



FARMACEUTICKÁ FAKULTA
Univerzita Komenského
v Bratislave

Internal Regulations of the Faculty of Pharmacy of Comenius University Bratislava

Internal Regulation No. 15/2023

approved by the Academic Senate of Comenius University
Bratislava, Faculty of Pharmacy
and
Academic Senate of Comenius University Bratislava

Study Regulations of Comenius University Bratislava of the Faculty of Pharmacy

2023 Edition

Table of Contents

PART ONE PREAMBLE	4
Article 1 Subject of regulation	4
Article 2 Academic rights and obligations of students	4
PART TWO BACHELOR'S AND MASTER'S STUDIES.....	5
Article 3 Study programme, recommended study plan and standard period of study.....	5
Article 4 Study programme subjects and teaching activities	6
Article 5 Credit system of study.....	7
Article 6 Study-related documents.....	8
Article 7 Study schedule	8
Article 8 Initial enrolment and enrolment for a next part of studies	9
Article 9 Study plan	10
Article 10 Conditions for subject re-enrolment.....	12
Article 11 Assessment of study results	12
Article 12 Examination	14
Article 13 Control stages of study	16
Article 14 Bachelor's thesis and master's thesis	16
Article 15 State examination.....	17
Article 16 Overall study result.....	18
Article 17 Changing a study programme within Comenius University	19
Article 18 Recognition of completed subjects.....	20
Article 19 Transfer of credits in the case of academic mobility	21
Article 20 Study interruption and re-enrolment	22
Article 21 Regular study termination.....	23
Article 22 Other study termination.....	24
PART THREE SPECIAL PROVISIONS ON DOCTORAL STUDIES.....	25
Article 23 Basic provisions.....	25
Article 24 Departmental board	25
Article 25 Supervisor	27
Article 26 Schedule of doctoral studies	28
Article 27 Individual study plan and assessment of study results	29
Article 29 Annual evaluation of the doctoral student	31

Article 30 Dissertation examination	32
Article 31 Request for permission to defend a dissertation thesis.....	34
Article 32 Particulars of a dissertation thesis.....	35
Article 33 Preparing a dissertation thesis defence	36
Article 34 External examiners of the dissertation thesis and their opinions	37
Article 35 Dissertation thesis defence	39
Article 36 Interruption of doctoral studies.....	41
PART FOUR PROCEEDINGS IN MATTERS OF ACADEMIC RIGHTS AND OBLIGATIONS ...	42
Article 37 Commencement of proceedings in matters of the students' academic rights and obligations.....	42
Article 38 Decision particulars and delivery.....	42
Article 39 Request for reviewing an expulsion decision	43
Article 40 Decision validity.....	45
PART FIVE COMMON, TRANSITIONAL AND FINAL PROVISIONS.....	45
Article 41 Common provisions	45
Article 42 Mitigation of the rigorousness of the study regulations	45
Article 43 Conflicts-of-laws rules	46
Article 44 Special provisions	46
Article 45 Transitional and final provisions.....	46
Annex No. 1 Minimum numbers of credits in the control stages of study	
Annex No. 2 General rules governing enrolment, assessment and keeping records of study results at Comenius University faculties	
Annex No. 3 Pertinent contents of decisions	
Annex No. 4 Template expulsion decision	

Comenius University Bratislava, Faculty of Pharmacy (the "faculty", or "FaP CU") after approval by the Academic Senate of the Faculty of Pharmacy of Comenius University Bratislava on 15 June 2023 and by the Academic Senate of Comenius University Bratislava (the "university" or "CU") hereby issues on 11. October 2023 in accordance with Article 36 (3)(a) of the Statute of the FaP CU, these Study Regulations of FaP CU (the "study regulations") as its internal regulations.

PART ONE PREAMBLE

Article 1 Subject of regulation

- (1) These study regulations shall regulate
 - a) the rules governing undergraduate studies at the faculty,¹
 - b) proceedings concerning the academic rights and obligations of students enrolled for a study programme carried out at the faculty.
- (2) These study regulations govern the study of FaP CU students ("student") at all levels of study in study programmes accredited under the Higher Education Act.
- (3) These study regulations shall also govern
 - a) studies of students in joint study programmes to the extent provided for in the agreement between Comenius University and a higher education institution in cooperation with which the FaP CU provides the joint study programme,²
 - b) studies of students of other higher education institutions based outside the territory of Slovakia admitted for part of their studies within the framework of academic mobility, taking into account the terms and conditions of the exchange programme or the agreement between Comenius University and the sending higher education institution.³

Article 2 Academic rights and obligations of students

- (1) Academic freedoms and academic rights are guaranteed at the FaP CU.⁴
- (2) Student rights are regulated by the Higher Education Act.⁵ A more detailed definition of the academic rights of students is regulated by the Statute of Comenius University.

¹ Article 41(6) of the Statute of FaP CU.

² §54a (2) of Act No. 131/2002 Coll. on Higher Education and on amendment of certain acts, as amended (the "Higher Education Act").

³ §58a (2) of the Higher Education Act.

⁴ §4 (1) of the Higher Education Act.

⁵ §70 of the Higher Education Act.

- (3) Student obligations are regulated by the Higher Education Act.⁶ The Statute of Comenius University provides a more detailed definition of the academic obligations of students.
- (4) Students are obliged to only use the email address assigned to them by Comenius University when communicating electronically with the teachers of subjects ("teachers") and other employees of the faculty, the study department of the faculty responsible for managing the study agenda ("study department"), the organisational unit of the faculty responsible for managing doctoral studies ("doctoral studies section") and employees of other units of Comenius University or the Rector's Office of Comenius University.
- (5) Students are obliged to observe academic ethics; always achieve their study results in an honest way, not to cheat and use dishonest practices during any form of verification of their study knowledge and knowledge, not to commit plagiarism, not to pass off someone else's work as their own, not to abuse published or as yet unpublished work results of university teachers, researchers and artists, doctoral students, or others students.
- (6) Violation of paragraph (5) above shall result in the annulment of the points obtained in the relevant item of the interim assessment, assessment of an exam / state exam / FX defence or the initiation of disciplinary action.

PART TWO BACHELOR'S AND MASTER'S STUDIES

Article 3

Study programme, recommended study plan and standard period of study

- (1) The study programme, recommended study plan and standard period of study are regulated in the Higher Education Act.⁷
- (2) The study programme is a set of subjects consisting of educational activities, which are mainly lecture, seminar, exercise, subject, final thesis, project work, laboratory work, internship, excursion, professional practice, state examination, and combinations thereof, and a set of rules designed in such a way that the successful completion of these educational activities, while observing the aforementioned rules, enables the student to obtain a higher education degree. A study programme shall be structured in such a way that it is possible to undertake academic mobility or to gain experience equivalent to academic mobility.⁸
- (3) The first-level study programme is a bachelor's degree programme. A study programme combining the first two degrees of higher education pursuant to §53 (3) of the Higher Education Act is a master's degree programme.

⁶ §71 of the Higher Education Act.

⁷ §51 et seq. of the Higher Education Act.

⁸ §51 (2) of the Higher Education Act.

- (4) The study programme may be carried out in the full-time form of study or in the part-time form of study.⁹
- (5) The faculty shall determine a recommended study plan for each study programme. The recommended study plan is designed in such a way that by completing it the student meets the requirements for successful completion of studies within the standard period of study corresponding to the study programme.¹⁰
- (6) Study advisors work at the faculty to provide counselling services to students related to study plans, effective learning, career counselling, and social care.¹¹ A study adviser is appointed from among the university teachers and dismissed by the dean at the proposal of the study programme guarantor.¹² The dean may appoint several study advisors, where necessary.
- (7) The standard period of study is the period of study specified by the study programme expressed in academic years.¹³ The standard period of study is determined in the accreditation file of the study programme.

Article 4 **Study programme subjects and teaching activities**

- (1) Study programme subjects are regulated by the Credit System Decree.¹⁴ Basic details as to the nature of the subject are given in the subject information sheet.¹⁵
- (2) Each subject is uniquely identified within Comenius University by its internal code and name and is usually conceived as a one-semester subject.
- (3) Subjects included in the study programme are divided into the following according to the obligatory nature of their completion
 - a) compulsory,
 - b) compulsory elective,
 - c) optional.¹⁶
- (4) The student enrolls in optional subjects from the offer of optional subjects of their study programme, from the offer of subjects of other study programmes carried out at the faculty or from the offer of study programmes of other faculties or other higher education institutions, in compliance with the rules contained in the study programme.

⁹ §60 (1) of the Higher Education Act.

¹⁰ §5 (6) of Ministry of Education of the Slovak Republic Decree No. 614/2002 Coll. on the Credit System of Study, as amended (the "Credit System Decree").

¹¹ Article 39 (1) of Internal Regulation No. 23/2021 Internal Higher Education Quality Assurance System of Comenius University Bratislava ("internal quality system").

¹² Article 39 (6) of the internal quality system.

¹³ §51 (4)(h) of the Higher Education Act.

¹⁴ §3 of Ministry of Education of the Slovak Republic Decree No. 614/2002 Coll. on the Credit System of Study, as amended.

¹⁵ A template subject information sheet is given in the Credit System Decree.

¹⁶ §3 (2) of the Credit System Decree.

Enrolment in a subject from a study programme offered by another university is subject to the prior written consent of the dean of FaP CU.

- (5) Each subject is carried out in the form of one or several educational activities.¹⁷
- (6) Teaching activities are characterised as follows:
 - a) lectures mainly have the nature of a professional interpretation of the basic principles, methodology of the discipline, problems and their sample solutions,
 - b) seminars, exercises, project work and laboratory work mainly support the practical mastery of the material covered in lectures or which students have had to study independently; an important part of them is the independent work of students, the presentation of the results of this work and critical discussion,
 - c) a course joins the content of teaching activities under (a) and (b).
- (7) The teaching activities referred to in paragraph 6 may be supplemented by individual consultations with the teacher(s).
- (8) The student is obliged to ask the teacher for an excuse for their non-attendance at a teaching activity; the teacher may excuse non-attendance at a teaching activity due to examination or treatment in a medical facility or due to other personal obstacles on the student's part. In proving the reasons for non-attendance, the provisions on the protection of personal data and the provisions on the protection of personality under specific regulations must not be infringed. The teacher may ask the student to perform an alternative task to compensate for the absence from a teaching activity.
- (9) The teacher is obliged to excuse a student from participation in an educational activity if
 - a) they attended a session of the Academic Senate of Comenius University, a board of the Academic Senate of Comenius University, the faculty academic senate, or a board of the faculty academic senate if they are a member thereof, or
 - b) they attended a session of a representative university body if they are a member thereof,
 - c) their absence is excused by the rector, a vice-rector, the dean of the faculty or a vice-dean of the faculty.

Article 5

Credit system of study

- (1) The organisation of all levels and forms of higher education is based on the credit system.¹⁸ The credit system of study¹⁹ supports the openness of Comenius University from the inside, promotes student mobility, and provides the student with the opportunity to participate in the creation of their study plan. The number of credits

¹⁷ Pursuant to §60(4) of the Higher Education Act, teaching activities may be carried out by the face-to-face method, the distance method or the combined method.

