

### **Minimum number of credits in the control stages of the full-time study**

A. Bachelor's Degree Study Programmes with a standard length of study of three years

<b>Control stage of the study</b>	<b>Number of credits</b>
at the end of the first semester	15 credits
at the end of the first year of study	40 credits
at the end of the second year of study	80 credits
at the end of the third year of study	120 credits
at the end of the fourth year of study	160 credits
at the end of the fifth year of study	180 credits

B. Study programmes according to § 53 par. 3 of the Act on Universities with a standard length of study of five years

<b>Control stage of the study</b>	<b>Number of credits</b>
at the end of the first semester	15 credits
at the end of the first year of study	40 credits
at the end of the second year of study	80 credits
at the end of the third year of study	120 credits
at the end of the fourth year of study	160 credits
at the end of the fifth year of study	200 credits
at the end of the sixth year of study	240 credits
at the end of the seventh year of study	300 credits

## **General rules of study enrolment, assessment and records of study results at the faculties of the Comenius University**

### **Art. 1**

#### **Details about enrolment for the study and enrolment for the next part of the study**

- (1) The Study Department administratively ensures enrolment for the study and enrolment for the next part of the study.
- (2) Enrolment for the study is registered
  - a) by entering the student's data into the Academic Information System (in particular, student's personal data, student's ID data, consent to providing the student's personal data to third parties);
  - b) by determining the courses that the student wants to complete in the upcoming period of study (academic year or relevant semester); the student enters these data into the registration form in the Academic Information System;
  - c) by confirming the registration form in the Academic Information System and signing the Study Plan Protocol;
  - d) by handing over the student's card; this process is the final part of the study registration and is performed after the successful completion of the previous processes.
- (3) Enrolment for the study is recorded in the Academic Information System and on study confirmations on the date of enrolment. Suppose enrolment for the study takes place before the beginning of the academic year in which the study of the applicant admitted to study are to begin. In that case, it is registered under § 69 par. 2 of the Act on Higher Education, the start of the study on September 1.
- (4) Enrolment for the next part of the study is registered
  - a) by concluding the previous part of the study under the rules and conditions for creating study plans for the relevant study programme;
  - b) by checking and making changes to student's data in the Academic Information System (in particular, student's personal data, student's ID data, consent to providing the student's personal data to third parties);
  - c) by determining the courses that the student wants to complete in the upcoming period of study (academic year or relevant semester); the student enters these data into the registration form in the Academic Information System;
  - d) by confirming the registration form in the Academic Information System and signing the Study Plan Protocol;
  - e) by renewing the validity of the student's card with an extension stamp; this process is the final part of the registration for the next part of the study and is performed after the successful completion of the previous processes.
- (5) Enrolment for the next part of the study or re-enrolment is recorded in the Academic

Information System and on study confirmations on the date of enrolment.

- (6) The student has the right to adjust their study plan (cancel or change enrolled courses) by the end of the second week of the teaching part of each semester without giving a reason. The study plan is modified by confirming the modified registration form in the Academic Information System and signing the Protocol on the Change of the Study Plan.
- (7) The student can have a person authorised in writing to represent them in the course of actions performed in person at the Study Department during enrolment for the study or enrolment for the next part of the study.
- (8) The student must validate the student's ID at the university terminal immediately after enrolment for the study or enrolment for the next part of the study.

## **Art. 2**

### **Details on the evaluation and registration of study results**

- (1) Study Department competence:
  - a) it archives Course Evaluation Reports signed by relevant teachers;
  - b) after the end of the examination period of the summer semester, it prints the Report on the Fulfilment of Study Obligations from the Academic Information System and checks the study results;
  - c) if data is not found in the Academic Information System when checking the study results, the Study Department will notify the relevant department in writing.
- (2) Department competence:
  - a) supplies and updates the list of internal and external teachers and their signature patterns to the Study Department;
  - b) archives students' written works, which are part of the course evaluation, under the Registration Regulations and the CU registration plan for three years;
  - c) the head of the department ensures immediate correction and takes measures to eliminate deficiencies when the Study Department discovers and informs them of different or missing evaluations that were discovered during the control of study results.
- (3) The position and role of a teacher:
  - a) The teacher may require the student to present a student's ID during the interim assessment or examination.
  - b) If a written form is part of the student's evaluation, the teacher is obliged to publish the results of the interim assessment or the results of the written form of the examination on a pre-agreed date and in an agreed manner but no later than within five days, under the condition of compliance with the provisions of generally binding legal regulations on the protection of personal data. Students' names and evaluation results are published only with their written consent. Otherwise, the teacher will use the codes assigned to them.
  - c) The teacher shall enter the result of the examination evaluation into the Academic

Information System within a timely manner by three working days from the evaluation date.

