Internal regulation
University of Ss. Cyril and Methodius in Trnava
8/2020

# UCM Study Regulations

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According to § 15 paragraph 1 letter b) Act no. 131/2002 Coll. On Higher Education and on the Change and Supplement to Some Acts (hereinafter referred to as the "Act on Higher Education") forms part of the university's internal regulations of the University of Ss. Cyril and Methodius in Trnava (hereinafter referred to as UCM). Pursuant to the Act on Higher Education, it was approved by the UCM Academic Senate on April 28, 2020.

## First part
## General provisions

### § 1
### Introductory provision

1) This study schedule determines the conditions of study for UCM students admitted to all levels of study in study programs accredited under the Act on Higher Education.
2) Edits
   a) the rules governing university studies at UCM,
   b) proceedings in matters of academic rights and obligations of UCM students.
3) These study regulations also govern the study of students of other universities located outside the territory of the Slovak Republic accepted for part of their studies as part of academic mobility, taking into account the conditions of the exchange program or contract between UCM and the sending university.[1]

### § 2
### Basic provision

1) Studies at UCM take place in accordance with the Act on Higher Education, namely at faculties or other parts of UCM.
2) UCM guarantees academic freedoms and academic rights.[2]
3) A more detailed definition of students' academic rights is governed by the UCM Statute. The rights of students are governed by the Act on Higher Education.[3]
4) A more detailed definition of students' academic obligations is regulated by the UCM Statute. The obligations of students are regulated by the Act on Higher Education.[4]

### § 3
### Degrees and forms of university studies at UCM, standard length of study

1) UCM, its faculties or other parts of the university provide, organize and ensure higher education within the framework of accredited study programs of bachelor's, master's,

[1] § 58a par. 2 of the Act on Higher Education
[2] § 4 par. 1 of the Act on Higher Education
[3] § 70 of the Act on Higher Education
[4] § 71 of the Act on Higher Education

doctoral studies, rigorous procedures, additional pedagogical studies, extension studies and further education of health workers in specialized studies.

2) UCM provides higher education in fields of study according to the valid system of fields of study. Higher education is organized by faculties or universities in the form of accredited study programs of one field of study, in a combination of two fields of study (interdisciplinary study), or in the form of studying a major and a secondary field of study.
3) UCM can provide a study program in cooperation with other universities[5] or external educational institutions[6].
4) The university publishes the list of accredited study programs on the website www.ucm.sk and in the register of study programs and in the register of study fields.
5) Bachelor study programs constitute the first level of university studies. Graduates are awarded the academic title Bachelor (Bc.). Bachelor's studies will end with a state exam, which also includes the defense of the final thesis - bachelor's thesis.
6) Master's studies are the second level of university studies. Graduates are awarded the academic title of Master (Mgr.). The study will end with a state exam, which also includes the defense of the final thesis - diploma thesis.
7) Engineering studies are the second level of university studies. Graduates are awarded the academic title Master (Ing.). The study will end with a state exam, which also includes the defense of the final thesis - diploma thesis.
8) Doctoral studies are the third stage of university studies. Graduates are awarded the academic title "doctor" - philosophiaedoctor (PhD.). Doctoral studies end with the defense of the dissertation.
9) Doctoral studies are carried out according to the Act on Higher Education, according to these study regulations and according to the detailed rules for conducting doctoral studies issued by the rector of UCM.
10) Specialization studies are implemented as further education of healthcare workers[7].
11) The study programs of the university and the faculties are carried out in the form of full-time study or in the external form of study. Both forms of study can be carried out by face-to-face, distance learning or combined methods.
12) The organization of all degrees and forms of higher education at UCM is based on the study credit system.
13) The standard length of study in full-time bachelor study programs, including professional practice, is at least three and at most four academic years. The standard length of study in bachelor study programs of external studies, including professional practice, is at least four and at most five academic years.
14) The standard length of study in full-time master's study programs, including professional practice, is at least one and at most three academic years. The standard

[5] § 54a of the Act on Higher Education
[6] § 86 of the Act on Higher Education
[7] § 70 of the regulation of the Government of the Slovak Republic 296/2010 Coll. on professional competence for the performance of the medical profession, the method of further education of medical staff, the system of specialized departments and the system of certified work activities, as amended.

length of study in master's degree programs of external study, including professional practice, is at least two and at most four academic years.

15) The standard length of study in full-time doctoral study programs is three or four academic years; the number of credits, the achievement of which is a condition for the proper completion of studies, for a doctoral study program in the full-time form of study with a standard length of study for three academic years is 180 credits and for four academic years is 240 credits.
16) The standard length of study in doctoral study programs in the external form of study is four or five academic years; the number of credits, the achievement of which is a condition for proper completion of studies, is 180 credits for a doctoral study program with a standard length of study of four academic years and 240 credits for five academic years.
17) A student may exceed the standard length of study by a maximum of two academic years.
18) The standard length of further education for healthcare workers is two years and three years.
19) For each started academic year of study beyond the standard length of study, the student is obliged to pay the tuition fee in the amount determined by the rector of UCM[8]. If the student studies the study program longer than its standard length of study, due to participation in academic mobility within the framework of the exchange program while complying with the conditions of this exchange program, or if in the last year of study during the standard length of study of the relevant study program the student was provided with a social scholarship, the obligation to pay tuition fees does not arise in the next year of study, which follows after exceeding the standard length of study.
20) Tuition fees determined by the rector of UCM are also required to be paid by students to whom applies § 92 par. 5, 6, 8 of the Act on Universities and students of study programs in the external form of study according to whom applies § 92 par. 4 of the Act on Higher Education.
21) UCM and its faculties can provide the study of individual units of the study program or part of the study for other institutions, universities or faculties.
22) Higher education for international students is governed by the Act on Higher Education, the UCM Statute and these study regulations. Tuition and fees related to studies are set by the rector of UCM for international students according to internal regulations.
23) UCM also provides lifelong education[9]. UCM and its faculties enable those interested in practice to supplement, expand and deepen their education, requalify, or prepare to obtain a higher level of education in the school system.