¹⁸ §62 of the Higher Education Act and §4 of the Credit System Decree.

¹⁹ §62 (1) of the Higher Education Act.

assigned to a subject reflects the proportion of the student's work required to successfully complete it within the standard scope of work for one academic year.

- (2) The student earns credits upon successful completion of the subject. Credits can only be earned once for a given subject during the course of study. If a student has earned credits in the previous course of study for a successfully completed subject which is part of the study programme of their current study as a compulsory subject or a compulsory elective subject, the procedure according to Article 18 shall be followed.
- (3) One of the conditions required for a student to progress to the next part of study is to earn the necessary number of credits in the relevant control stage of study.
- (4) The number of credits, the achievement of which is a condition for the proper completion of studies, is specified in the accreditation file of the study programme.²⁰

Article 6

Study-related documents

- (1) Study-related documents are regulated by the Higher Education Act.²¹ Study-related documents include:
 - a) student ID card,
 - b) statement of study results.
- (2) A student ID card is issued to a student when they first enrol in a bachelor's degree programme, master's degree programme or doctoral study programme. Student ID cards are issued by Comenius University. Details on the issuance of student ID cards are regulated by a separate internal regulation of Comenius University.²²
- (3) The faculty shall issue a confirmation to the student of the sending higher education institution that they are a student of Comenius University and shall indicate the period of time during which their studies at Comenius University are to last. Comenius University shall issue the student with a student ID card if it cannot be replaced by a similar proof of study issued by the sending higher education institution.²³

Article 7

Study schedule

- (1) The academic year starts on 1 September of the current calendar year and finishes on 31 August of the following calendar year.²⁴
- (2) The academic year is divided into a summer term and a winter term.²⁵

²⁰ §51 (4)(k) of the Higher Education Act.

²¹ §67 of the Higher Education Act.

²² Regulation of the Rector of Comenius University No. 1/2003 Organisational and Operational Regulations of the Automatic Person Identification System of Comenius University.

²³ §58a (3) of the Higher Education Act.

²⁴ §61 (1) of the Higher Education Act.

²⁵ §61 (2) of the Higher Education Act.

- (3) Each term is composed of the instruction part and the examination period. The instruction part takes from 13 to 15 weeks. The examination period takes at least four weeks.
- (4) All study programmes shall begin at the beginning of the winter term of the academic year.²⁶
- (5) After discussion in the College of the Rector of Comenius University, the rector shall issue by 31 January at the latest the study schedule at Comenius University (the "university study schedule") for the following academic year; the university study schedule shall include in particular
 - a) the beginning and end of the teaching part of individual semesters,
 - b) the beginning and end of the examination periods of individual semesters,
 - c) resit and alternate dates for the holding of state examinations,
 - d) the date and venue of the opening ceremony of the academic year at Comenius University.
- (6) Once the university study schedule is issued, the dean shall issue, by 31 March at the latest, the study schedule for the faculty (the "faculty study schedule") for the following academic year, in which they shall supplement the university study schedule in particular with the period in which enrolment, state examinations and other academic activities specific to a given faculty take place.
- (7) The faculty study schedule may, with the prior written approval of the rector, deviate from the university study schedule by adjusting the dates under paragraph 5 (a) through (c)
 - a) in the case of study programmes referred to in §53 (3) of the Higher Education Act,
 - b) if the recommended term of the subject specified in the subject information sheet is the last term of study, or
 - c) in the case of circumstances worth special attention, related to study programmes provided at the faculty.
- (8) if the faculty carries out study programmes in cooperation with other faculties, the rector's consent to the deviating arrangement of dates in the faculty study schedule pursuant to paragraph 7 is conditional on the mutual consent of the faculties concerned.

Article 8

Initial enrolment and enrolment for a next part of studies

- (1) Enrolment for study is regulated by the Higher Education Act.²⁷ An applicant admitted to study becomes a student at FaP CU from the date of enrolment for study.²⁸
- (2) There are three types of enrolments:

²⁶ §61 (3) first sentence of the Higher Education Act.

²⁷ §59, §69 and §55 (9) of the Higher Education Act.

²⁸ §69 (1) of the Higher Education Act.

- a) enrolment for studies;²⁹ by enrolling for studies, an applicant admitted for studies becomes a student of FaP UC,
 - b) enrolment for the next part of the study programme³⁰ (“enrolment for the next part of study”); students shall have the right to enrol for the next part of study if they have met the requirements determined by the study programme or these study regulations,
 - c) enrolment for part of the study within the framework of academic mobility, taking into account the conditions of the exchange programme or the agreement between Comenius University and the sending higher education institution.
- (3) The dates of initial enrolment and enrolment for the next part of studies shall be determined by the dean in accordance with the faculty study schedule.
- (4) Before enrolling in the next part of the study, the student may express their interest in the subjects they want to take in the next academic year (next semester) and discuss their composition with the study adviser.
- (5) The details of the relations between the faculty and the student which arise on initial enrolment and enrolment in the next part of studies are set out in Article 1 of Annex No. 2.
- (6) If a subject has limited capacity due to space, staffing, time or other reasons, students are authorised to enrol for the subject in the following order:
- a) students of FaP CU for whom the subject is compulsory and students of other universities who enrol in the subject based on a study contract,
 - b) students of FaP CU for whom the subject is elective,
 - c) students of other faculties for whom the subject is elective,
 - d) students of FaP CU for whom the subject is optional,
 - e) students of other faculties who enrol in a subject as an optional subject,
 - f) students of other higher education institutions who enrol in a subject as an optional subject.
- (7) Enrolment in the subject by students of other universities is subject to the prior written consent of the teacher and the dean of FaP CU.

Article 9 Study plan

- (1) The student's study plan (the “study plan”) determines the time and content sequence of subjects and the forms of assessment of study results, including considerations for potential academic mobility. With the exception of the form of evaluation of study results, the study plan shall be designed by the student themselves in accordance with the rules determined by the study programme and with these study regulations.³¹

²⁹ §59 of the Higher Education Act.

³⁰ §70 (1)(c) of the Higher Education Act.

³¹ §51 (8) of the Higher Education Act.

- (2) By enrolling, the student determines their study plan for the next period of studies (academic year or semester).
- (3) The student enrolls for subjects of such credit value and in such a composition (compulsory subjects, compulsory elective subjects and optional subjects) that they can meet the requirements for enrolment for the next part of study in the control stage of study. In the academic year in which the student plans to graduate, they shall enrol for subjects of such credit value and in such a composition that by successfully completing them they meet the requirements for graduation.
- (4) A student of a study programme of a given degree of study may enrol for a subject of a study programme of a higher or lower degree of study only with the prior consent of the teacher and the guarantor of the study programme for which the student is enrolled.
- (5) A student may enrol in a maximum of 90 credits in a single academic year. For reasons of special consideration and on the basis of a written request, the dean may allow a student to enrol for subjects for more than one and a half times the standard subject load in the given academic year. The dean's decision to authorise or not to authorise enrolment for subjects for more than one and a half times the standard subject load is final and cannot be appealed.
- (6) On the basis of a written request, the dean may allow a student to study according to an individual study schedule in the given academic year if
 - a) they are an exceptionally talented student with excellent academic results,
 - b) the student is a student with specific needs, taking into account the type and extent of the student's specific needs,
 - c) the student has long-term health problems,
 - d) the student performs expert, artistic or sports representation obligations,
 - e) the student is permanently caring for their own or an adopted child aged up to six years, or
 - f) the student is a student sent by the faculty within the framework of academic mobility.
- (7) The extent of exceptions and exemptions from the faculty study schedule is determined by the dean when a student is studying according to an individual study schedule. Before the beginning of the teaching part of the semester or during the semester, if the conditions for permitting an individual study schedule pursuant to paragraph 6 occurs during such teaching part, the student is obliged to personally agree with the teachers of the relevant subjects on the conditions of individual fulfilment of study obligations and the method of checking the study results. The extent of exceptions and exemptions shall correspond to the reasons why the student is requesting the permission to study according to an individual study schedule.
- (8) There is no legal entitlement to be authorised to study according to an individual study schedule in the relevant academic year. The dean's decision to authorise or not to authorise studies according to the individual study schedule is final and cannot be appealed.

Article 10
Conditions for subject re-enrolment

- (1) Re-enrolment for compulsory, compulsory elective and optional subjects is regulated by the Credit System Decree.³²
- (2) During their studies, the student may re-enrol for a compulsory subject in which they have failed. After a second unsuccessful attempt to pass a compulsory subject, the student shall be expelled from studies pursuant to §66 (1)(c) of the Higher Education Act.³³
- (3) During their studies the student may re-enrol in a compulsory elective subject in which the student has failed, or they may enrol in another compulsory elective subject instead from among the compulsory elective subjects of the relevant study programme. After a second unsuccessful attempt to pass the selected compulsory elective subject, the student shall be expelled from studies pursuant to Section 66(1)(c) of the Higher Education Act.³⁴ If the student has achieved a sufficient number of credits for the proper completion of their studies and has fulfilled the requirements of the subject structure of the relevant study programme, they do not have to re-enrol in a compulsory elective subject according to the first sentence.
- (4) When enrolling for the next part of studies, the student shall determine the compulsory elective subject to enrol in instead of the failed compulsory elective subject. If a student chooses another compulsory elective subject instead of a failed compulsory elective subject, the compulsory elective subject so designated shall be treated as a re-enrolled compulsory elective subject.
- (5) During their studies, a student may enrol repeatedly in an optional subject in which they have failed, or they may enrol instead in another optional subject or in a compulsory elective subject from among the compulsory elective subjects not yet taken. If the student has achieved a sufficient number of credits, they do not have to enrol in any optional subject. If the student has not achieved a sufficient number of credits, after a second unsuccessful attempt to pass the selected optional subject, they shall be expelled from studies pursuant to §66 (1)(c) of the Higher Education Act.³⁵

Article 11
Assessment of study results

- (1) In matters of evaluation of study results within the study of a subject, the teacher decides, in disputable issues the guarantor of the study programme decides; if the teacher is also the guarantor of the study programme, the head of the workplace that provides the teaching of the subject decides.

³² §5 of the Credit System Decree.

³³ §5 (3) of the Credit System Decree.

³⁴ §5 (4) of the Credit System Decree.

³⁵ §5 (5) of the Credit System Decree.