- d) The teacher will ensure that the Course Evaluation Report is printed, signed, and handed over to the Study Department after the last student has taken the examination, but by the next working day after the end of the examination period.
- (4) Under Art. 12 par. 9, the student has the right not to accept the evaluation on the examination date. The student informs the teacher of the non-acceptance of the evaluation immediately after the publication of the evaluation of the last part of the examination. If the examination was held in written form, according to paragraph 3 letter b) the student informs the teacher of non-acceptance of the evaluation in writing via e-mail 48 hours after the results of the written part of the examination are published. Immediately after not accepting the evaluation, the teacher enters the grade FX into the Academic Information System as the evaluation of the relevant examination date.
- (5) Responsibilities of a student:
- a) The student is obliged to bring the student's card on the day of the interim assessment or examination, which they will present to the teacher upon request; if the student does not present the student's card upon request, the teacher may not test the student or carry out an interim assessment.
  - b) After completing the last study obligation in the semester or the academic year, but no later than the end of the examination period, the student is obliged to check the correctness and completeness of the assessments entered in the Academic Information System; if, during the inspection, the student discovers a discrepancy or missing data, they immediately inform the teacher of the given course.
  - c) The student confirms the correctness and completeness of the data in the Report on the Fulfilment of Study Obligations in the given academic year by signing.
- (6) Suppose the relevant deadline has passed since the end of the examination period and the course that the student is enrolled in has no information on its evaluation in the Academic Information System, is considered to have been passed unsuccessfully, and the Study Department will enter the FX grade for the given course in the Academic Information System; the course also means the course listed after the permitted corrections on the study contract of the student sent on academic mobility.

### **The decision to expel the student from the study**

**The statement of the decision to expel the student contains:**

- a) designation of the authority that decided to expel the student;
- b) addressee of the decision (name and surname of the student, date of birth, place of permanent residence, student's code, if assigned);
- c) listing the relevant provisions of these study regulations and, where applicable, listing the provisions of generally binding legal regulations, internal regulations of the Comenius University or its parts, based on which it was decided to expel the student;
- d) the decision to expel the student with the designation of the study programme from which the student is expelled.

**The justification for the decision to expel the student contains:**

- a) information about who filed the proposal to expel the student (if no proposal was filed to expel the student, it must be stated that the dean acted ex officio, i.e., on his initiative), to state the reason that led to the expulsion of the student from the study. It is necessary to list all the documents from which the facts justifying the expulsion from the study were found and to attach copies of the documents to the appendix (e.g., a statement of the student's evaluation, which proves the failure to meet the conditions necessary for further continuation of the study);
- b) justification for the decision, i.e., summary and evaluation of all the facts based on which the decision was made, including the presentation of all the basis for the decision from which these facts were determined;
- c) considerations by which the dean was guided in applying the regulations based on which the decision was made, including the justification for using correct reasoning when issuing the decision to expel the student if it was used.

### **Decision on the request for review of the decision to expel the student from the study**

**The statement of the decision regarding the request for review of the decision to expel the student from the study contains:**

- a) designation of the authority that decided on the request for review of the decision to expel the student from the study;
- b) addressee of the decision (name and surname of the student, date of birth, place of permanent residence, student's code, if assigned);
- c) stating the relevant provisions of these Study Regulations (*if necessary, state other provisions of generally binding legal regulations, internal regulations of the Comenius University*);
- d) the decision:
  - I. confirms the dean's decision to expel the student from the study and rejects the student's request for review of the decision to expel from the study;
  - II. changes the dean's decision on the expulsion of the student from the study;

- III. annuls the dean's decision to expel the student from the study, and the matter is returned for further proceedings.

