requested by the Dean of the faculty where the student will study after such change.
- (3) At the change of study programme pursuant to this Article 28, admission procedure conditions may differ from the conditions of the admission procedure that secondary school leavers or graduates from the first or second grades of the higher education institution were required to satisfy at the admission to study at a higher grade. Recognition of completed subjects and transfer of credits shall be regulated by Article 29 herein below.
- (4) In order to complete his / her study successfully, the student is bound to fulfil the conditions as specified in the study programme, which the students studies after such change.
- (5) A student may apply for a change of his / her study programme by the beginning of the academic year following the successful completion of the first year of study and, after the completion of conditions as stipulated in Article 24(1)b) hereinabove.

**Article 29**  
**Recognition of Completed Subjects, Transfer of Credits and Grades**

- (1) A student may apply for the recognition of completed subjects or transfer of credits and grades (marks) within no more than 4 years following the achievement of the same.

- (2) Completed subjects, achieved credits and grades may be recognized if they are a part of the prescribed study programme as obligatory or obligatory elective and if they have been assessed with the grades A through to E or in the manner equal to such credits and grades. In Master study, it shall not be possible to recognize credits achieved for the successful completion of a subject in Bachelor study.
- (3) The Dean shall decide on recognition or transfer of credits and grades on the basis of the opinion of the person authorized to supervise over the subject's instruction (guarantor); in one academic year, the student may have subjects from the preceding study of the value of 50 credits recognised whereas the study conditions stipulated in Article 20(5) must be observed.
- (4) If the student is admitted to study pursuant to Article 11 or Article 28, the Rector may grant exclusion from recognition of the maximal value of credits pursuant to paragraph 3 on the basis of the Faculty Dean's proposal.
- (5) Petitions for recognition of subjects from the preceding academic study shall be filed with the Faculty Dean's Office at the beginning of the academic year. Students are requested to enclose to their petitions the syllabus of the subject, in which they achieved the credits and the grades. The Dean shall issue a written decision on recognition or non-recognition of such subjects; this written decision must contain reasoning and shall be delivered to the student pursuant Article 35 paragraph 2 thereof.
- (6) The completion of the subject within the programme of the European Union. Life-Long Learning Programme ERAZMUS shall be recognized without submission of other documents.

### **Article 30** **Interruption of Study**

- (1) The student's study may be interrupted on the basis of his / her written petition. In general, study is interrupted for the duration of one self-contained part of the study (semester, year).
- (2) Unless the reason for such discontinuation is given, the student's study may be interrupted for a maximum of one year
- (3) Should health reasons or serious personal reasons be the cause of such interruption, study may be interrupted for the maximum of two years; the only exception being parental leave when the maximal duration of study interruption is 3 (three) years.
- (4) The petition for interruption of study may be granted by the Dean of the Faculty.
- (5) Interruption of study in a student of a doctoral study who has registered for the theme of his / her dissertation thesis announced by an external higher education institution may be granted by the Dean after the prior approval of the statutory body of the representative of such external higher education institution.
- (6) As of the interruption date, the student interrupting his / her study has the statute of a student no longer. The decision on study interruption shall be given to the student by personal delivery or delivered by mail.

- (7) The student, whose study has been interrupted, shall be entitled to re-register for study. He / she shall re-gain the statute of a student as at the date of re-registration.
- (8) If the study is interrupted during the teaching-learning part of the semester, the registration for the subjects following the student's coming back after such interruption shall not be considered as repeated registration.
- (9) If the study is interrupted in the part of the academic year when no teaching-learning process is conducted, all credits and assessments achieved before the date of application for study interruption shall be recorded. The study obligations, for which the student achieved the assessment FX prior to the date of the filing of petition for study interruption, shall be considered as repeatedly recorded. Upon repeated registration of subjects, the procedure under Articles 20(2)(3) shall be followed.