- (2) Assessment of the study results is regulated by the Credit System Decree.³⁶ The assessment of the student's study results in the study of the subject is carried out in particular³⁷
- a) via interim assessment of study results during the teaching part of the particular period of study (check questions, written tests, tasks for independent work, semester papers, presentation during a seminar, etc.) ("interim assessment"),
 - b) by an examination for a given period of study (the "examination").
- (3) Conditions for completing a subject are specified in the subject information sheet.
- (4) At the beginning of the instruction part of a semester, the teacher shall disclose in writing the following information on the faculty website or in other forms considered usual at the faculty
- a) the extent of compulsory attendance at the teaching activities of which the subject is made up,
 - b) specification of the method of assessment of study results,
 - c) interim assessment dates,
 - d) information whether or not the student is eligible for corrective or alternative options to meet the requirements of the interim assessment,
 - e) information as to whether the achievement of the prescribed level of interim assessment or the prescribed extent of compulsory attendance at training activities is a condition for passing the examination.
- (5) If more than one teacher is involved in the teaching of a subject or if the teaching of a subject is carried out in more than one study programme, the conditions under paragraph 4 shall be published by the teachers by mutual agreement; the published conditions must be identical in content.
- (6) Completion of the subject is assessed with a marking grade. The marking grade reflects the quality of the acquisition of knowledge or skills in accordance with the objective of the subject as stated in the subject information sheet. The assessment with the marking grade is carried out according to a grading scale consisting of six grading levels³⁸:
- a) A - excellent (excellent results) = 1,
 - b) B - very good (above average results) = 1.5,
 - c) C - good (average results) = 2,
 - d) D - satisfactory (acceptable results) = 2.5,
 - e) E - sufficient (results meet the minimum criteria) = 3,
 - f) FX - non-sufficient (results do not even meet the minimum criteria) = 4.
- (7) Subjects that the student has enrolled in and not completed are evaluated with the marking grade FX at the end of the relevant examination period.

³⁶ §6 of the Credit System Decree.

³⁷ §6 (1) of the Credit System Decree.

³⁸ §6 (2) and (3) of the Credit System Decree.

- (8) Details of the relationships that arise in the assessment of study results are set out in Article 2 of Annex No. 2.
- (9) The weighted grade point average³⁹ shall be used to assess the student's overall study results over a defined period of time⁴⁰.
- (10) The weighted grade point average is used in particular for the overall result of properly completed studies, for other admission conditions, for deciding on the award of incentive scholarships from the state budget and scholarships from Comenius University's own resources, for selecting students for academic mobility and for allocating accommodation in Comenius University dormitories.

Article 12

Examination

- (1) The examination is normally held in the examination period of the semester in which the student has completed the subject of study. Examinations may also take place:
 - a) in an examination period of a different semester from the semester in which the student took the subject,
 - b) in the last teaching week of the teaching part of the semester, the so-called pre-scheduled date, if a student has demonstrated a specified minimum level of knowledge in the interim assessment during the semester,
 - c) outside the examination period for reasons of academic mobility at a foreign university in the previous semester.
- (2) The examination shall be conducted in written form, oral form, practical form, or a combination thereof.
- (3) The achievement of the prescribed level of interim assessment or the prescribed extent of compulsory attendance at training activities may be a prerequisite for passing the examination. The student is entitled to corrective or alternative options for meeting the requirements of the continuous assessment if the teacher designates such an option at the beginning of the semester or if such an option is specified in the subject information sheet. In the event that a student fails to meet the prescribed level of interim assessment or the prescribed extent of compulsory attendance at teaching activities, they are assessed with the marking grade FX in the subject without the option to pass the examination.
- (4) The dates, places and forms of examination, as well as the method of registering and de-registering for the examination, shall be published well in advance of the beginning of the examination period of the semester, in a manner deemed customary by the faculty. The teacher is obliged to offer at least three examination dates and to spread them evenly during the examination period of the term.

³⁹ §6 (7) of the Credit System Decree.

⁴⁰ The defined period of time is usually a semester, an academic year or the entire period of studies of a given study programme.

- (5) The teacher may determine that the examination dates are divided into regular dates and resit dates. The cumulative capacity of regular examination dates is at least 125% of the number of students enrolled for the subject. Unless the teacher decides otherwise, the student shall not be entitled to announcing additional examination dates beyond those announced in accordance with paragraph 4.
- (6) The result of the examination, which includes the results of the continuous assessment, shall be assessed by a mark in accordance with Article 11 (6). The rate of counting of interim assessment results shall be determined in the manner provided for in Article 11 (3), (4) and (5).
- (7) If a student has registered for an examination date, has not opted out and has failed to attend, they are obliged to apologise via university email to the relevant teacher no later than three working days after the examination date. If the student fails to do so or the teacher does not accept the student's excuse, they shall be assessed with the marking grade FX for that examination date.
- (8) If a student has been given the marking grade FX on a regular examination date or has failed to register on time for one of the regular examination dates, they have the right to two resit dates. When re-enrolling in a subject, the student has the right to one resit date.
- (9) The student shall have the right not to accept the evaluation on the examination date and to resit the examination. Details of the method and consequences of non-acceptance of assessment on the regular examination date are set out in Article 2 of Annex No. 2.
- (10) If a student was assessed with the marking grade FX on the second resit examination date or did not register on time for the second resit examination date, the subject is considered to have been failed.
- (11) A student has the right to request that the last resit examination date be conducted in the board form of examination; this shall also apply to the written form of assessment. When re-enrolling in a subject, the student can apply for the commission form of examination in the regular term.⁴¹ A written request for the board form of examination, stating the reasons, shall be submitted by the student to the dean; the request must be submitted no later than five days before the last day of the relevant examination period. Based on a proposal of the study programme guarantor, the dean shall appoint an examination board composed of at least of three members; the teacher of the particular subject is usually the chair of the examination board. The board form of examination may also take place without the student's request. The dean's decision to authorise or not to authorise the interruption of studies is final and cannot be appealed.
- (12) Every student has the right to be informed about the assessment of their examination, about mistakes and correct solutions.

⁴¹ The commission form of examination is only a change in the form of examination, not in the number of resit dates.

Article 13
Control stages of study

- (1) The control of study within framework of the study programme (the "control stage of study") is carried out by checking the number of credits earned for the completed subjects.⁴²
- (2) In order to continue their studies, students must demonstrate the acquisition of a minimum number of credits in the control stages of studies in accordance with Annex No. 1. The control stages of the study are
 - a) the end of the first semester of study,
 - b) the end of every year of study.
- (3) Complete semesters in which a student's studies have been interrupted are not counted towards the period of study for the purposes of the control stage of study.
- (4) The number of credits obtained for the purposes of the control stages of study shall also include credits for subjects the completion of which has been recognised in accordance with Article 18.

Article 14
Bachelor's thesis and master's thesis

- (1) Each study programme also includes a final thesis, which, together with its defence, constitutes one subject; the defence of the final thesis is one of the state examinations.⁴³
- (2) The final thesis is a bachelor's thesis when studying according to a first degree programme, and a master thesis when studying according to a study programme pursuant to §53 (3) of the Higher Education Act.
- (3) The bachelor thesis should demonstrate the student's ability to independently acquire theoretical and practical knowledge and use it. The master thesis should demonstrate the student's ability to independently acquire theoretical and practical knowledge based on the current state of science or art and to creatively apply, use and develop it.
- (4) The final thesis shall be elaborated in Slovak. With the consent of the faculty, the final thesis may be written and defended in a language other than the official language. Final theses written in a language other than the official language shall contain an abstract in the official language.⁴⁴

⁴² §51 (4)(j) of the Higher Education Act.

⁴³ §51 (3) first sentence of the Higher Education Act.

⁴⁴ §51 (3) second and third sentences and §51 (4)(p) of the Higher Education Act.

- (5) The basic requirements that must be fulfilled by the final thesis, the method of its submission, originality control, archiving and accessibility are regulated by a separate internal regulation of Comenius University.⁴⁵
- (6) The final thesis shall be elaborated by the student under the supervision of the final thesis supervisor. The final thesis supervisor shall draw up a written opinion on the final thesis and propose its assessment.
- (7) The final thesis shall be assessed by an external examiner. The external examiner shall elaborate a written opinion on the final thesis and propose its assessment.
- (8) The student who has prepared the thesis has the right to get acquainted with the opinions on the final thesis (with the opinion of the thesis supervisor and the external examiner) no later than three working days before its defence.
- (9) If the final thesis supervisor or external examiner is not members of the examination board to perform state examinations, they shall be invited to the final thesis defence and have the right to express their opinion during its evaluation.

Article 15 State examination

- (1) General state examination details are laid down in the Higher Education Act.⁴⁶
- (2) The state examination shall be considered as a subject of the study programme.⁴⁷
- (3) The state examination may consist of components; the components of the state examination are not considered as subjects of the study programme and are not assigned credits.
- (4) Unless the study programme stipulates otherwise, the last state examination may be taken by students
 - a) after they have obtained at least such number of credits so that with the credits for completing the last state examination they will have achieved the necessary number of credits for regular completion of studies, and
 - b) after successful completion of compulsory subjects, compulsory elective subjects and optional subjects in the composition determined by the study programme, except for the last state examination; and
 - c) who are not the subject of disciplinary proceedings; and
 - d) who have settled all financial obligations to the faculty and the university, in particular tuition fees and fees related to studies⁴⁸.

⁴⁵ Internal Regulation No. 12/2013 Directive of the Rector of Comenius University on the basic requirements of final theses, rigorous theses and habilitation theses, control of their originality, storage and accessibility to them at Comenius University, as amended.

⁴⁶ §63 of the Higher Education Act.

⁴⁷ §3 (4) of the Credit System Decree.

⁴⁸ §71 (3)(b) of the Higher Education Act.

- (5) State examination dates shall be determined by the dean in accordance with the faculty study schedule.
- (6) The examination board for the state examinations shall have at least four members.⁴⁹ The chair of the examination board is a university teacher serving as a professor or associate professor. The examination board is quorate if its chair and at least two other members are present.
- (7) The examination board shall decide on the assessment of the state examination or its part by consensus. If the examination board has not reached a consensus, the assessment of the state examination or a part thereof shall be determined by voting. Details on the form of voting of the examination board shall be specified in an internal regulation of the faculty issued by the dean.
- (8) The state examination is assessed with the classification grades A to FX.
- (9) If, for serious reasons, a student is unable to attend on the date of a state examination or part thereof for which they have registered, they are obliged to apologise in writing to the chair of the examination board via the study department in advance or, at the latest, within three working days after the date of the state examination or part thereof, if there were serious obstacles which prevented them from excusing themselves in advance. If a student fails to appear for the state examination or part thereof on the specified date without an excuse, or if the chair of the examination board does not excuse their absence, they are assessed with the marking grade FX from the given state examination date.
- (10) If a student was assessed with the marking grade FX on the regular date of the state examination, they have the right to two resit dates. Students may resit the state examinations
 - a) on state examination resit dates in the particular academic year, or
 - b) on the state examination dates in any of the following academic years, in which case the student shall re-enrol in the state examination as a study programme subject in accordance with the provisions of Article 10.

Article 16

Overall study result

- (1) The overall result of a duly completed bachelor's and master's degree shall be assessed with two grades:
 - a) pass with honours,
 - b) pass.
- (2) The overall result of duly completed studies shall be assessed with the marking grade "pass with honours" if the student
 - a) has achieved a study average of less than or equal to 1.30 for the entire course of study, including state examinations; the study average shall be considered to be

⁴⁹ §63 (6) of the Higher Education Act.

- the weighted study average, the calculation of which shall include all subjects enrolled by the student⁵⁰, and
- b) has passed state examinations on regular dates with only A or B marking grades, while the number of A marking grades cannot be lower than the number of B marking grades.
- (3) If the conditions of paragraph 2 are not fulfilled, the overall result of duly completed studies shall be graded as "pass".
 - (4) Comenius University issues a diploma with honours to a graduate who has duly completed their studies with an overall pass with honours.