**The justification for the decision regarding the request for review of the decision to expel the student from the study** contains:

- a) information about who submitted the request to expel the student (if no proposal for expulsion from the study was submitted, it must be stated that the dean acted ex officio, i.e., on his initiative), state the reason that led to the student's expulsion from the study;
- b) detailed content of the dean's decision on the student's expulsion from the study, including copies of the documents attached to the dean's decision on the student's expulsion from the study. (*These copies of the documents must also be part of this decision*);
- c) information on when (*state the date*) the student requested a review of the decision on expulsion from the study. It is necessary to indicate (*necessary to check*) whether the student's request for expulsion from the study was submitted on time and by an authorised person;
- d) a description of what the student objects to in their request for review of the decision on expulsion from the study, while the rector must adequately deal with the student's objections;
- e) the justification for the decision, i.e., summary and evaluation of all the facts based on which the decision was made, including the presentation of all the basis for the decision from which these facts were determined;
- f) considerations by which the rector was guided when applying the regulations based on which the decision was made, including the justification for the use of correct reasoning when issuing the decision to expel the student if it was used;
- g) the conclusion reached by the rector when reviewing the student's application.



## COMENIUS UNIVERSITY BRATISLAVA

..... Faculty

(indicate the correspondence address of the Faculty)

---

Dear  
name and surname  
address

Your letter number / dated

Our number

Administered by / 

Place and date

Bratislava/Martin  
XX.XX.20XX

### Decision to expel the student from the study

The Dean of the Comenius University Bratislava .....(indicate the name of the Faculty) (from now on referred to as "dean" and "Faculty"), as the authority responsible for proceedings under **§ 66 par. 1 letter c) / § 66 par. 1 letter d)** (it is necessary to select one of the options) Act No. 131/2002 Coll. on Universities and the amendment of specific laws (from now on referred to as "the law on universities") (it is also necessary to state the provisions of the Study Regulations of the Faculty, if the Faculty has issued them) in the matter of the procedure for expulsion from the study ..... (name and surname of the student, date of birth, place of permanent residence, student's code, if assigned) (from now on referred to as "student"), issues this

**decision:**

under **§ 66 par. 1 letter c) / § 66 par. 1 letter d)** of the Act on Universities  
(it is necessary to select one of the options)

**I expel**

the student from the study (*bachelor's, master's, etc.*) of the study programme in ....., in the field of study ....., in the ..... form of study (study programme code .....), which started on ..... (state the date).

On the date of entry into force of this decision, the above student ceases to be a student at the Comenius University Bratislava, ..... (indicate the name of the Faculty).

**Reasoning:**

1. a) On ..... (enter the date), a proposal was submitted to expel the student from the study due to ..... (state who submitted the proposal to expel the student from the study and state the reason that led to the student's expulsion from the study).

b) (if the dean acted ex officio)

On ..... (enter the date), the dean started proceedings to expel the student from the study due to ..... (specify the reason for the student's expulsion from the study).

(It is necessary to choose one of the options listed above, i.e., point 1. a or b.)

2. .... (It is necessary to summarise and evaluate all the facts for which the student is expelled from the study. It is also necessary to list all the documents from which the facts justifying the expulsion from the study were found and attach copies of the documents to the appendix, e.g., a statement of the student's evaluation, which proves the failure to meet the conditions necessary for further continuation of the study.)
3. Since you did not fulfil the requirements that follow from the study programme, from the Study Regulations / Study Regulations of the Faculty (it is necessary to mention a specific article from the Study Regulations / Study Regulations of the Faculty), I decided as stated in the statement of this Decision.

**Lessons learned:**

This Decision can be made according to Art. 38 par. 1 of the Study Regulations to be reviewed upon a written request submitted within eight days from the date of delivery of the Decision to the student who was expelled from the study. The application is submitted to the authority that issued the Decision. A request for review of the Decision submitted in time has a suspensory effect.

This Decision cannot be reviewed by a court based on a general administrative action under § 177 et seq. Act No. 162/2015 Coll. Correct Court Order.

.....  
**title, name, and surname**  
**Dean of the Faculty**

**Attachments:**

(e.g., a statement of the student's evaluation, which proves the failure to meet the conditions necessary for further study continuation)