### **Article 31 Termination of Study**

- (1) Study at the FaF UK may be completed in due manner and time or, it may be terminated for the reasons as described in paragraph 6 of this Article and in Article 33 herein below.
- (2) A student may complete his / her study in a due manner and time by study completion according to the respective study programme.
- (3) The date when the last requirement prescribed for due completion of study is fulfilled shall be considered as the date of due completion of the respective study programme.
- (4) Diploma, Diploma supplement and Certificate of State Examination shall be the documents certifying due completion of study and the acquisition of appropriate academic degree.
- (5) Such higher education diploma, diploma supplement and state examination certificate shall be issued by the UK. The student completing the study pursuant to Article 27(1)a) shall be awarded diploma "with honours" by the UK. As a rule, graduates shall receive their Diplomas at the formal ceremony.
- (6) Besides due completion of study, the study shall be terminated:
  - a) abandonment of study on the basis of the student's own decision,
  - b) exceeding the standard target time for study completion by more than two years,
  - c) if the student cannot continue the study due to cancellation of his / her study programme and if he / she has not accepted the offer to continue his / her study according to other study programme,
  - d) if the student satisfies the admission procedure requirements at other higher education institution or faculty of the UK with the approval of the respective Dean for purpose of changing the study programme,
  - e) if the student fails to appear for registration for the following term of study or if, after the study interruption, he / she fails to appear for registration upon a repeated notice requesting that within 10 (ten) days he / she should appear for registration. This student may ask for prolongation of such period of time due to health reasons preventing him / her to appear for registration. Otherwise, the date on which the

student should have registered for further term of study or when the student was supposed to re-register shall be considered as date of the student's termination of study.

- f) by student's death.

### **Article 32**

#### **Abandonment of Study**

- (1) If a student intends to terminate his / her study, he / she shall notify the Dean in writing accordingly.
- (2) Upon request student terminating his / her study, shall be issued the Transcript of Study Records by the Faculty. In such Transcript of Study Records, the subjects completed successfully are recorded. The transcript shall also state that the student has not completed the study.

### **Article 33**

#### **Exclusion from Study**

- (1) A student shall be excluded from study if
  - a) if he / she fails to meet the requirements or duties arising from Faculty's study programme and the Study Code, he /she may be excluded from study also for the breach of obligations pursuant to Article 13(3)c),
  - b) If disciplinary measure in the form of exclusion from study was taken against a student pursuant to Section 72(2)c) of the Act on Higher Education Institutions.

## **Part V**

### **Procedures in the Matter of Study Rights and the Student's Obligations**

#### **Article 34**

#### **Commencement of Procedures in the Matter of Study Rights and the Student's Rights**

- (1) Procedure in the matter of permission of the study interruption, recognition of examinations or credits shall commence as at the date when the student filed a written application for the issuance of the corresponding decision. The petition must include basic identification data of the student and the core of the matter to be decided.
- (2) If such petition does not contain all necessary data, the Dean shall invite the student to complete it or to give necessary explanation.
- (3) Proceeding concerning non-fulfilment of requirements arising from the study programme or study plan and the breach of the Study Code shall commence as of the date of issuance of the decision of the Dean who will issue the decision at his own instigation, at the instigation of a teacher or at that of a student.

- (4) Proceeding concerning the exclusion from study in consequence of the failure to satisfy the requirements arising from the study programme and Study Code of the Faculty [Section 66(1) c) of the Act on Higher Education Institutions and Article 33 a)] shall commence as at the date of issuance of the decision on exclusion.
- (5) The decision concerning the matters as per paragraph 1 hereinabove shall be issued by the Dean within 30 (thirty) days as of the procedure commencement. The time needed for the student to complete the petition or to give the required explanation as per paragraph 2 hereinabove shall not be included in the above time period. Unless the Dean issues the decision in the said thirty-day period, the student may claim that the Rector should oblige the Dean to act and make the requested decision.
- (6) Act No. 71/1967/of Collection on Administrative Procedure as amended shall not apply to procedures and making decisions on the students' rights.

### **Article 35**

#### **Formal Requirements as to Dean's Decision and Delivery of the same**

- (1) Decisions pursuant to Article 33 hereinabove have to be written, must contain the statement of the decision referring to the provision of the internal regulation, reasoning based on the issue of fact found and in the cases pursuant to Article 34(4) also advice on the possibility of applying for the review of such decision.
- (2) Dean's decision shall be delivered to the student by hand-delivery at the Faculty or at any other place, where such student can be reached. Where such delivery is impossible, the decision pursuant to Article 34(4) shall be sent by mail to the last known address of the student's lawful permanent residence; this communication shall be sent by registered mail with affidavit of service and a note "to be delivered to the addressee only". The decisions on the matters stipulated in Article 34 (1) and (3) shall be delivered by registered mail with affidavit of service. Faculty's obligation to serve the decision has been fulfilled when the student takes over such decision or, immediately after the post office has returned the decision as undeliverable or, if service of such decision has been frustrated by the student's action or omission. The effects of delivery will come into force also if the student has refused to take such decision over.