[8] § 92 par. 5, 6, 8 of the Act on Higher Education
[9] Act No. 568/2009 on lifelong learning and on the change and supplement to some acts as amended by subsequent provision.

## § 4
## Students of UCM

1) An accepted study applicant becomes a UCM student by enrolling in a study program implemented at the university or at the faculties.
2) The student ceases to be a UCM student by
   a) proper completion of studies according to the relevant study program, with the date of completion being the day when the student fulfils the last of the conditions prescribed for the proper completion of studies of the given study program,
   b) leaving the study at his own request,
   c) interrupting studies,
   d) exclusion from studies for failure to meet the conditions of the study program and study regulations within the specified time,
   e) exclusion from studies in accordance with the UCM disciplinary regulations,
   f) exceeding the standard length of study by more than two years,
   g) if the student does not accept UCM's offer to continue studying another study program after cancelling the study program,
   h) if the student did not show up for enrollment in the next part of the study or for re-enrollment after interruption of studies even within ten working days after receiving the invitation and did not request an extension of this period for health reasons,
   i) death of the student.
3) Above all, the student has the right
   a) to study the study program for which he was accepted,
   b) to create a study plan according to the rules of the study program,
   c) to enroll in the next part of the study after meeting the conditions of the study program and study regulations,
   d) to choose the pace of study while observing the time, capacity and other limitations given by the study schedule and study program,
   e) to propose the topic of the final thesis,
   f) to apply for studies at another university as part of the studies, including abroad,
   g) to participate in research, development, artistic and other creative activities at UCM,
   h) to participate in the establishment and activities of independent associations operating at UCM in accordance with legal regulations,
   i) to comment at least once a year in the form of an anonymous questionnaire about university teachers and the quality of teaching,
   j) to freely express opinions and comments on higher education,
   k) for information and advisory services related to studies and the possibility of applying graduates in practice,
   l) if he/she is entitled to free university studies, to decide which study program he/she will study for free, if he/she is subject to the obligation to pay tuition fees[10],

[10] § 92 par. 5 of the Act on Higher Education

m) to change the study program within the same field of study or a combination of study fields according to the rules of these study regulations.

4) The student is obliged in particular
   a) to comply with the internal regulations of the UCM and its components,
   b) to protect and economically use UCM property, resources and services,
   c) to pay tuition fees and fees associated with the study, directly to the UCM or the faculty and truthfully state the facts decisive for their determination,
   d) to notify the university or faculty of all crucial information regarding the student's status, including the address for delivery of documents, change of name, surname or gender
   e) to appear in person at the written summons of the rector of UCM, the dean or an employee of UCM or the employee authorized by the faculty,
   f) to notify the UCM in writing by September 30 of the calendar year, if he/she is studying a study program of the university, or the faculty, if he/she is enrolled in the study program of the faculty, of the decision according to § 70 paragraph 1 letter e) Act on Higher Education,
   g) to continuously check the content of registration forms, throughout the entire academic year.
5) The student becomes a member of the UCM academic community; if he/she is studying a study program at the faculty, then also a member of the faculty's academic community.
6) the UCM academic bodies, in case of faculty study programs, the faculty's academic bodies, have the right to decide in matters of academic rights and obligations of students enrolled in UCM study programs.
7) For violation of the Act on Higher Education and the internal regulations of UCM or the faculty where the student studies, or for violation of public order, the student may be subject to disciplinary action according to the relevant disciplinary procedure.

## § 5
## Study advisor, study coordinator

1) The students are provided with counseling services in matters of study and when drawing up a study plan by study advisors, and supervisors in doctoral studies. The study advisor from among university teachers at the faculty is appointed by the dean, for study programs of the university by the rector. If necessary, the dean or rector of UCM can also appoint several study advisors from the ranks of teachers.
2) To ensure student mobility, the rector of UCM appoints a university coordinator from among university teachers. His task is to methodically guide the cooperation with the relevant Study Departments and the Department of External Relations of the UCM in the sending and receiving of students and to provide them and the public with information about study options and advisory services in matters of study.

3) At the faculties, the deans appoint faculty and department coordinators, coordinators of practical teaching, whose task is to ensure student and teacher mobility, as well as information about study options.

## § 6
## Admission to study

1) Admission to study programs is governed by UCM's internal regulation[11].
2) UCM also accepts students from other universities in accordance with the conditions of the exchange program or on the basis of a contract with the sending university for part of the university studies without an admission procedure.

# Second part
# Study organization

## § 7
## Study schedule

1) The academic year begins in September of the current year and ends on August 31 of the following calendar year.
2) The academic year is divided into winter semester, summer semester and holidays.
3) There are usually 12 weeks of teaching in each semester, and the examination period is usually 6 weeks.
4) The study schedule determines the dates of registration for studies and enrollment in the next part of the study, the start and end dates of semesters, the number of teaching weeks in individual semesters, the start and end dates of teaching in individual semesters, the duration of the probationary period in each semester, the dates of state exams, practices and vacation dates.
5) The Rector of UCM, after discussion in the Rector's Board of UCM, establishes a binding study schedule for the following academic year by December 31 at the latest.
6) The dean may request the UCM Rector to adjust the schedule, but no later than September 30 of the relevant academic year.

## § 8
## Study credit system

1) The credit system of the study is based on the collection and transfer of credits. Credits make it possible to evaluate the student's workload associated with completing individual subjects of the study program. The credit system thus enables the student to co-decide on the individual progress of the study, the focus of the study, its length, as

[11] UCM admission procedure

well as the place where part of the study is completed. It supports the mobility of students and enables the student to exercise the right to determine his own progress in the study program while respecting its rules.