Article 17

Changing a study programme within Comenius University

- (1) A student has the right to apply for a change of a study programme within the same field of study; a change of the study programme within the same field of study is not made through the admissions procedure.
- (2) A student's request to change the form of study is a request to change the study programme.
- (3) A student may ask for a study programme change after the end of the winter semester of the first year of study or always as at the beginning of the academic year. Any student requesting a study programme change shall prove
 - a) that they have met the conditions of the control stage of study in the original study programme, and
 - b) that they have met the other admissions requirements in the event of transfer that are in force for the relevant academic year.
- (4) The dean shall decide on the student's request for a study programme change after the opinion of the guarantor of the relevant study programme. If the original study programme and the new study programme are studied at different faculties, the study programme change is conditioned by a consent of both relevant deans.
- (5) Article 18 shall apply to the recognition of completed subjects in the case of a study programme change within Comenius University.
- (6) To be able to regularly complete the study, a student shall meet the conditions set out in the study programme which the student studies after the change.

⁵⁰ §6 (7) of the Credit System Decree.

Article 18
Recognition of completed subjects

- (1) Recognition of completion of the subject is the award of a subject grade and the subsequent earning of the appropriate number of credits, which are assigned to the subject, based on the part of the study completed in the past.
- (2) Any student who has studied at a higher education institution in the past and their study was not regularly completed, any student requesting a transfer or any student requesting a study programme change within Comenius University may request recognition of the completed subjects, if
 - a) it is not later than four years
 1. after the evaluation date in the case of subjects in bachelor's degree programmes or master's degree programmes, except for study programmes pursuant to §53 (3) of the Higher Education Act, or
 2. not more than five years have elapsed in the case of subjects in master's degree programmes pursuant to §53 (3) of the Higher Education Act or doctoral degree programmes,
 - b) they have been graded A to D or equivalent, and
 - c) they are part of the study according to the current study programme as compulsory subjects or compulsory elective subjects or are equivalent in content to compulsory subjects or compulsory elective subjects in the study according to the current study programme.
- (3) Completion of state examinations cannot be recognised, except for a dissertation examination.
- (4) A student may request recognition of completed subjects prior to the beginning of the instructional part of the academic year or by the end of the 2nd week of the instructional part of the semester at the latest. Upon request, the student shall attach to the request the information sheets of the subjects they have successfully completed.
- (5) In one academic year, a student may be credited with the completion of subjects for which the total sum of the credits assigned to them in the study according to the current study programme is no more than 50; this shall not apply if the student is admitted to the study in the event of transfer from another higher education institution⁵¹ or if there has been a change in the study programme according to Article 17.
- (6) The dean decides on the recognition of the completion of the subjects after the statement of the teachers of the subjects for which the student requests recognition of completion. The dean's decision on whether or not to recognise the completion of subjects is final and cannot be appealed.

⁵¹ Article 10 of Internal Regulation No. 4/2021 Rules of the Admissions Procedure at Comenius University Bratislava.

Article 19

Transfer of credits in the case of academic mobility

- (1) The transfer of credits is the process of counting credits earned as part of studies at another higher education institution in Slovakia or at a higher education institution abroad ("academic mobility") towards the number of credits to be counted by the student pursuant to §4 (3) of the Credit System Decree. Basic details of the credit transfer are regulated by the Credit System Decree.⁵²
- (2) The rules and conditions for sending students on academic mobility are regulated by specific internal regulations of Comenius University⁵³ and the terms and conditions of the academic mobility programmes.
- (3) Academic mobility is formally conditional on a study contract.⁵⁴ The study contract⁵⁵ contains in particular the proposed study plan at the receiving higher education institution and the recognition of the corresponding part of the studies at the sending faculty. The study contract and its changes shall be signed by the dean or the vice-dean charged by the dean with the prior written consent of the study programme guarantor. The subjects to be taken by the student at the receiving higher education institution on the basis of the study contract become part of the student's study plan.
- (4) If a subject completed at the receiving university has a number of credits which is not an integral number, the number of obtained credits shall be rounded to a natural number in the credit transfer.
- (5) A subject completed at the receiving higher education institution which is comparable in content and extent to a subject at the sending faculty and which the student has taken as part of an approved academic mobility,
 - a) is automatically recognised as having been taken instead of the relevant compulsory subject, compulsory elective subject or optional subject from the study programme to which the student has been admitted, if it has been specified in the study contract in the section governing recognition of the corresponding part of studies at the sending faculty,
 - b) may be recognised by the dean upon written request from the student and after the opinion of the study programme guarantor, as having been taken instead of the relevant compulsory subject or compulsory elective subject from the study programme to which the student has been admitted, if the conditions under point (a) are not fulfilled.
- (6) A subject the completion of which has been recognised under paragraph 5 shall be indicated in the Diploma Supplement with zero number of credits and a note indicating that its completion has been replaced by the completion of the subject at the receiving

⁵² §7 of the Credit System Decree.

⁵³ For example, Internal Regulation No. 3/2016 Directive of the Rector of Comenius University on the scope of authority of Comenius University and its faculties in the framework of the European Community Erasmus+ programme.

⁵⁴ §7 (1) and (2) of the Credit System Decree.

⁵⁵ A template study contract is provided in Annex No. 3 to the Credit System Decree.

higher education institution as part of the academic mobility. The number of credits earned for a subject taken at the receiving higher education institution is determined by the number of credits indicated in the transcript; the assessment of the subject taken at the receiving higher education institution is converted into the grading scale used by Comenius University in accordance with §6 (3) of the Credit System Decree.

- (7) Unless otherwise provided in the terms and conditions of the relevant academic mobility programme, the study contract or paragraph 5, the faculty shall recognise the student's subjects completed at the receiving higher education institution in the context of academic mobility as optional subjects.
- (8) The provisions of this Article shall also apply *mutatis mutandis* to a student who takes only some subjects at a higher education institution abroad in the relevant part of the academic year on the basis of an internship, summer school or other similar teaching activity approved by the sending faculty.

Article 20 **Study interruption and re-enrolment**

- (1) The student's studying of a study programme may be interrupted on the basis of their written request from the student, usually for a complete part of the study (semester, academic year).⁵⁶
- (2) The study may be interrupted for a maximum period of one year without stating a reason.
- (3) If the reason for the interruption is serious health or serious personal reasons, maternity leave or parental leave, studies may be interrupted for a maximum of three years.
- (4) If the student's studies have been interrupted several times, the total accumulated period of interruption cannot exceed three years.
- (5) The dean shall authorise the interruption of studies.⁵⁷ The decision to authorise or not to authorise the interruption of studies shall contain the particulars referred to in Article 37 (2), including the precise duration of the interruption of studies; the instruction shall specify the date or dates on which re-enrolment for study ("re-enrolment") may be effected. The dean's decision to authorise or not to authorise the interruption of studies is final and cannot be appealed.
- (6) A student who applies for interruption of studies and has not fulfilled the conditions of the control stage of study cannot be granted interruption of studies.
- (7) If a student discontinues their studies during the winter semester, the registration of subjects for the summer semester will be cancelled. In the case of interruption of studies for serious health reasons, serious personal reasons or other reasons worthy of special consideration, the dean may authorise the cancellation of the enrolment for

⁵⁶ §64 (1) of the Higher Education Act.

⁵⁷ §64 (2) of the Higher Education Act.

subjects not taken also for the semester in which the studies were interrupted upon student request; the cancellation of the enrolment for subjects shall be stated in the decision on the authorisation to interrupt studies.

- (8) If a student interrupts their studies outside the teaching part of the semester, all their study result assessments within the study of the subject obtained by the date of filing the request for study interruption shall be registered. The subjects for which the student has been given the marking grade FX or no grade by the deadline for filing the request for interruption of studies are considered re-enrolled subjects upon re-enrolment. For the re-enrolment for subjects, the procedure shall be as set out in Article 10.
- (9) Any student who has interrupted their study shall cease to be a student on the date stated in the study interruption permission decision.
- (10) A student whose studies have been interrupted becomes a student from the date of re-enrolment.⁵⁸ Re-enrolment is at the same time enrolment for the next part of study. The study interruption period shall be extended until the date preceding the re-enrolment date.
- (11) If a student fails to appear for re-enrolment, the faculty shall invite them in writing to appear for enrolment within the time-limit of ten working days from the receipt of this invitation.⁵⁹ The provisions of Article 37(3) and (4) shall apply to the service of the invitation.
- (12) If a student fails to re-enrol within the specified time-limit after receiving an invitation to re-enrol and does not request an extension of that time-limit for health reasons that prevent them from attending the re-enrolment, the day on which they should have re-enrolled shall be deemed to be the day on which the student abandoned their studies.⁶⁰
- (13) If a student delivers a written declaration of abandonment of studies after the written invitation pursuant to paragraph 11, the period of interruption of studies shall be extended until the date on which the faculty receives the student's written declaration of abandonment of studies.

Article 21

Regular study termination

- (1) Regular study completion is regulated by the Higher Education Act.⁶¹
- (2) The study shall be duly completed by graduation according to the relevant study programme. The date of termination of studies is the date on which the last of the

⁵⁸ §69 (1) of the Higher Education Act.

⁵⁹ §66 (3) of the Higher Education Act.

⁶⁰ §66 (4) of the Higher Education Act. The day on which the student abandoned their studies is the last day of the 10-day time-limit referred to in paragraph 11.

⁶¹ §65 of the Higher Education Act.

conditions prescribed for the proper termination of studies of a given study programme (the last state examination) is fulfilled.⁶²

- (3) Study according to a study programme may not exceed its standard period by more than two years.⁶³

Article 22 **Other study termination**

- (1) In addition to the regular termination of studies, the Higher Education Act also regulates other termination of studies.⁶⁴

- (2) In addition to the regular termination of studies, the studies shall be terminated:⁶⁵

- a) by dropping out of studies at the student's own discretion,
- b) by exceeding the standard length of studies by more than two years,
- c) by expulsion from studies for failure to meet the requirements arising from the study programme or these study regulations,
- d) by expulsion from studies if a student has been imposed expulsion from studies as a disciplinary measure for a disciplinary offence,
- e) by the cancellation of the study programme if a student does not accept the offer of the university to continue their studies in another study programme,
- f) by the death of the student,

- g) by the entry into force of the decision on the invalidity of the state exam or its part according to § 108f par. 1 of the Act on Universities within the framework of a lower-level study, if the relevant education is a condition for admission to the ongoing study of a higher-level study programme,

- h) by giving up an academic title awarded after completing a lower-level study programme, if the relevant education is a condition for admission to an ongoing study of a higher-level study programme.

- (3) Any student may drop out at their own discretion via a written documentary declaration addressed to the dean.

- (4) The following shall also be deemed to be abandonment of studies

- a) failure to enrol for a next part of studies in accordance with §66 (3) and (4) of the Higher Education Act,
- b) failure to appear for re-enrolment pursuant to Article 20 (10); or
- c) transfer of Comenius University student to a different university.⁶⁶

⁶² §65 (1) of the Higher Education Act.

⁶³ §65 (2) of the Higher Education Act.

⁶⁴ §66 of the Higher Education Act.

⁶⁵ §66 (1) of the Higher Education Act.

⁶⁶ §59 (6) of the Higher Education Act.