### **Article 36**

#### **Application for the Review of the Decision on Exclusion from Study**

- (1) Within 8 days following the date of delivery of the decision, the student may petition for its review (hereinafter only the "petition"). Such petition has suspensive effect. The petition shall be filed with the Office of the Dean who has issued the decision.
- (2) The Dean himself may grant the petition and change or cancel the decision or else the Dean shall forward the petition together with all documentation for the Rector to review the same. The Dean shall forward to the Rector all related records together with a report pursuant paragraph 3 herein below including Dean's own opinion on the petition to be reviewed.
- (3) The report shall contain complex results of the preceding procedure that is, the data on all taken actions, opinion on timeliness of the petition's filing and that on adherence to

all requirements as to petition. The Faculty Dean shall give his opinion to all petitioners' objections together with the relevant evidence and also his opinion on completeness and correctness of the found issue of fact and also legal opinion, from which the contested decision comes.

- (4) The Rector shall reject the petition filed in an untimely manner or by an unauthorized person. The Rector shall change or cancel Dean's decision issued at variance with law, internal regulation of the UK or Faculty. Otherwise the Rector shall reject the petition and confirm the original Dean's decision.
- (5) Should the Rector cancel Dean's decision because the issue of fact was found in a sufficient manner, he / she may (depending on the circumstances) return the case to the Dean for further procedure and decision; the Dean shall be bound by the legal opinion of the Rector.
- (6) The Rector shall issue the decision within 30 (thirty) days following the delivery of the Student's petition for the review of Dean's decision. In more complicated cases, the Rector shall issue the decision within 60 (sixty) days. The rector will also notify in writing the Faculty Dean of the decision to prolong the above period of time.
- (7) The provisions of Article 35(2) shall apply to service of Rector's decision.
- (8) If the Dean grants the petition and if he / she changes Dean's decision or cancels it pursuant to paragraph 2 hereinabove or, if the Rector changes or cancels Dean's decision pursuant to paragraph 4 herein above, the Faculty bodies or the bodies of the UK shall, where appropriate, take such action that shall restore the rights of the affected student or mitigate the consequences caused by Dean's objectionable decision.
- (9) It is not possible to file a petition for review of Rector's decision. The Rector shall inform the competent Dean about his / her decision and return this Dean the student's complete documentation together with advice of delivery of the decision to the student.

### **Article 37** **Validity of the Decision**

- (1) The decision, against which it is impossible to lodge an appeal, shall be final.
- (2) Dean's decision on the student's exclusion from study, against which the student has not logged an appeal, shall become valid as of the date of expiration of the reasonable eight-day period pursuant Article 36(1).
- (3) Rector's decision on the student's petition for review of the decision issued by the Dean shall become final as of the date of its delivery to the student.
- (4) The date when the decision on exclusion from study has become final, shall be considered as the date of termination of study.

## **Part VI Other Provisions**

### **Article 38 Student's Safety and Health Protection**

To each student participating in practical education and professional practice, the general regulations concerning safety and health protection at work and those concerning working conditions of women shall apply<sup>26</sup>.