2) The credit represents one sixtieth of the student's standard workload during the academic year.
3) Credits are numerical values assigned to subjects that characterize the amount of work required for their successful completion.
4) The standard load of a student in the regular form of study for the entire academic year is expressed by the number of 60 credits and for one semester of the academic year by the number of 30 credits.
5) The standard load of a student in an external form of study for the entire academic year is expressed as a maximum of 48 credits depending on the standard length of study.
6) The student receives credits after successfully completing the enrolled subject of the study program. For each subject, a student can receive credits only once during the course of study.
7) The number of credits that the student receives for completed subjects are collected (added up). One of the conditions for continuing in the next part of the study is gathering, obtaining the necessary number of credits.
8) Credits obtained for completing a part of the study on the basis of a study contract[12] at another faculty or university at home or abroad are also transferred (counted) to the student's total number of collected credits based on the statement of study results issued to the student by the faculty or university, on which he obtained them.
9) The transcript of the completed part of the study is part of the student's personal study documentation.

## § 9
## Study program and study plan

1) A study program is a set of subjects that consist of educational activities, which are mainly lectures, seminars, exercises, final thesis, project work, laboratory work, internship, excursion, professional practice, state examination and their combinations, and a set of rules compiled in such a way that successful completion of these educational activities while observing the stated rules allows obtaining a higher education.
2) Another part of the study according to each study program is also the final thesis, which together with its defense forms one subject; the defense of the final thesis is one of the state exams.
3) The study program contains
   a) name of the study program,

[12] according to the decree of the Ministry of Education of the Slovak Republic no. 614/2002 Coll. on the Study Credit System (hereinafter referred to as the "decree on the study credit system")

b) a field of study in which a higher education is obtained by completing the study program, or a combination of two fields of study in which a higher education is obtained by completing the study program,
c) degree of university studies for which the study program is intended,
d) form of study,
e) graduate profile,
f) the characteristics of the subjects, or the length of the internship, including the number of credits obtained by completing them,
g) rules and conditions for creating study plans,
h) standard length of study expressed in academic years,
i) required skills and prerequisites of the applicant for the study program,
j) the division of the study into parts expressed in academic years or parts thereof and the conditions, the fulfillment of which is required for the student to be able to advance to the next part of the study; conditions are expressed by the number of credits obtained for completed subjects,
k) the number of credits, the achievement of which is a condition for proper completion of studies,
l) other conditions that the student must fulfill during the study of the study program and for its proper completion, including state exams,
m) a special characteristic, if the study program has it,
n) awarded academic title,
o) in the case of joint study programs[13] cooperating universities and the definition of which study obligations the student fulfills at which university,
p) language or languages in which the study program is carried out, which means the language or languages in which the subjects of the study program are taught.

4) The student's study plan determines the time and content sequence of subjects and the form of evaluation of study results. In addition to the form of evaluation of study results, the study plan is drawn up by the student himself or in cooperation with the study advisor within the specified rules and in accordance with these study regulations.
5) The student draws up a study plan by himself or with the help of a study advisor from the offered list of subjects in the study program in such a way that he/she meets the rules of the study program and the conditions of these regulations.
6) The student's study plan determines which subjects the student will complete within the study, determines their time sequence and determines the forms of evaluation of study results.
7) Each study program includes a recommended study plan, which is compiled in such a way that, by completing it, the student fulfills all the conditions of the study program for successful completion in the standard length of study.
8) The recommended study plan of individual study programs is published in AIS of UCM.

[13] § 54a of the Act on Higher Education

9) Information about the study, the study program, the recommended study plan, the content of individual units of the study program, the method of their completion and the requirements for their successful completion are part of the academic information system (hereinafter, "AIS"). AIS also gathers information about the study results of students from all parts of the university.
10) In the doctoral study program, the study consists of a study part that ends with a dissertation exam, a scientific part, the defense of the dissertation and, in the full-time form of study, also a pedagogical part.

## § 10
## Subjects of the study program

1) Subjects of the study program are divided into compulsory, compulsory optional and optional subjects according to their abidingness.
2) Compulsory subjects are prescribed to the student and are based on the profile of the graduate of the study program. Completing them in full is a necessary condition for completing the entire study program.
3) Compulsory optional subjects are an alternative offer resulting from the student's orientation to a certain part of the study program and allow the student to adapt the study plan of the study program to his individual needs.
4) The student enrolls in compulsory optional subjects from the offer of compulsory optional subjects of his study program, but also from the offer of other study programs of other faculties or other universities within the valid rules.
5) Optional subjects are chosen by the student according to the required number of credits, they are other subjects of the studied study program, as well as subjects of other study programs.
6) The student enrolls in optional subjects from the optional subjects of his study program, but also from the offer of other study programs of other faculties or other universities within the applicable rules.
7) Subjects are divided according to continuity into non-continuity subjects (enrollment of the subject is not conditional on completion of another subject) and contiguous subjects (enrollment of such a subject is conditional on completion of another subject or subjects).
8) The subjects of the study plan are one-semester. Basic information about the subject is provided in the subject information sheet according to the model[14].
9) The final thesis and its defense is a mandatory subject of every study program. It is awarded credits when it is graded A – E.
10) The state exam is a subject in bachelor's and master's studies and credits are allocated for passing it.

[14] decree on the study credit system

11) Dissertation in doctoral study is a subject for which credits are allocated after its successful completion.