- (5) The faculty shall issue the statement of study results to a person who has completed the study programme pursuant to §66 (1) of the Higher Education Act.⁶⁷
- (6) The contents of the decision on the termination of studies pursuant to §66 (1)(c) and (d) of the Higher Education Act can be found in Annex No. 3 hereto. A template of the decision on the termination of studies pursuant to §66 (1)(c) and (d) of the Higher Education Act can be found in Annex No. 4 hereto.

PART THREE SPECIAL PROVISIONS ON DOCTORAL STUDIES

Article 23 Basic provisions

- (1) A third-level study programme is a doctoral degree programme.⁶⁸
- (2) The doctoral student's training workplace is a faculty workplace. An external educational institution with which has concluded an individual doctoral studies agreement with the faculty for a doctoral student under a valid framework cooperation agreement with this external educational institution To complete a doctoral study programme when participating in the implementation of doctoral study programs.⁶⁹
- (3) The rules governing the organisation of doctoral studies are generally regulated by the Higher Education Act.⁷⁰
- (4) The organisation of doctoral studies shall be
 - a) subject to the provisions of Articles 2, 3, 4, 6, 17, 21 and 22 equally,
 - b) and the provisions of Articles 5, 7, 8, 9, 10, 11, 12, 18 and 19 shall apply in kind.

Article 24 Departmental board

- (1) The faculty shall establish a departmental board for each course/study programme. If doctoral studies are provided in cooperation with an external education institution, the external education institution shall be represented accordingly in the relevant departmental board.⁷¹
- (2) The departmental board shall consist of a chair and at least four other members. At least one of the members of the departmental board must have the scientific-pedagogical title of professor, the scientific rank of doctor of sciences or must be

⁶⁷ §67 (5)(a) of the Higher Education Act.

⁶⁸ §2 (5) of the Higher Education Act.

⁶⁹ Directive of the Rector of Comenius University No. 4/2004 Agreements with an external educational institution in the provision of doctoral studies (model regulations).

⁷⁰ §54 of the Higher Education Act.

⁷¹ §54 (17) of the Higher Education Act.

awarded the scientific qualification degree I. Other members of the departmental board may be

- a) university teachers and researchers with the scientific-pedagogical title of associate professor,
 - b) university teachers and researchers with the academic degree of PhD., scientific rank CSc.,
 - c) university teachers and researchers with a scientific qualification degree II, or
 - d) qualified experts in the field who have any of the academic titles, scientific-educational titles or scientific degrees specified above.
- (3) The rules governing the establishment of departmental boards shall be governed by an internal regulation of the faculty issued by the dean after it has been approved by the faculty scientific board.
- (4) The departmental board shall mainly
- a) monitor and assess doctoral studies in the particular field of study,⁷²
 - b) approve topics of dissertation theses,
 - c) approve the doctoral student's individual study plan,⁷³
 - d) review the negative opinion of the chair of the departmental board on the dissertation thesis,
 - e) propose to the dean the members of the examination board for the defence of the dissertation thesis and the external examiners of the dissertation thesis, if the proposal is not made by the chair of the departmental board.
- (5) The chair of the departmental board shall in particular
- a) propose to the dean the chair and members of the admissions board for the entrance examination for doctoral studies,
 - b) express their opinion on the application for the dissertation examination and confirms the fulfilment of all conditions necessary for conducting the dissertation examination and for submitting the written work for the dissertation examination,
 - c) comment on a doctoral student's request for permission to defend the dissertation thesis and examine the fulfilment of the content and formal requirements imposed on the dissertation thesis,
 - d) ask a doctoral student to eliminate any shortcomings in the mandatory particulars of a dissertation thesis or a request for a permission to defend their dissertation thesis,
 - e) comment on the transfer of credits in the context of the academic mobility of a doctoral student,
 - f) express their opinion on the recognition of completed subjects in the case of a doctoral degree programme change and in the case of a change in the form of the doctoral studies,
 - g) propose the chair and members of the examination board to the dean for a dissertation examination,

⁷² §54 (17) first sentence of the Higher Education Act.

⁷³ §54 (8) of the Higher Education Act.

- h) propose an external examiner of a written thesis to the dissertation examination to the dean,
- i) propose to the dean external examiners of the dissertation thesis, while the proposal of the external examiners may be based on the proposal of the supervisor,
- j) propose the structure of examination board to the dean for the defence of dissertation theses,
- k) propose to the dean the appointment of a new supervisor in the event of the premature termination of the function of the original supervisor of a doctoral student,
- l) submit a proposal for expelling the doctoral student from doctoral studies to the dean.

Article 25 Supervisor

- (1) The rules governing the approval of supervisors are regulated by a separate internal regulation of Comenius University.⁷⁴
- (2) The supervisor shall mainly
 - a) provide expert guidance to a doctoral student during their doctoral studies,
 - b) cooperate with the doctoral student to determine the individual study plan of the doctoral student and submit it to the chair of the departmental board for approval,
 - c) manage and professionally guarantee the fulfilment of the doctoral student's individual study plan and control the fulfilment of the doctoral student's pedagogical activities,
 - d) determine the focus of the dissertation thesis project and refine the dissertation thesis topic together with the doctoral student,
 - e) award the determined number of credits to the doctoral student for any completed stages of their individual study of scientific literature and a scientific part of the individual study plan, if defined in the individual study plan,
 - f) submit an annual evaluation of the doctoral student to the dean with a statement either recommending they continue their studies or not,
 - g) submit a proposal to expel a doctoral student from doctoral studies to the dean,
 - h) express their opinion on the request of the doctoral student for study interruption and on the request of the doctoral student for a change in doctoral study programme or a change in the form of their doctoral studies,
 - i) recommend the doctoral student if they are interested in a study stay in other national or foreign scientific, research, technology, education or artistic institutions,
 - j) arrange consultations with other experts for the doctoral student as necessary,
 - k) participate in the dissertation examination of the doctoral student and have the right to express their opinion during its assessment,
 - l) prepare an opinion on the dissertation thesis and work characteristics of the assigned doctoral student,

⁷⁴ Part five of the internal quality system.

- m) participate in the defence of their dissertation thesis and have the right to express their opinion during its evaluation.
- (3) In addition to the activities under paragraph 2, the supervisor of a full-time doctoral student shall
- a) cooperate with the head of the training workplace and the guarantor of the relevant study programme responsible for integrating the doctoral student into teaching activities,
 - b) check on the doctoral student's attendance at the training workplace in accordance with Article 28 (1),
 - c) grant approval to allow a doctoral student to fulfil their study or scientific tasks at home ("home office"),
 - d) define periods when study breaks are to be taken together with the doctoral student.

Article 26

Schedule of doctoral studies

- (1) Doctoral studies
- a) begin at the beginning of the winter semester of the academic year,
 - b) may, in exceptional and justified cases, also start⁷⁵ at the beginning of the summer semester of the academic year.
- (2) Doctoral studies shall follow the individual study plan under the guidance of a supervisor. A condition for the proper completion of doctoral studies is the passing of the dissertation examination, which is one of the state examinations, and the dissertation thesis defence. The dissertation thesis is the final thesis.⁷⁶ The dissertation thesis together with its defence form a single subject; the dissertation thesis defence is one of the state examinations.⁷⁷
- (3) Doctoral studies shall consist of a study part and a scientific part.⁷⁸
- (4) The study part of the doctoral studies consists mainly of lectures, seminars and individual studying of professional literature necessary in terms of the focus of the dissertation thesis.⁷⁹ The study part ends with the completion of the dissertation examination. In addition, doctoral students have the possibility to enrol in subjects offered by the faculty or other faculties of Comenius University in their study programmes, especially in master's studies, if they have not already taken them in the previous level of higher education. The study of such subjects and the individual study of professional literature shall not replace the attendance of compulsory lectures and

⁷⁵ §61 (3) second sentence of the Higher Education Act.

⁷⁶ §54 (3) of the Higher Education Act.

⁷⁷ §51 (3) first sentence of the Higher Education Act.

⁷⁸ §54 (8) first sentence of the Higher Education Act.

⁷⁹ §54 (9) of the Higher Education Act.

seminars specified in the study programme or the performance of teaching activities pursuant to paragraph 6.

- (5) The scientific part of the doctoral studies consists of individual or team scientific work of the doctoral student, which is related to the doctoral thesis topic; the scientific part of the doctoral studies is professionally guaranteed by the supervisor.⁸⁰
- (6) Part of the full-time doctoral studies is the performance of teaching activities or other professional activities related to the teaching activities lasting for a maximum of four hours per week on average per academic year in which the teaching takes place.⁸¹
- (7) If a doctoral student has applied for a dissertation thesis topic offered by an external education institution, they conduct the scientific part of the doctoral studies and the obligations of the study part of the doctoral studies agreed with the faculty at this external education institution. The faculty concludes an individual doctoral studies agreement for a doctoral student with an external educational institution under a valid framework cooperation agreement with this external educational institution when participating in the implementation of doctoral study programs. It shall address issues related to the doctoral student's work in the external education institution, including the reimbursement of the costs of the external education institution⁸² and the conditions for the performance of teaching activities or other professional activities related to teaching activities pursuant to paragraph 6.
- (8) The standard period of doctoral studies and the number of credits which need to be achieved for regular completion of studies are specified in the accreditation file of the doctoral study programme.
- (9) The credit system of study shall apply to doctoral study programmes accordingly.⁸³

Article 27

Individual study plan and assessment of study results

- (1) The individual study plan consists of a study part and a scientific part and also includes the deadlines for the doctoral student to complete the individual subjects and pass the dissertation examination. An individual study plan may be amended with addenda in justified cases.
- (2) The individual study plan and its addenda are drawn up by the supervisor and submitted by the supervisor to the departmental board for approval;⁸⁴ the supervisor draws up the individual study plan and its addenda in cooperation with the doctoral student. The approved individual study plan and its addenda are part of the doctoral student's study documentation.

⁸⁰ §54 (10) of the Higher Education Act.

⁸¹ §54 (11) of the Higher Education Act.

⁸² §54 (12) of the Higher Education Act.

⁸³ §9 of the Credit System Decree.

⁸⁴ §54 (8) of the Higher Education Act.

- (3) During their study, doctoral students obtain credits mainly for the following areas of activities:
 - a) subjects of the study part of doctoral studies,
 - b) successfully passed dissertation examination,
 - c) independent creative activity in the field of science, research or art (publishing, completion of a stage of research work defined in the individual study plan, etc.), which is related to the topic of the dissertation thesis,
 - d) pedagogical activity at Comenius University or the faculty (conducting exercises, seminars, etc.),
 - e) dissertation thesis and its defence.
- (4) The number of credits allocated to the doctoral student's activities is given in the description of the study programme.
- (5) Doctoral students shall earn credits in such composition as determined by the study programme.
- (6) Subjects of doctoral study programmes and supplementary subjects of the study part of the doctoral study, in which the doctoral student has enrolled, are assessed with the classification grade "pass" or "fail".