### **Article 39 Rigorosum Examinations**

- (1) The graduates from study programmes awarded the academic degree of “magister” (*Master*) may pass the rigorosum examination whose part shall also be the defence of rigorosum thesis in the study field, in which they acquired higher education or in a related field.
- (2) When the graduates have succeeded in passing the rigorosum examination, the UK shall confer upon them the following academic degrees
  - a) “doktor prírodných vied” (abbreviated “RNDr.”) [*Master (of Science)*] – in the natural science study programmes
  - b) “doktor farmácie” - (abbreviated “PharmDr.”) – Doctor of Pharmacy in pharmaceutical study programmes, [*Master of Pharmacy*]
  - c) “doktor filozofie” – Doctor of Philosophy (abbreviated “PhDr.”) - [*Master of Philosophy*] in social and fine arts study programmes, práv” - (abbreviated “JUDr.”) – Doctor of Laws in legal study programmes, [*Master of Laws*]
  - d) “doktor práv” - (abbreviated “JUDr.”) – Doctor of Laws in legal study programmes, [*Master of Laws*]
  - e) “doktor pedagogiky” - (abbreviated “PaeDr.”) in the teacher training study programmes and physical culture study programmes,
  - f) “doktor teológie” - (“ThDr.”) - [*Master of Theology*] in theological study programmes excluding the study programmes in the field of catholic theology.
- (3) The rules of rigorosum examination rules shall be governed by the internal regulation of the UK<sup>27</sup>.

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<sup>26</sup> Act No. 311/2001 of Collection – The Labour Code as amended

<sup>27</sup> Internal Regulation No. 2/2007; Rector's Directive – Principles of Rigorosum Procedures at Comenius University

#### **Article 40**

### **Academic Commendation of the Rector, Rector's Award for Excellent Final Thesis and Motivation Scholarships**

- (1) The Rector may award the Academic Commendation of the Rector connected with a lump-sum motivation scholarship for such student who
  - a) achieved excellent study results in the course of study
  - b) showed exemplary approach as citizens or performed an exemplary act
  - c) represented the Faculty or the University at international events or competitions
- (2) The Rector may award Rector's Award for Excellent Final Thesis associated with lump-sum motivation scholarship to a student who prepared a final thesis of exceptional quality.
- (3) The rules governing the granting of Rector's commendation and award of associated lump-sum scholarship shall be governed by UK's and Faculty's Scholarship Code.
- (4) The Dean may grant commendation and lump-sum motivation scholarship to the student registered for the study programme conducted at the Faculty pursuant to UK's Scholarship Code and the Faculty UK's Scholarship Code.

#### **Article 41**

### ***Doctoral Study Peculiarities of Doctoral***

- (1) Unless stipulated otherwise, the rules of this Study Code shall apply to Doctoral study accordingly.
- (2) The rules of organization of Doctoral study are stipulated by the Act on Higher Education Institutions<sup>28</sup> and they are specified in Rector's Regulation (The Internal Regulation No 2/2008)
- (3)

#### **Article 42**

### **Faculties' Study Codes**

- (1) Faculty's Study Code is issued consistent with UK's Study Code
- (2) Faculty's Academic Senate approves the Study Code of the Faculty on the basis of Dean's proposal. It comes into force as at the date when it is approved in UK's Academic Senate.

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<sup>28</sup> Section 54 of the Act on Higher Education Institutions

**Article 43**  
**Final Provisions**

- (1) The Annex styled “General Rules of Registration for Study, Recording and Control of Study Results at the FaF UK” applying to Bachelor and Master Study shall make a part of this UK’s Study Code. These rules shall apply to Doctoral study accordingly.
- (2) Within one month following the effective date of UK’s Study Code, the FaF UK harmonized its Study Code with UK’s Study Code.
- (3) The Study Code of the FaF UK shall become valid as of the date of approval by the Academic Senate of the Comenius University.
- (4) As of the effective date of this Study Code, the Study Code of the Faculty of Pharmacy of the Comenius University at Bratislava of 30<sup>th</sup> June 2004 shall become null and void.

doc. RNDr. Eva Sedlárová, PhD.  
Academic Senate Chairwoman  
Faculty of Pharmacy  
Comenius University at Bratislava

prof. RNDr. Dušan Mlynarčík, DrSc.  
Dean  
Faculty of Pharmacy  
Comenius University at Bratislava

## **General Rules of Registration for Study, Keeping Records and Control of Study Results at the Faculties of the Comenius University**