## § 11
## Enrollment and completion of subjects

1) By enrolling, the student determines his study plan for the next study period, semester or academic year.
2) Students register for studies on the set dates according to the study schedule of the academic year.
3) The student can authorize another adult to enroll in the next part of the study, only on the basis of an officially verified authorization.
4) The student writes down the subjects in the enrollment sheet in the AIS and in the doctoral study program in the study report.
5) The registration has two parts, the preliminary registration and the main registration. Electronic registration is also considered the main registration, if such registration is allowed.
6) By pre-registration, the student must express his interest in the subjects he wants to take in the following academic year in the specified period.
7) The main registration is carried out by the respective Study Departments at the beginning of the academic year.
8) Part of the registration is a check of the fulfillment of the criteria for advancement to the next part of the study.
9) Enrollment of subjects is binding for the student, with the exception established in section 10 and section 18 of this paragraph.
10) The student can make changes in the registration no later than two weeks after the start of classes in the relevant semester, exclusively due to a schedule conflict or in case that the course has been duly cancelled. Even in this case, the student must comply with the principles applicable to the registration of subjects.
11) A student who, for a serious reason, could not participate in the registration on the set date, can register additionally, no later than 5 days after the start of the academic year. In exceptional cases, the dean or rector of UCM may, based on the student's written request, allow enrollment at a different date, but no later than September 30 of the relevant academic year.
12) When registering, the student fills out the prescribed documents. The student is responsible for the correctness of the completed documents and is also responsible for any failure to fulfill the prescribed study obligations in the given semester or year, caused by incorrectly filling out the documents.
13) The documents to be filled out during registration are determined by the dean, in the case of university study programs, the UCM rector.
14) A student can enroll in the next part of the study if he/she has fulfilled the conditions of the study program and study regulations for continuing his studies until the end of

the examination period of the given academic year, or if he/she enrolls after interrupting his studies.

15) When enrolling, the student enrolls in the subjects of the study program according to the recommended sequence of subjects. When registering, he/she respects the results from the pre-registration in which he/she applied for these units.
16) A student cannot re-enroll in a course that has already been completed.
17) A student can enroll in the same subject of the study program no more than twice during his studies. The second entry is considered a repeated subject.
18) A student can receive an evaluation from a registered and uncompleted subject of the winter semester in the examination period of the summer semester of the same academic year only on the condition that he has not used up all correction deadlines in the winter semester. A subject enrolled and not completed successfully in the relevant semester after all remedial deadlines have been used, it is possible to enroll once more during the course of study (re-enrolment), either within two weeks of the beginning of the next semester of the same academic year at the latest (with the permission of the teacher, when participation is no longer necessary during classes, only the other fulfillment of duties and meeting the dates of exams) or in the next academic year of study with reference to the semester in which the subject is properly taught. The subject entered in this way is considered repeated.
19) When repeating a compulsory subject, the student must pass the subject successfully, otherwise he/she is excluded from the study.
20) When repeating a compulsory optional subject of the study program, the student enrolls in the same subject or enrolls in another compulsory optional subject.
21) When repeating an optional subject of the study program, the student enrolls in the same or a different elective subject. If the student obtains a sufficient number of credits to advance to the next part of the study, he does not have to enroll in any optinoal subject.
22) However, other compulsory optional or optional subjects enrolled in this way are considered as repeated subjects.
23) In each year of study, the student enrolls in the subjects of the study program in such a credit weight and composition that at each stage of study control he/she can meet the conditions for continuing studies or the conditions for completing studies.
24) When enrolling for the following year of study, a student may enroll in subjects with a maximum weight of 90 credits in bachelor's study programs and 60 credits in master's and engineering study programs.
25) When enrolling in the next part of the study, a full-time and external student must enroll in the subjects of the study program with a weight of at least 40 credits. In the external form of study, at least 30 credits in study programs with a standard length of study of four years in bachelor's study programs and in study programs with a standard length of study of three years in master's study programs.
26) The condition for continuing to study in the next year of study in the full-time and external form of study is the acquisition of at least 40 credits in the previous academic

year. In the external form of study, at least 30 credits in study programs with a standard length of study of four years in bachelor's study programs and in study programs with a standard length of study of three years in master's study programs.

27) In the full-time and external form of doctoral studies, a doctoral student can register for the dissertation examination after obtaining at least 70 credits, but no sooner than 12 months after being accepted for doctoral studies in a three-year study program and 18 months after being accepted for doctoral studies in a four-year study program.
28) In the academic year in which the student plans to finish the studies, he/she enrolls in subjects with such a weight that by obtaining them he/she meets the conditions for finishing the studies.
29) Part of the first registration for studies is also the issuance of study documents, a student card and a study report only in doctoral study programs.
30) When enrolling in the next part of the study, the validation of the student ID card and the issuance of a statement of the study results are part of the enrollment.
31) The conditions for enrollment in individual units of study programs and lifelong learning are determined by the rector of UCM in the case of university study programs or the deans of faculties in the case of faculty study programs.

## § 11a
## Enrollment of a student from another university

1) The dean of the faculty decides on the enrollment of a student from another university or faculty, who has been accepted to study a study program of the relevant degree in the same or a related field of study at another university, based on the student's request.
2) The request must be submitted in writing and addressed to the dean of the faculty where the study program applied for by the student is implemented. It must contain complete information about the year and level of study in which the applicant is studying at the time of submitting the application. The application must be accompanied by a transcript of the student's exams in the level of study he is currently in and a confirmation of school attendance no older than one month. The dean of the faculty may ask the student to attach other documents important for the decision to the application.
3) The dean of the faculty will decide on the application of a student from another university for enrollment within 30 days from the delivery of all documents intended for such a decision.
4) The decision may be tied to completion of the prescribed study subjects of the faculty's study program, determined by the dean. The dean of the faculty can also prescribe a deadline for their implementation. In study programs in which the entrance exam is implemented, the student is obliged to take the entrance exam if the dean of the faculty decides to do so.
5) The dean of the faculty recognizes the student's years of study and credits from previous studies within the standard length of study.