Article 28

Additional obligations of full-time doctoral students

- (1) Full-time doctoral students record their physical presence at the training workplace in the manner consistent for the given workplace for recording employee attendance. A doctoral student is considered to be present at the training workplace when performing study or scientific tasks from home ("home office") when performed with the approval of the supervisor and the head of the workplace.
- (2) Repeated absence of a full-time doctoral student from the training workplace without the prior approval of the supervisor or the head of the training workplace or without providing a justifiable reason is considered a culpable violation hereof. The supervisor may initiate disciplinary proceedings against a doctoral student due to repeated absence from the training workplace, especially when the doctoral student is not fulfilling the tasks defined by the supervisor. Justifiable reasons for a doctoral student's absence from the training workplace includes reasons that
 - a) would be considered obstacles to work on the side of an employee under the Labour Code, or
 - b) involve the fulfilment of obligations under the internal regulation of Comenius University or the internal regulations of the faculty.
- (3) Paid and unpaid study stays during doctoral studies are implemented based on a written request approved by the dean and with a consenting statement from the supervisor and a consenting statement from the head of the training workplace.

- (4) The faculty may send a full-time doctoral student on a business trip⁸⁵ away from the training workplace or the domicile of the doctoral student for the period necessary but only with their approval. On a business trip, a doctoral student shall perform their tasks per the instructions from the supervisor, the head of the training workplace, or other member of faculty management who sent them on the business trip. Before a business trip begins, the faculty and doctoral student shall conclude an agreement on travel reimbursement.⁸⁶
- (5) A full-time doctoral student is entitled to study breaks. The scope of a doctoral student's study breaks during the academic year is the same as the basic holiday allowance for a researcher at a public higher education institution as defined under the Labour Code. A doctoral student takes study breaks upon agreement with their supervisor and after written approval from the head of the training workplace. Unused study breaks are not carried forward into the following academic year.
- (6) Rector-ordered and dean-ordered study breaks apply to full-time doctoral studies, unless otherwise ordered.
- (7) The obligations for full-time doctoral students for whom the training workplace is an external educational institution are regulated by the doctoral student's doctoral studies agreement under Article 26 (7).

Article 29 **Annual evaluation of the doctoral student**

- (1) The control stage of doctoral studies is the end of each year of studies.
- (2) To be able to continue with doctoral studies
 - a) a full-time doctoral student shall obtain at least 40 credits during every year of study,
 - b) a part-time doctoral student shall obtain at least 30 credits during every year of study.
- (3) At the end of each year of study, the supervisor shall submit to the dean the annual assessment of the doctoral student's fulfilment of the individual study plan (the "doctoral student's annual assessment") with a statement as to whether or not the supervisor recommends the doctoral student's continuation of their studies. When doing so, the supervisor evaluates the status and level of implementation of the doctoral student's individual study plan, compliance with deadlines, and, if necessary, submits a proposal for modification of their individual study plan. The dean decides on the basis of the doctoral student's annual assessment whether the doctoral student may continue their studies, as well as on any changes in their individual study plan.
- (4) A full-time student may enrol in a maximum of 90 credits in a single academic year. For reasons of special consideration and on the basis of a written request, the dean may allow a student to enrol in subjects for more than one and a half times the standard

⁸⁵ §2 (1) of Act No. 283/2002 Coll. on Travel Reimbursement.

⁸⁶ §1 (2)(c) of Act No. 283/2002 Coll. on Travel Reimbursement.

subject load in the given academic year. The dean's decision to allow or not to allow enrolment in subjects for more than one and a half times the standard load is final and cannot be appealed.

- (5) Failure to comply with the conditions of the control stage of doctoral studies referred to in paragraphs 2 and 3 or failure to comply with the conditions of the individual study plan shall be grounds for the supervisor to submit a proposal to the dean in the doctoral student's annual evaluation for the expulsion of the doctoral student from studies pursuant to §66 (1)(c) of the Higher Education Act.

Article 30 **Dissertation examination**

- (1) Doctoral students in the full-time form of doctoral studies shall register for a dissertation examination no later than 18 months after the study start date. Part-time doctoral students shall register for a dissertation examination no later than 24 months after the study start date. The period of interruption of the doctoral student's studies is not included in the time-limit for registration for the dissertation examination.
- (2) Doctoral students are obliged to submit a written thesis for the dissertation examination (the "written thesis") together with the application for the dissertation examination. It is possible to grant an approval to the doctoral student with taking a dissertation examination if the doctoral student has earned at least 60 credits and completed subjects in the study part of the doctoral studies in the composition as determined in the study programme and the individual study plan.
- (3) The application for the dissertation examination and the written thesis shall be submitted in written form to the dean through the doctoral studies section. The faculty shall publish the details of the requirements for the application for the dissertation examination and the method of its submission on the faculty's website and in other ways deemed customary by the faculty.
- (4) The written thesis shall be composed of the propositions (project) of the dissertation thesis which shall contain
 - a) the goals of the dissertation thesis,
 - b) the theoretical foundations of the future dissertation thesis solution,
 - c) the current state of knowledge on the dissertation thesis topic,
 - d) analysis of the methodological approach to solving the dissertation thesis problem, and
 - e) the degree of elaboration of the dissertation thesis.
- (5) The thesis shall be assessed by an external examiner. The external examiner shall draw up a written opinion on the written thesis and propose its assessment with the marking grade "pass" or "fail". The doctoral student shall have the right to become familiar with the opinion on the written thesis no later than three days before the dissertation examination date.

- (6) The dean shall determine the external examiner of the written thesis based on a proposal of the chair of the departmental board. The opponent shall be chosen from among experts in the field of study of the doctoral studies. An opponent may be
 - a) a professional with a third-degree university education not working at the training workplace,
 - b) a professional with a third-level university degree working at the training workplace, if they do not have a joint publication with the doctoral student.
- (7) The dissertation examination consists of
 - a) a discussion of the thesis, and
 - b) a part in which the doctoral student is supposed to demonstrate theoretical knowledge in the topics according to the focus of the dissertation thesis.
- (8) The dissertation examination shall take place in front of a state examination board. University teachers who are professors and associate professors and other experts approved by the faculty scientific board shall have the right to examine at the dissertation examination.⁸⁷ The chair and members of the examination board are appointed by the dean based on a proposal of the chair of the departmental board. At least one member of the examination board shall not be from the training workplace. The examination board shall have at least four members.
- (9) If the doctoral student has applied for a dissertation thesis topic announced by an external educational institution, the dissertation examination shall take place before an examination board, which shall include a parity of members from the university designated pursuant to paragraph 8 and members designated by the external educational institution.⁸⁸
- (10) The external examiner of the written thesis may be a member of the examination board if they are a person authorised to examine at the state examination and has been appointed as a member of the examination board by the dean on the proposal of the chair of the departmental board. If the external examiner is not a member of the examination board, they shall be invited to the dissertation examination and have the right to express their opinion during its assessment.
- (11) A supervisor cannot be a member of the examination board. The supervisor shall be invited to the dissertation examination and have the right to express their opinion during its assessment.
- (12) A quorum of the examination board is present if an absolute majority of the members of the examination board, including the chair of the examination board and a member of the examination board who is not from the doctoral student's training workplace, is present.

⁸⁷ §63 (3) of the Higher Education Act.

⁸⁸ §54 (13) of the Higher Education Act.

- (13) The dissertation examination process and the presentation of its results are public. The examination board shall decide about the result of the dissertation examination in a non-public session of the examination board.
- (14) The dissertation examination is evaluated as a whole with a classification grade of pass or fail. Individual parts of the dissertation examination are not evaluated separately.
- (15) Minutes shall be taken from the dissertation examination. The minutes shall be signed by the chair and the members of the examination board present during the dissertation examination.
- (16) The faculty shall issue a written confirmation of taking the dissertation examination with the result of the dissertation examination.
- (17) If, for serious reasons, a doctoral student is unable to attend the date of a dissertation thesis examination, they are obliged to apologise in writing to the chair of the examination board via the doctoral studies section in advance or, at the latest, within three working days after the date of the dissertation thesis examination, if there were serious obstacles which prevented them from excusing themselves in advance. If the doctoral student fails to appear for the dissertation thesis examination without an excuse, or if the chair of the examination board does not accept their excuse, they shall be assessed with the classification grade "fail" from the given date of the dissertation thesis examination.
- (18) If a doctoral student has been assessed with the classification grade "fail" in the dissertation thesis examination, they have the right to one resit date.
- (19) The assessment with the marking grade "fail" on the resit date of the dissertation examination is a reason for the expulsion of the doctoral student from studies pursuant to §66 (1)(c) of the Higher Education Act.

Article 31

Request for permission to defend a dissertation thesis

- (1) A doctoral student may file a request for permission to defend their dissertation thesis, if the doctoral student
 - a) has earned at least 210 credits, excluding credits awarded for the acceptance of the dissertation thesis for defence; and
 - b) fulfils the conditions for the proper completion of studies as defined in the description of the study programme, and
 - c) meets the cumulative conditions for creative activity in the field of science: publication of at least two scientific papers in journals with IF⁸⁹ and – active participation in at least two scientific events.
- (2) An application for permission to defend the dissertation is submitted in written form to the dean through the doctoral studies section. The application shall be filed

⁸⁹ IF is the scientometric impact factor of the journal: Journal Impact Factor (JIF) according to the Journal Citation Reports database (JCR, Web of Science).

sufficiently in advance so that the dissertation thesis defence can take place no later than on the date of completion of the standard period of study. The faculty shall publish the detailed requirements of the application and the method of its submission on its website and in other ways deemed customary by the faculty.

- (3) The following shall be attached by the doctoral student to the application
- a) the dissertation thesis in the specified number of copies,
 - b) a summary of the main results of the dissertation thesis, usually having two standard pages,
 - c) copies of all publications and other elaborations in one copy, if they are not part of the dissertation thesis; if the doctoral student attaches the output from Comenius University's publication activity database, they do not have to submit copies of publications,
 - d) a list of published works with full bibliographic data and unpublished scientific works or public and non-public exhibitions of the doctoral student's artistic works and performances, as well as responses to them and, where appropriate, opinions on them,
 - e) justification of the differences between the original and the submitted dissertation thesis, if the doctoral student is submitting a new dissertation thesis after an unsuccessful defence in the same doctoral field of study,
 - f) a curriculum vitae,
 - g) the supervisor's opinion,
 - h) protocols on the originality of the dissertation thesis in the specified number of copies,
 - i) licence agreements in the specified number of copies, and
 - j) other documents, if specified in an internal regulation of the faculty.

Article 32

Particulars of a dissertation thesis

- (1) The basic requirements that must be fulfilled by the dissertation thesis, the method of its submission, originality control, archiving and accessibility are regulated by a separate internal regulation of Comenius University.⁹⁰
- (2) A doctoral student may also submit as a dissertation thesis their own published work or a set of their own published scientific works, which in their content elaborate on the issues of the dissertation thesis topic. If the doctoral student submits a set of their own publications, they shall supplement it with a detailed introduction in which they explain the current state of the issue, the objectives of the dissertation thesis, their own contribution to the topics addressed, and the conclusions that have been drawn from the dissertation thesis topic. If the enclosed publications are the work of more than one author, the doctoral student shall also enclose a declaration by the co-authors of their share of authorship.

⁹⁰ Internal Regulation No. 12/2013 Directive of the Rector of Comenius University on the basic requirements of final theses, rigorous theses and habilitation theses, control of their originality, storage and accessibility to them at Comenius University, as amended.