### **Article 1 Registration for Study**

1. Registration for study shall constitute the relationship between the Faculty and a student for the period of the pertinent academic year. There are two types of registration
  - a) registration for study pursuant to Section 59 of Act No. 131/2002 of Coll. on Higher Education Institutions and on the Change of and Amendment to Certain Acts as amended (hereinafter referred to only as the “Act on Higher Education Institutions”) on the basis of which the candidate admitted becomes UK’s student.
  - b) registration for further part of study pursuant to Section 70(1)c) of the Act on Higher Education Institutions if the student has satisfied his / her duties as stipulated by the study programme or the Study Code.
2. Registration for study is implemented by
  - a) the creation of the student’s data sentence in the Information System of Faculty’s Study Administration (herein after referred to only as the „ISSAF“). The data sentence contains personal details, details of the University Student Card (herein after referred to only as the „UPŠ“), consent to further data provision to other systems,
  - b) determining of the subjects that the student wants to complete in the following term of study (academic year or semester). These data shall be put in the ISSAF, in the Record of Study (hereinafter referred to only as the “Index”) and in the Record of the Students Plan of Study (Form No. 1)
  - c) hand-over of the University Student Card (UPŠ) and its validation for the pertinent academic year. This act is the final part of the registration for study and will only be carried out after the successful completion of the above acts.
3. Registration for further part of study is implemented by
  - a) the concluding of the preceding part of study pursuant to study plan of pertinent study programme,
  - b) the control and recording of the changes in the student’s personal details (personal details, details of the UPŠ, consent to the provision of such data to further systems),
  - c) the determining of subjects that the student wishes to complete in the forthcoming study period that is, in the academic year or semester. These data will then be recorded in the ISSAF, in the Index (Record of Study) and in the Record of Student’s Study Plan,
  - d) the validation of the UPŠ for the pertinent academic year. This act is the final part of registration and will be implemented only after the successful completion of the above acts.
4. The scope of powers of Faculty’s Study Office (herein after referred to only as the SO):
  - a) in an executive manner, Faculty’s Study Office (SO) shall be liable for the preparation and procedure of registration procedures.

- b) the SO shall submit the student the form Statement of the Performance of Study Duties (form No. 4) for the previous period. Being signed, the form is incorporated in the student's personal dossier
  - c) the SO in cooperation with the student shall implement registration of student's study plan subjects in the Information System of Faculty's Study Administration (ISŠAF) or, on the basis of his / her written materials it prepares the Record of student's study plan that is incorporated in the student's dossier, it issues a copy of the same for the student and confirms the data in the student's index (date, print of the stamp, signature),
  - d) upon the student's request, SO shall implement changes in his / her study plan, it prepares the Record of the Change of Study Plan (Form No. 2) and confirms the data in the student's index (date, print of the stamp, signature),
  - e) it shall prepare and forward to respective departments / teachers unambiguous and complete lists of the students registered for individual subjects in the pertinent semester.
5. Each student shall be bound to take part in registration procedure in person or represented by a person authorized by the student in writing
  6. The student or the person authorized by him / her in writing shall
    - a) confirm by own signature the verity of the data in the Statement of the Performance of Study Duties for the preceding period,
    - b) confirm the study plan for the pertinent academic year / semester pursuant to Section 51(8) of the Act on Higher Education Institutions in accordance with Faculty's Study Code (herein after referred to only as the „ŠPF“) and with the rules and conditions of the study plan,
    - c) incorporate the study plan subjects in accordance with the Record of Study Plan or with the Record of the Change of Study Plan in the student's index. If there is a contradiction, the data contained in the Record signed by the officer of the Study Office and the student shall be considered as decisive.
  7. By the end of the second week of the teaching-learning part of semester, the student shall be entitled to cancel / change the registered subjects for due to a collision in the time-table or because the subject instruction has been cancelled at the observance of the rules of the Study Code of the Faculty). The amendment of the study plan shall be carried out by the student in person at the Study Office (SO).
  8. The student is bound to register for the study plan subjects according to the Record of the Change of the Study Plan in the Index. If there is a contradiction, the data given in the Record signed by the Study Office and the student shall be decisive.
  9. The student shall be bound to validate the University Student Card (UPŠ) at the UK terminal within 24 hours following the take-over of the validation stamp.