6) On the day of enrollment, the student becomes a student of the university he enrolled in, and his previous studies are considered abandoned on the day preceding the day of enrollment.
7) After registration, the student can ask the dean of the faculty for recognition of the evaluation of the subjects obtained during the study of another study program. The dean of the faculty may, after enrolling a student from another university, or faculty, to recognize course evaluations on the basis of a written application, supported by a valid document on completion of the course, its form and content.
8) In case of a university study program in par. 1) – 7) § 11a of the study regulations, the rector of UCM is the authorized person.

**§ 12**
**A set of educational activities**

1) The basic sets of teaching are lecture, seminar, exercise, laboratory exercise, consultation, semestral work, project work, laboratory work, final thesis, excursion, professional practice and controlled self-study.
2) The subject of the study program can be taught simultaneously by several forms of teaching during the entire semester or in teaching blocks. The form of teaching is determined by the guarantor of the subject.
3) Students are lectured by professors, docents, scientific workers, artistic workers, experts from practice and, with the consent of the rector of UCM or the dean, in the case of university study programs, in the case of faculty study programs, also assistant professors with a scientific rank.
4) All other forms of teaching, except for lectures and consultations in external studies, are usually conducted by assistant professors, assistants, doctoral students, lecturers and experts in practice.
5) The teacher is obliged to keep records of participation in classes and to archive them during the entire period of study of the students in the relevant degree.
6) The dean of the faculty sets the minimum and maximum number of students in the group for which individual sets of educational activities are organized within the study of the subject. In case of university study programs, the rector of the UCM has this authority.
7) Studies are checked continuously during the semester and at the end of the semester during the probationary period. The method of evaluating the student's work is determined by the subject information sheet.
8) Participation of students in lectures and other forms of teaching is mandatory to the extent specified by the study plan of the study program.
9) For particularly serious reasons, especially health reasons, a student can make up for missed classes, but no more than 1/3 of the total scope of classes for a given subject of the study program. The form and date of substitute teaching is determined by the head of the relevant department at the proposal of the teacher.

10) The dean of the faculty, after the prior statement of the head of the department, may recognize the completion of subjects of the study program at another university, or faculty, as stated in § 11a par. 7 of the study regulations. In the case of university study programs, the rector of the UCM has this authority.

## § 13
## Individual study schedule

1) In justified cases, a student of a bachelor's, master's or engineering study program can usually request for an individual study schedule, which regulates the student's teaching obligation in the relevant semester, no later than three weeks after the start of classes.
2) The individual study schedule at the request of the student is approved by the dean, who has the right to assess the applicant's reasons. In case of university study programs, the rector of the UCM has this authority.
3) In this case, the prescribed teaching obligation is at least 50% of the total number of teaching hours of the study subject, if the dean, in the case of faculty study programs, or the rector of UCM, in the case of rectorate study programs, does not decide otherwise.
4) The study schedule of the academic year in its other parts is binding for students who study according to an individual study schedule.
5) Other conditions of the individual study schedule will be adjusted in writing by the dean of the faculty in the case of university study programs and the rector of UCM.

## § 14
## Completion of study subjects

1) The main forms of evaluation of the results achieved in the study are the continuous control of the study during the teaching part of the study and the final evaluation after the end of the teaching part of the semester. A special form of evaluation of the achieved study results is the state exam.
2) The ratio between the interim control of the study and the final control of the study is determined bindingly by the information sheet of the subject.
3) Continuous assessment of the student usually takes the form of control questions, written tests, tasks for independent work, term papers, reports for seminars, projects, etc.
4) The final evaluation usually takes the form of a written, practical, oral or combined method of checking the student's study results.
5) The teacher is obliged at the beginning of the semester, no later than two weeks after the start of classes, to provide students with specific information about the teaching of the subject in accordance with the decree on the study credit system and a subject information sheet with detailed requirements and the method of evaluating the student's work.

6) The dates of the final evaluation of study subjects will be published by the departments no later than 14 days before the end of the teaching in the relevant semester in AIS.
7) The student is obliged to register for the regular date and correction dates of the final assessment in AIS. The student is obliged to register for the regular date of the final assessment in the relevant semester in which the subject is enrolled.
8) Students can fulfill the evaluation conditions in individual subjects of the study program until the end of the examination period of the given academic year at the latest.
9) Part of the final evaluation may also include the results of the ongoing study control during the semester according to the data in the subject information sheet.
10) In doctoral study programs, the student's progress in the study is monitored and evaluated by the union committee together with the supervisor.
11) If necessary, the supervisor submits a proposal for adjusting the individual study plan of the doctoral student to the rector of UCM if the doctoral study program is implemented at the university, or to the dean in the case of faculty study programs.
12) The teacher has the right to require the student to show a student ID during the exam.

**§ 15**
**Evaluation of study results**

1) At the university, the following classification scale is used to evaluate study results
   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 only minimum criteria) = 3,
   f) FX- insufficiently (the results do not even meet the minimum criteria) = 4,
2) In case of doctoral study programs - graduated, did not graduate.
3) A weighted study average is used to evaluate the student's overall results.
4) The weighted study average for the academic year is calculated by adding up the products of the subject's credit evaluation and the numerical value of the grade for all the subjects enrolled by the student for the evaluated period and dividing them by the sum of the credits achieved for the given period. Subjects evaluated with a grade of FX or subjects that the student enrolled in but did not complete are also included in the average with a grade of 4.
5) The weighted study average for the entire study is calculated according to the provision of par. 3 with the fact that only successfully completed courses are included in the calculation.
6) The weighted academic average is a decisive criterion in the awarding of UCM rector's and dean's prizes, in the awarding and awarding of scholarships.
7) The student will receive credits only for a successfully completed subject.
8) The subject is successfully completed if its results have been evaluated with one of the classification levels A to E.