- (3) If the dissertation thesis is part of a collective work, the doctoral student shall present their own results and put them in the discussion in context with the results of the other members of the team.

Article 33

Preparing a dissertation thesis defence

- (1) Upon receipt of a request for permission to defend the dissertation thesis, the dean immediately forwards the doctoral student's request together with the dissertation thesis to the chair of the departmental board. Within 10 days, the chair of the departmental board shall state whether the dissertation thesis corresponds in its level and form to the requirements set for a dissertation thesis and whether they recommend it for defence. If the opinion of the chair of the departmental board is positive, they shall propose a structure of the examination board for the dissertation thesis defence and three external examiners of the dissertation thesis to the dean. When proposing external examiners, the chair of the departmental board may base their proposal on that of the supervisor. If the opinion of the chair of the departmental board is negative, compliance with the requirements for the dissertation thesis level and form shall be reviewed by the departmental board. If the chair of the departmental board does not propose to the dean the structure of the examination board and the external examiners, the departmental board will make the proposal.
- (2) If the chair of the departmental board or the departmental board finds that the doctoral student's request for permission to defend the dissertation thesis or the dissertation thesis does not meet the prescribed content and formal requirements, they shall invite the doctoral student to remedy the deficiencies within a specified time-limit.
- (3) The doctoral student may withdraw the submitted dissertation thesis and the request for permission to defend it no later than at the time of publication of the announcement of the defence of the dissertation thesis pursuant to paragraph 11. The dean shall decide on the further course of action as well as on the resolution of any disputed issues on the proposal of the departmental board.
- (4) The dissertation thesis defence shall take place in front of a state examination board. University teachers who are professors and associate professors and other experts approved by the faculty scientific board shall have the right to examine at the dissertation thesis defence.⁹¹ The chair and members of the examination board are appointed by the dean on the proposal of the chair of the departmental board or of the departmental board.
- (5) If a doctoral student has applied for a dissertation thesis topic offered by an external educational institution, the defence of the dissertation thesis shall take place before an examination board, which shall include a parity of members from the university designated pursuant to paragraph 4 and members designated by the external educational institution. At least one member of the examination board shall not be

⁹¹ §63 (3) of the Higher Education Act.

from the training workplace. The examination board shall have at least four members.⁹²

- (6) The external examiner of the dissertation may be a member of the examination board if they are authorised to examine at the state examination and has been appointed as a member of the examination board by the dean on the proposal of the departmental board. If the external examiner is not a member of the examination board, they shall be invited to the dissertation thesis defence and have the right to express their opinion during its assessment.
- (7) A supervisor cannot be a member of the examination board. The supervisor shall be invited to the dissertation thesis defence and has the right to express their opinion during its assessment.
- (8) Upon receipt of all opinions from the external examiners of the dissertation thesis, the dean immediately forwards the doctoral student's request for the dissertation thesis defence together with all the requisites, including the opinions of the external examiners, to the chair of the examination board.
- (9) Within 10 days after receiving the materials referred to in the preceding paragraph, the chair of the examination board shall propose to the dean the time and place of the dissertation thesis defence. The place and time of the dissertation thesis defence is determined by the dean.
- (10) The dean shall invite the members of the examination board, the external examiners, the supervisor and the doctoral student to the dissertation thesis defence in writing.
- (11) The faculty shall publish a notice on the faculty's website and on the faculty's official bulletin board no later than 14 days before the date set for the dissertation thesis defence about the time and place of the dissertation thesis defence, containing information on where and how interested parties can get acquainted with the dissertation thesis.
- (12) Anyone may submit motions, comments or statement on the dissertation thesis to the chair of the examination board before the dissertation thesis defence date. During the dissertation thesis defence the doctoral student shall take a stand on the submitted motions, comments or statements.

Article 34

External examiners of the dissertation thesis and their opinions

- (1) The dean appoints the external examiners of the dissertation thesis on the basis of the proposal of the chair of the departmental board or of the departmental board, which may be based on the proposal of the supervisor. Opponents shall be chosen from among experts in the field of study of the doctoral studies. There may be no more than

⁹² §54 (13) of the Higher Education Act.

one external examiner from the faculty or external educational institution at which the training workplace is located; the provision of paragraph 3 shall not be affected hereby.

- (2) Any dissertation thesis shall be reviewed by three external examiners. At least one external examiner must have the scientific and pedagogical title of professor, the scientific rank of doctor of sciences or have been awarded a 1st level scientific qualification degree. Other external examiners may be persons who meet the qualification requirements for a member of the departmental board pursuant to Article 24 (2).
- (3) The external examiner of the dissertation thesis cannot be a close person⁹³ of the doctoral student, their direct supervisor or subordinate in an employment or similar relationship, or a co-author of the doctoral student's publication. There may be no more than one external examiner from the training workplace or the supervisor's workplace.
- (4) The dean shall send the dissertation thesis to the opponents together with a request for preparing an opinion.
- (5) The opponent shall submit their written opinion to the dean and return the dissertation thesis not later than 30 days after receiving it. If an opponent cannot prepare an opinion, they shall notify the dean thereof without any undue delay. If the external examiner does not submit their opinion within the time-limit according to the first sentence, the dean shall appoint a new external examiner.
- (6) The external examiner's opinion contains an objective and critical analysis of the strengths and weaknesses of the submitted dissertation thesis, it is brief and does not repeat its content. In their opinion, the external examiner shall mainly comment on the following
 - a) topicality of the selected topic,
 - b) selected methods of elaboration,
 - c) results achieved, indicating what new knowledge the dissertation thesis brings,
 - d) contribution to the further development of science, technology or art,
 - e) whether the dissertation thesis fulfilled its objective.
- (7) The opponent shall assess the dissertation thesis according to the state of development of the scientific or artistic field of the doctoral studies study at the time when the doctorate student filed the application to permit its defence. At the end of their written opinion, the external examiner shall comment on whether they recommend the dissertation thesis for defence and shall propose the marking grade "pass" or "fail".
- (8) Compliance with the requirements of the external examiner's opinion pursuant to paragraphs 6 and 7 shall be assessed by the chair of the examination board. If the external examiner's opinion does not meet the above conditions, the dean, on the proposal of the chair of the examination board, returns it to the external examiner for

⁹³ §116 of Act No. 40/1964 Coll., the Civil Code, as amended.

completion or reworking. At the same time, they shall set a time-limit for its resubmission, which shall not exceed 15 days. If the opponent has failed to submit their opinion by the determined deadline and within five days after receiving a repeated request to do so, the dean shall appoint a new opponent.

Article 35 **Dissertation thesis defence**

- (1) The successful defence of the dissertation thesis is the end of the doctoral studies. The dissertation thesis defence demonstrates the ability and readiness for independent scientific and creative activity in the field of research or development.⁹⁴
- (2) The dissertation thesis defence may also take place at a foreign higher education institution with which Comenius University has concluded an agreement on joint dissertation thesis defences, while the dissertation thesis defence board is normally composed of members from the Slovak side and members appointed by the foreign higher education institution in parity⁹⁵.
- (3) The dean shall ensure that the defence of the dissertation thesis takes place no later than five months after the filing of the request for permission to defend the dissertation has been submitted.
- (4) The dissertation thesis defence can only take place in the presence of at least two thirds of all members of the examination board and at least two external examiners of the dissertation thesis. If one of the three external examiners cannot attend the dissertation thesis defence for serious reasons and proposes the marking grade "pass" in their opinion, the defence can be held without their presence. The opinion of the absent external examiner shall be read during the dissertation thesis defence in its full wording.
- (5) During a crisis situation, the dissertation thesis defence may be conducted using video conferencing or other information and communication technology without the attendees physically being present.⁹⁶
- (6) The dissertation thesis defence process and the presentation of its results are public.
- (7) If it is unavoidable for the course of the dissertation thesis defence to inform the supervisor, the external examiner or the examination board of data, the disclosure of which is excluded in the dissertation thesis, in particular because it is a trade secret of a third party, a classified fact or personal data, the doctoral student may, subject to compliance with the conditions laid down in special regulations, disclose these data in special non-public documentation, which does not form part of the dissertation thesis and which is intended exclusively for the supervisor, the external examiner and the examination board.⁹⁷

⁹⁴ §54 (14) of the Higher Education Act.

⁹⁵ §54 (19) and (20) of the Higher Education Act.

⁹⁶ §108e (5) of the Higher Education Act.

⁹⁷ §62a (2) of the Higher Education Act.

- (8) The defence is conducted by the chair of the examination board, in exceptional cases they may entrust another member of the examination board to conduct the defence.
- (9) The dissertation thesis defence takes place in the form of a scientific debate between the doctoral student, dissertation thesis external examiners, members of the examination board and other participants on the knowledge gained and the contribution of the dissertation thesis. During the dissertation thesis defence the justification and truthfulness of its conclusions and proposals which the dissertation thesis contains are examined as well.
- (10) Dissertation thesis defence process:
 - a) the chair of the examination board shall give a brief curriculum vitae of the doctoral student, announce the topic of the dissertation, essential information from the supervisor's opinion, an overview of the doctoral student's scientific works and the responses to them,
 - b) the doctoral student shall briefly introduce the most important content of their dissertation thesis, its concept, results and contribution,
 - c) the opponents of the dissertation thesis shall present the most important content of their opinions; if any opponent is absent, their full opinion shall be read by the chair of the examination board or a member of the examination board determined by the chair,
 - d) the doctoral student shall express their opinion on the opinions of the opponents of the dissertation thesis, in particular, they shall comment on all motions and comments and answer their questions,
 - e) the chair of the examination board shall make the participants of the defence familiar within any other suggestions, comments or opinions and shall open the discussion which all defence participants may participate in; the discussion verifies the correctness, justification, scientific originality and importance of the knowledge contained in the dissertation thesis,
 - f) during the discussion, the doctoral student shall answer all questions and take a stand on all suggestions and comments of the participants of the dissertation thesis defence.
- (11) The examination board shall decide on the result of the dissertation thesis defence at a non-public session of the examination board with the external examiners of the dissertation thesis and the supervisor present. The non-public session shall evaluate the course of the defence and the possibility of using the results of the dissertation thesis in practice.
- (12) A quorum of the examination board shall be present if at least two-thirds of all members of the examination board, including the chair of the examination board are present.
- (13) The defence of the dissertation is evaluated by the classification grade pass or fail. The overall result of the duly completed doctoral studies is evaluated by the pass grade.
- (14) Minutes shall be taken from the dissertation thesis defence. The minutes shall be signed by the chair and the members of the examination board present at the

dissertation thesis defence. The minutes of the dissertation thesis defence and its result and the doctoral student's file material shall be submitted by the chair of the examination board to the dean within 5 days from the defence date.