## **Article 2**

### **Keeping Record and Control of Study Achievements**

#### 1. Scope of Powers of Faculty's Study Office

Faculty's Study Office shall

- a) prepare the form Statement of Subject Assessment (herein after referred to only as the “Statement”), which it forwards to Faculty’s departments (requests that the departments’ secretaries should sign the take-over of the “Statements” for the subjects taught at their respective departments or, it may use the services of the Registry),
  - b) process by electronic means the Statements from time to time and immediately after the end of examination period,
  - c) compare the data in the ISSAF with those in the student’s index and prepare the Statement of the Performance Study Duties. This applies, in particular, to the summer semester. After the winter semester, a detailed control will take place only in the Year 1 students and must be implemented by the commencement of registration for the following academic year (semester).
2. Should differing data be found at the control of study results or, some of the data are missing, the Study Office shall notify the pertinent department in writing.
3. Scope of Powers of Faculty’s Departments
- Faculty’s departments shall
- a) provide and update the list of internal and external teachers for the Study Office. Such list shall comprise the teachers’ signature specimen and the list of the students allocated to such teachers,
  - b) archive those written works of the students, which make a part of the assessment of the subject in accordance with the Registry Code and Registry Plan of the Comenius University for the time period lasting three years,
  - c) the head of a department shall provide speedy remedy and take action intended to remove any defects in the event that the Study Department finds and notifies the Head of the Department of any missing or faulty data found at the control of the results of study.
4. The status and task of the higher education institution’s teacher
- a) as a rule, only a teacher participating in the teaching-learning process during the pertinent semester, may examine at the examination. In the cases caused by material circumstances (disease, long-term absence) substantiated in writing by the teacher, the liability for assessment and registration shall be transferred to the guarantor of the subject’s instruction. Should the guarantor be on sick-leave or absent on long-term basis, such responsibility shall be transferred to the Head of the Department.
  - b) the higher education institution’s teacher shall require that at the examination the student should submit his / her index and the UPS or else the examiner must not examine or make assessment.
  - c) in the event that the written form should be a part of the assessment of student’s knowledge, the examiner is bound to publish its results on the notice board of the pertinent department or on the internet provided that the statutory provisions concerning personal data protection shall be observed. The student’s names and the results shall only be published in the event that the students give written consent to such procedure. Otherwise, the teacher shall use the codes allocated to the students when they were writing the test and determine where and when the students can have the assessment recorded in the index. The announcement and recording of the assessment shall take place within 3 (three) working days following the conduct of written examination.

- d) the teacher will put the result of the assessment of the in the Statement of Subject Assessment respecting the datum of regular or repeat examination,
  - e) the teacher shall put the same result in the index (next to the subject's name, he / she will add the assessment (grade), date and own signature). At the same time, the teacher is bound to check if the subject's name is identical with the name of the subject in the subject's information list;
  - f) the examining teacher shall ensure that the Statement of Subject Assessment is delivered to the Study Office after the examination has been performed, however, no later than on the working day following the end of the examination period,
  - g) the examining teacher shall be bound to provide the Study Office a complete, factually correct and transparent Statement of Subject Assessment, which must correspond to the data and assessment recorded in the index; the examining teacher shall be bound to implement the corrections pursuant to the generally binding regulations and internal regulations of the UK.
  - h) when the examination period has finished, corrections of the records concerning conducted examinations is not possible,
  - i) the UK (the UK Rector's Office) shall in advance fix the date, on which the database of students' study results must be closed; after such deadline, no changes may be made at the Faculty. In extraordinary cases, the Faculty may request that the UK Rector should make the change; such change that must be substantiated;
  - j) No student may be sanctioned due to the failure of the teacher to meet the requirement as per this part.
5. The student's obligations
- a) on the assessment/examination day, the student is bound to bring his / her index and University Student Card, which he / she shall submit to the examining teacher. Otherwise, the examiner may not examine or make assessment
  - b) having fulfilled his/her last study obligation (however, no later than on the first working day following the pertinent examination period) the student is bound to submit the index for the Study Office to control. If the student fails to satisfy this obligation, the Faculty may sanction this student (Regulation on the Amount to Tuition Fees and Related Charges) or, the Faculty will institute disciplinary procedure pursuant to the he Faculty's Study Code.
6. In the event that there is no record of the student's assessment concerning a subject for which the student is registered, the Study office will assess such subject as FX (failure) once three days following the end of the examination period have passed.
7. The following forms shall make a part of this supplement
- a) Record of Study Plan (Form No. 1)
  - b) Record of the Study Plan Change (Form No. 2)
  - c) Statement of Subject Assessment (Form No. 3)
  - d) Statement of study records (Form No. 4)