9) For each subject of the study program the student has the right for two correction dates within the examination period of the relevant academic year.
10) When re-enrolling a subject, the student has the right for two correction dates within the relevant academic year.
11) A student who has used up all remedial deadlines for a repeated subject evaluated with the grade FX is considered a student who has not met the conditions for continuing his studies and is expelled from his studies.
12) Every student has the right to be informed about the evaluation of his written exam, about mistakes and the correct solution.
13) The teacher must ensure the archiving of documents on the evaluation of the student's study results until the end of the following academic year.
14) The examiner evaluates the results of the interim and final assessment using a classification scale. The teacher records the study results in AIS no later than five calendar days after taking the exam or subject.
15) The student may request in writing the dean to change the examiner, or request a commission examination of the given subject only after all correction deadlines have been used up, but at the latest within ten days from the registration of the FX in the last correction deadline in AIS. The commission examination is held before a commission, which consists of at least 3 members and has a designated chairperson of the commission, who is appointed by the dean of the faculty on the proposal of the head of the department. The commission exam is not included in the exam dates.
16) If the student does not show up for the designated date for evaluating the results of his studies for which he enrolled in AIS and does not provide an excuse for non-attendance within five working days from the date of the exam, the examiner will award him an FX grade. If the student does not register for the specified date for the assessment of the results of his studies in AIS, does not appear on the specified date and does not provide an excuse for absence within five working days from the date of the exam, the examiner will award him an FX grade. In this case, the subject is considered repeated. In case of university study programs, the UCM rector has the stated competence.
17) Dishonesty during the interim and final evaluation of study results in its individual forms and the use of illegal aids and illegal practices leads to an unsatisfactory result. For this offence, the student may be expelled from the study.

## § 16
## Control stages of the study

1) When exercising the right to choose his own pace of study, the student must, in order to continue in the next part of the study, obtain
   a) after completing the first semester in the first year of study in the full-time form of study at least 10 credits, in the external form of study at least 8 credits, if the dean or the rector does not specify otherwise in bachelor's and master's and engineering study programs,

b) for each next two consecutive semesters of study in the full-time form of study credits in the sum of 40, in the external form of study credits in the sum of 30 in bachelor's, master's and engineering study programs, except for the last year/semester of study.

2) The student has met the conditions for continuing his studies, if he/she
   a) fulfilled the conditions of the control stages of the study,
   b) received credits for subjects he/she had enrolled for the second time,
   c) does not exceed the permitted length of study in the next period for which he/she is enrolled.

## § 17
## Final thesis

1) The final thesis is a bachelor's thesis, diploma thesis and dissertation.
2) With the bachelor's and diploma thesis, the student demonstrates the ability to work creatively in the field of study in which he/she graduated from the study program.
3) With the dissertation, the student demonstrates the ability and readiness for independent scientific and creative activity in the field of research and development or for independent theoretical creative activity in the field of study in which he/she graduated from the study program.
4) The basic requirements of the final thesis are determined by the dean in the case of faculty study programs and the UCM rector in the case of university study programs.
5) The final thesis is prepared by the student under the supervision of the supervisor in accordance with the internal regulations of UCM and the relevant faculty.
6) The final thesis is evaluated by the opponent, in the case of doctoral studies, by the opponents.
7) Each supervisor and each opponent prepares a written assessment of the final thesis, which must be published in AIS no later than three days before the defense of the final thesis.
8) The final thesis together with the defense forms one subject and belongs to the state exams.
9) The committee for state examinations negotiates the result of the defense of the final thesis by secret ballot. In case of equality of votes, the chairperson of the committee has two votes.
10) The results of the defense of the bachelor's and diploma thesis are graded A - FX, the defense of the dissertation is graded pass or fail.
11) As a rule, the final thesis is prepared and defended in the state language. With the consent of the UCM or the faculty, the final thesis may be written and defended in another language. In this case, it contains an abstract in the national language.

## § 18
## State Examination

1) Successful completion of the state exam examination or state examinations is a condition for proper completion of bachelor's, master's, engineering and doctoral studies.
2) The state examination is public. The non-public part of the state exam is only the committee's decision on the results of the state exam.
3) The student registers in writing for the date of the state examination according to the study schedule in the given academic year after fulfilling the obligations of the study program.
4) The content and form of the state examination for study programs is approved by the relevant Scientific Board.
5) The state examinations include the elaboration and defense of a bachelor's thesis in bachelor's studies, the elaboration and defense of a diploma thesis in master's and engineering studies, and the elaboration and defense of a dissertation in doctoral studies.
6) The state examination usually consists of several state exam subjects. Exams for individual subjects can also be held separately in accordance with the schedule of state exams.
7) The dates of the state examination are bindingly set in the study schedule of the academic year.
8) The state examination is taken by the student in front of the committee for state examinations.
9) The committee for state examinations has at least 4 members. The committee is able to make decisions if the chairperson of the committee and at least two other members are present.
10) The right to examine at the state examinations in doctoral, master's and engineering study programs is granted to university teachers, professors and associate professors, and other experts approved by the relevant Scientific Board. At least two members of the committee are university teachers in the position of docent or professor.
11) In bachelor's study programs, in addition to university teachers working as docents or professors and other experts from practice, approved by the Scientific Board, assistant professors with a third-level university education have the right to examine at the state examinations. At least one member of the committee must be a docent or professor.
12) The chairperson of the committee for state examinations from the ranks of professors and docents of universities is appointed by the rector of UCM and, in case of study programs of the faculty, by the dean.
13) The course of the state examination is managed by the chairperson of the committee who is responsible for the committee's activities.
14) State examination results from individual subjects are classified separately.
15) The components of the state examination are classified with grades A to FX.