- (15) If, for serious reasons, a doctoral student is unable to attend on the date of a dissertation thesis defence, they are obliged to apologise in writing to the chair of the examination board via the Doctoral Study Section in advance or, at the latest, within three working days after the date of the dissertation thesis defence, if there were serious obstacles which prevented them from excusing themselves in advance. If the doctoral student fails to appear for the dissertation thesis defence without an excuse, or if the chair of the examination board does not accept their excuse, they shall be assessed with the classification grade "fail" from the given date of the dissertation thesis examination.
- (16) If the doctoral student did not attend the dissertation thesis defence without an excuse, or if the doctoral student has been given the marking grade "fail" at the dissertation thesis defence, they have the right to one resit date. The provisions of Articles 31 to 35 shall apply equally to the resit date of the dissertation thesis defence. The examination board or the external examiners of the dissertation thesis may not have the same composition at the resit dissertation thesis defence date as at the regular date of the dissertation thesis defence.
- (17) The assessment with the grade "fail" on the resit date of the dissertation thesis defence is a reason for the expulsion of the doctoral student from studies pursuant to §66 (1)(c) of the Higher Education Act.

Article 36 **Interruption of doctoral studies**

- (1) Article 20 applies to the interruption of doctoral studies.
- (2) The supervisor and the head of the training workplace shall comment on the request for interruption of the doctoral student's studies.
- (3) Interruption of the study of a doctoral student who has registered for a topic of the dissertation thesis offered by an external educational institution shall be permitted by the dean after a positive statement of the director (statutory representative) of the external educational education.⁹⁸
- (4) During the interruption of the doctoral student's studies, the performance of the function of their supervisor is also interrupted.

⁹⁸ §64 (3) of the Higher Education Act.

PART FOUR
PROCEEDINGS IN MATTERS OF ACADEMIC RIGHTS AND OBLIGATIONS

Article 37

Commencement of proceedings in matters of the students' academic rights and obligations

- (1) In accordance with the Higher Education Act, academic self-administration bodies of the faculty have the right to decide on behalf of Comenius University in matters concerning the academic rights and obligations of students enrolled in studies in accordance with the study programmes provided at the faculty.⁹⁹
- (2) Proceedings in matters of academic rights and obligations of students are administrative proceedings. Act No. 71/1967 Coll. on Administrative Proceedings, as amended, shall not apply to proceedings and making decisions on students' academic rights and obligations.¹⁰⁰
- (3) Proceedings concerning expulsion from studies due to failure to meet the requirements arising from the study programme and the study regulations shall commence on the date of the issuance of the decision on expulsion from studies.
- (4) Proceedings concerning a study programme change within Comenius University, proceedings concerning the recognition of completed subjects, proceedings concerning a credit transfer, proceedings concerning study interruption permission and proceedings concerning a change in the form of doctoral studies shall start on the date when the student filed a written request for the issuance of the relevant decision. The request must include basic identifying information about the student, the merits of the case to be decided, and the reasons for the request.
- (5) If the request does not contain the necessary information for making a decision, the dean shall invite the student to complete the request or provide the necessary explanation within a reasonable time-limit, but not less than eight days. If the student has not completed the request within the specified time-limit, the dean shall reject it.

Article 38

Decision particulars and delivery

- (1) A decision in proceedings under Article 37 (4) shall be issued by the dean within the time-limit of 30 days from the date of receipt of the complete request. This time-limit shall not include the period during which the student should complete the request or provide the necessary explanation pursuant to Article 37(5). If the dean has not decided within the time-limit of 30 days, the student may ask the rector to oblige the dean to act and to decide in the matter.
- (2) Decisions in proceedings in matters of students' academic rights and obligations must be made in writing, must contain a statement with reference to the relevant provision

⁹⁹ Article 19 (2)(c) of the Statute of Comenius University and §55 (9) of the Higher Education Act.

¹⁰⁰ §108 (1) of the Higher Education Act.

of a generally binding legal regulation, an internal regulation of Comenius University or an internal regulation of the faculty, justification on the basis of the established facts, and the advice of the remedy.

- (3) The decision in proceedings concerning students' academic rights and obligations shall be delivered in documentary form to the student in their own hands at the faculty or at any other place where they can be reached, with an acknowledgement of receipt; this shall be without prejudice to the faculty's obligation to deliver the decision to an electronic mailbox pursuant to a special regulation on the electronic form of the exercise of public authority. If such delivery is impossible,
 - a) the decision in the proceedings under Article 37(3) shall be served through the postal undertaking at the address used for service of documents notified by the student to the faculty,¹⁰¹ by registered mail in the student's own hands with an acknowledgement of receipt,
 - b) the decision in proceedings under Article 37 (4) shall be served by registered mail with an acknowledgement of receipt.
- (4) The effects of service of a decision in proceedings concerning students' academic rights and obligations under paragraph 3 shall take effect on the date
 - a) of receipt of the decision by the student or a person authorised by the student to receive consignments,
 - b) on which an undelivered consignment is returned to the faculty, even if the student has not become aware of it,
 - c) when the student refused to accept consignment.

Article 39

Request for reviewing an expulsion decision

- (1) The student may submit a request for a review of the expulsion decision. The request shall be submitted to the dean who has issued the decision within the time-limit of eight days from the date of receipt of the decision. A timely request shall have suspensive effect.
- (2) A request for a review of the decision to expel a student from studies must include the name of the student filing the request, the name of the decision sought to be reviewed, a proposal as to how the matter is to be decided, and the reasons for the decision. The student is obliged to attach to the request the documents and information that prove their claims and that are in their possession. The request cannot be directed solely against the justification without challenging the statement of the decision.
- (3) Upon receipt of a request for a review of the decision on the expulsion from studies, the dean shall examine the fulfilment of the requirements pursuant to paragraph 2. If the request does not comply with the prescribed requirements, the dean shall invite the student to complete the request and shall give the student a reasonable time-limit, but not less than eight days, to complete the request. If the request is submitted after

¹⁰¹ §71 (3)(c) of the Higher Education Act.

the expiry of the time-limit under paragraph 1 or if the student fails to complete the request within the specified time-limit, the dean shall reject it.

- (4) The dean may grant the request themselves if they find that the decision was issued in violation of a generally binding legal regulation, an internal regulation of Comenius University or an internal regulation of the faculty. Otherwise, the dean shall forward the request to the rector within 15 days from the date of its receipt, together with the attached file material and a written opinion on the applicant's comments and objections.
- (5) The dean's written opinion shall contain comprehensive results of the proceedings to date, in particular details of all actions taken, an opinion on the timeliness of the submission of the request and on compliance with the prescribed formalities of the request. In the report, the dean shall state their opinion on all of the applicant's objections, together with the relevant evidence, as well as their opinion as to the completeness and correctness of the facts of the case established and the legal opinion on which the contested decision is based.
- (6) The rector shall amend or annul the decision if it was issued in violation of a generally binding legal regulation, an internal regulation of Comenius University or an internal regulation of the faculty. Otherwise, the rector shall reject the application and confirm the original decision.
- (7) If the rector annuls the decision on the grounds that the facts of the case have not been sufficiently established, they may, according to the circumstances of the case, return the case to the dean for further proceedings and a decision; the dean is bound by the rector's legal opinion.
- (8) The rector shall issue their decision no later than 30 days after the request for a review of the expulsion decision was delivered to the faculty. The rector shall decide within 60 days in more complicated cases. The rector shall send a written notice of the extension of the time-limit to the student and the dean.
- (9) The provisions of Article 38 (3) and (4) shall apply to the service of the rector's decisions.
- (10) The rector's decision cannot be challenged by a request for a review of the decision. The rector shall notify the dean of their decision without any undue delay and return to the dean the student's complete file material together with an acknowledgement of receipt of the decision to the student.
- (11) If the dean grants the request under paragraph 2 or if the rector amends or annuls the decision under paragraph 4, bodies of the academic self-administration of the faculty or Comenius University shall, if necessary, take such measures to ensure that the student's academic rights are restored and the consequences caused by the erroneous decision are eliminated or mitigated.

Article 40
Decision validity

- (1) A decision in proceedings concerning students' academic rights and obligations which cannot be appealed shall become legally valid on the date of service pursuant to Article 38 (3) and (4).
- (2) A decision on the expulsion from studies, against which the student has not filed a request for a review of the decision, shall become legally valid on the date of the expiry of the eight-day time-limit without any action taken pursuant to Article 39 (1).
- (3) A decision on the expulsion from studies against which the student has filed a request for a review of the decision and the rector has confirmed the original decision shall become legally valid on the date of delivery of the rector's decision in accordance with the provisions of Article 38(3) and (4).
- (4) The rector's decision on a request for a review of the decision on the expulsion from studies shall become final on the date of its delivery to the student in accordance with the provisions of Article 38 (3) and (4).

PART FIVE
COMMON, TRANSITIONAL AND FINAL PROVISIONS

Article 41
Common provisions

- (1) All students participating in practical instruction and internship shall be governed by general occupational health and safety regulations and regulations concerning the working conditions of women.¹⁰²
- (2) Unless otherwise stipulated herein, documents shall be delivered to the student in paper form to the student's address listed in Comenius University's Central Database of Persons or in electronic form to the student's e-mail address assigned to the student by Comenius University or a Comenius University faculty.

Article 42
Mitigation of the rigorousness of the study regulations

In cases worthy of special consideration on the basis of a student's written request, the dean may

- a) grant an exception to the dates of the faculty study schedule,
- b) grant an exception to the control stages of study,
- c) grant an exception to the maximum length of the interruption of studies,
- d) allow the interruption of studies if the student has not fulfilled the requirements of the control stage of studies or

¹⁰² Act No. 311/2001 Coll., the Labour Code, as amended.

- e) excuse missed deadlines hereunder.

Article 43
Conflicts-of-laws rules

- (1) If a student from a different faculty has enrolled in a subject at a faculty which has its own study regulations, the rules of assessment of study results (Article 11) and the rules of examinations (Article 12) shall be governed by provisions of the study regulations of the faculty providing the teaching of the particular subject. If the faculty does not have its own study regulations in place, the rules governing the assessment of study results and the rules governing the examinations shall be regulated by the Study Regulations of Comenius University.
- (2) If a student from a different faculty has enrolled in a subject at the faculty, the instruction of the subject and the assessment of study results within the study of the subject shall be governed by the faculty study schedule of the faculty providing the instruction of the particular subject.

Article 44
Special provisions

- (1) In special cases arising as a result of an emergency situation, state of emergency or state of exception, the dean may, with the prior written consent of the rector, modify the study schedule pursuant to Article 7 (6) and (7) even after the expiry of the time limit pursuant to Article 7 (6).
- (2) In special cases arising as a result of an emergency situation, state of emergency or state of exception, the dean may grant a student an exception under Article 42 (a) to (e) without a written request from the student.

Article 45
Transitional and final provisions

- (1) The conditions of the control stages of study, the conditions for the state examinations and the subjects of the state examinations, the method of evaluation of the dissertation examination and the dissertation thesis defence of students enrolled in studies before the entry into effect hereof shall remain unchanged in accordance with the Study Regulations of Comenius University and the study regulations of the faculty effective until 31 August 2023.
- (2) The rules for the admissions procedure, including the admissions procedure for the transfer of a student from another higher education institution, are regulated by a specific internal regulation of Comenius University.
- (3) The Annexes hereto are:

- Annex No. 1 Minimum numbers of credits in the control stages of study
Annex No. 2 General rules governing enrolment, assessment and keeping records of study results at faculties of Comenius University
Annex No. 3 Pertinent contents of decisions
Annex No. 4 Template expulsion decision.

(4) These study regulations become valid and effective on the day of their approval by the Academic Senate of the UK.

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Dean of FaP CU

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