16) The overall assessment of the state examination is "passed with distinction", "passed" and failed".
17) The state examination is evaluated as passed with honors if the student was evaluated from individual parts of the state exam with only grades A and B, while the number of A grades is greater than or equal to the number of B grades, unless the dean decides otherwise.
18) In other cases, a student is graded as passed, as long as he has not been graded FX even once.
19) A state examination is graded as failed if the student was evaluated in any part of the state examination with an FX grade.
20) A student who was graded FX in one or more subjects on the state examination, repeats the state examination only in the subjects thus graded.
21) A student whose final thesis was classified with the grade FX by the opponent or supervisor, or by the opponent and supervisor, has the right to defend the final thesis.
22) In case of an unsuccessful defense of the final thesis, the committee will simultaneously decide whether the thesis will be returned to the student for revision.
23) If the student did not come to the state examination on the specified date and did not apologize no later than five days after the specified date, the state examination will be graded FX, unless the chairperson of the state committee decides otherwise.
24) A student who, for serious reasons, cannot take part in the state examination or part of it, may request a change in the date of the state examination in accordance with the study schedule of the given academic year, or the schedule of state examinations of the given faculty.
25) The state examination can be repeated twice, while the total time from the first enrollment to the successful completion of the state examination must not exceed the standard length of study by more than two years.

## § 19
## Overall evaluation of the study

1) The overall result of the students' successfully completed studies is evaluated according to the results of the entire study and the state examination with the following grades - "passed with honors" and "passed".
2) If the dean or rector of UCM, in the case of a university study program, does not decide otherwise by the beginning of the academic year at the latest, the student will graduate with honors if he/she has achieved a weighted academic average for the study, including the assessment of subjects in the state exam, better than 1.30 and has passed the state examination in the regular term with the classification grade "passed with distinction".
3) In other cases, the student ends his studies with an overall grade of as passed.

## § 20
## Completion of studies

1) The basic condition for proper completion of studies is completion of studies according to the relevant study program.
2) Completion of each level of study consists of the proper completion of the study and the completion of the state examination.
3) Evidence of the proper completion of university studies and the acquisition of an academic title are a diploma, a certificate of state examination and a diploma supplement.
4) The university will issue a university diploma to graduates indicating the field of study, study program, academic title in Slovak and in English.
5) The university diploma is usually issued to UCM graduates at the graduation ceremony.
6) If the student requests so, the UCM can also issue documents on completion of studies in other languages.
7) For excellent results during the entire course of study, the rector of UCM awards the "Rector's Award" to the best graduates, and the dean awards the "Dean's Award" to the best graduates of the faculty. The rector of UCM awards the "Rector's Commendation" and the dean "Dean's Commendation" for an exceptionally high-quality final thesis.
8) In addition to the proper completion of the study, the study will also be terminated for the reasons specified in § 66 par. 1 of the Act on Higher Education.

# Third part
# Other provisions

## § 21
## Change of study program

1) The student has the right to change the study program within the same field of study, a related field of study, a combination of study fields, or a related field of study.
2) The student requests a change of the study program in writing to the dean of the faculty, who accepts such a request in accordance with the capacity conditions for the implementation of the study program. In the case of university study programs, the rector of the UCM has all competences in changing the study program.
3) A student can apply for a change of study program after enrolling for studies, no later than October 15 of the calendar year in which he first enrolled for studies.
4) The change the study program according to par. 1 can also be applied for by a student after enrolling in the next part of the study, but no later than October 15 of the calendar year.
5) In case of differences in the study plans, the student can apply for recognition of completed subjects of another study program.

6) When changing the study program, the student is obliged to fulfill the conditions set by the new study program in order to successfully complete the studies.

## § 22
## Interruption of studies

1) On the basis of a student's written request, a decision can be made to interrupt studies, for a maximum of 4 semesters.
2) In special cases (maternity leave, parental leave, serious health reasons), studies can be interrupted for a maximum of 6 semesters.
3) A student's studies may be interrupted for a maximum of two semesters without giving a reason.
4) Interruption of studies is permitted in the case of a university study program by the rector of UCM, in the case of a faculty study program by the dean of the faculty.
5) Interruption of studies for a doctoral student who applied for a dissertation topic listed by an external educational institution is permitted by the dean after a positive statement from the statutory representative of the external educational institution.
6) In case of a study program implemented in accordance with § 54a of the Act on Higher Education, the statutory representative of the cooperating institution also authorizes the interruption of studies.
7) A student who has interrupted his/her studies ceases to be a student on the day of interruption. During the interruption of studies, the student does not have the rights and obligations of a student.
8) A student whose studies were interrupted has the right to re-enroll for studies. He/she becomes a student on the day of enrollment after interruption.
9) If the student interrupts his studies
   a) for the entire academic year (from September 1 of the current year to August 31 of the following year), this academic year is not taken into account in the total period of study,
   b) in such manner that he/she is enrolled for at least one day of study in the relevant academic year, this academic year is rounded up in the total period of study for tuition purposes and is taken into account as a whole academic year.
10) If a student interrupts his studies during the teaching part of the winter semester, his/her enrollment in the study program subjects of the winter and summer semesters will be cancelled. If a student interrupts his/her studies during the teaching part of the summer semester, his/her enrollment in the subjects of the summer semester study program will be cancelled.
11) If the student has an interrupted study during the teaching part of the semester, the registration of subjects after starting after the interruption is not considered repeated registration.
12) If the student has interrupted his studies in the part of the academic year when there is no teaching, all credits and evaluations obtained up to the date of submission of the application for interruption of studies are recorded. Study obligations, for which the

student received an FX assessment by the deadline for submitting the application for interruption, or did not receive any assessment, are generally considered to have been re-enrolled when starting after the interruption of studies.

13) If the student has a subject registered as repeated, he/she can interrupt the studies only after completing it.
14) In case of health or serious personal reasons, a student may request in writing the dean of the faculty and, in the case of a university study program, the rector of UCM, for the possibility of interrupting his/her studies, even if he/she has not completed a repeated subject.
15) If there were changes in the study program during the study interruption, the current study program must be respected when enrolling after the interruption.
16) A student may interrupt his/her studies after the beginning of the winter semester, or summer, only after fulfilling the conditions resulting from registration, including payment of tuition fees for external or extra-standard studies.

## § 23
## Termination of studies

1) A student can terminate his/her studies by his/her own decision. The student will notify the relevant study department about his/her decision in writing.
2) On the basis of a written request, the UCM or the faculty will issue a confirmation of completed subjects with an indication of the assessment achieved, confirm the date when the student ceased to be a student, stating that the student did not complete his studies.

## § 24
## Rigorous examinations

1) Graduates of the master's study program can take a rigorous examination in the field of study in which they received their university education or in a related field of study, which also includes the defense of a rigorous thesis.
2) The rigorous examination consists of two parts (oral examination and defense of the rigorous work). Both parts of the exam are held on the same day.
3) An applicant who failed the rigorous thesis defense or the oral exam may repeat the rigorous exam based on a written request, no more than twice. If the applicant did not defend a rigorous work, the committee will determine whether it is necessary to revise or supplement the work.
4) In case of unsuccessful classification in the state examination of rigorous procedure from one part (defense of a rigorous thesis, successful completion of only part of the rigorous examination), the state examination is repeated only for the part that was not successfully completed.

5) After successful completion of the rigorous examination, the university awards an academic degree
   a) in natural science study programs, Doctor of Natural Sciences (RNDr.),
   b) in social science study programs, Doctor of Philosophy (PhDr.),
   c) in teacher study programs, Doctor of Education (PaedDr.).
6) The rules for conducting a rigorous examination are set by the rector of UCM, in case of university study programs and in case of faculty study programs, the dean.

## § 25
## Decision-making in matters of the student's academic rights and obligations

1) Proceedings in matters of violation of the student's academic rights and obligations (hereinafter referred to as "proceedings") take place at the faculty where the student is enrolled for studies. The dean makes the final decision in the proceedings.
2) In case of university study programs, the rector of UCM has the stated competence.
3) In matters according to § 66 paragraph 1 letter c) Act on Higher Education (failure to meet the conditions of the study program and study regulations) and § 66 par. 1 letter b) of the Act on Higher Education (exceeding the standard length of study by more than two years) cannot be further acted upon and it is not possible to file a request for review of the decision issued. A decision against which a request for review cannot be filed is final on the day of delivery.
4) Proceedings in the matter of interruption of study, change of study program, recognition of completion of subjects and other rights and obligations of the student begin on the day the student submitted a written request for the issuance of the relevant decision.
5) If the application does not contain the necessary data for a decision, the dean, or in case of university study programs the rector of UCM, will invite the student to complete the application within a reasonable period of time.
6) Decision in the matter according to par. 4 is issued by the dean, or in case of university study programs, the rector of UCM, within 30 days from the date of the start of the procedure. Proceedings in the case are suspended for the period according to par. 5. If the dean does not make a decision on the matter within the specified period, the student may contact the rector of UCM. In case of university study programs, the appeal body is the UCM Academic Senate.
7) The decision must be made in writing or electronically, must contain a justification and instruction on the possibility of submitting a request for review of the decision, and must be delivered to the student personally at the university, faculty, by registered mail with a delivery note and a note to the address for delivery of documents according to § 4 par. 4 letters d) of these study regulations or to his electronic mailbox[15]. In case of personal delivery, the student is obliged to identify himself with the UCM student card to the

[15] Act No. 305/2013 Coll. on the Electronic Form of Governance Conducted by Public Authorities and on amendments and supplements to other acts (e-Government Act).

person carrying out this delivery. The student receives the document by confirming the copy of the delivered document with his/her handwritten signature indicating the date, time, method of collection - in person, receiving the document and handing over the confirmed copy of such document to the person who delivered the document in question to the student. The faculty's or UCM's obligation to deliver the decision is fulfilled if the student accepts the decision, or as soon as the shipment is returned as undeliverable, or if the student thwarts or refuses to accept the decision.

8) The student may, within eight days from the day the decision was delivered to him/her, submit a request for review of the decision, which has a suspensive effect. The application is submitted to the authority that issued the decision. The dean, or in case of university study programs the rector of UCM, can grant such a request and change his/her original decision.
9) If the dean, or the rector of UCM in case of university study programs, grants the request and changes or cancels his/her previous decision, the authorities of the faculty or university in case of university study programs, if necessary, they will take measures so that the student's rights are restored and the consequences caused by the erroneous decision are immediately removed or mitigated.
10) The decision of the dean, or the rector of UCM in case of university study programs, is valid if the deadline for submitting an application has passed, or on the day when the student waived the right to submit such an application in writing.
11) The decision of the rector of the UCM or the Academic Senate of the UCM on the request to review the decision of the dean or the rector of the UCM becomes valid on the day it is delivered to the student.
12) Acts and decisions about the student's study rights and obligations are not covered by the Act No. 71/1967 Coll. on administrative proceedings, as amended.

## § 26
## Commendations and rewards

1) The rector of UCM can award a commendation associated with the awarding of a motivational scholarship to students who
   a) achieved excellent results during their studies,
   b) produced an excellent final thesis,
   c) showed an exemplary civic attitude or performed an exemplary act,
   d) represented the university in an exemplary manner at international, national and regional events and competitions.
2) The rules for awarding the UCM rector's commendation and the related granting of an extraordinary scholarship are governed by the UCM Scholarship Regulations.

## § 27
## Study of students with specific needs

1) If an entrance exam is part of the verification of study abilities, an applicant with specific needs (Section 100, paragraph 2 of the Act on Higher Education) will be given the form of the entrance exam and the method of its implementation, taking into account his specific needs, at his request based on an evaluation of his specific needs.
2) A student with specific needs who agrees to the evaluation of his specific needs is entitled to support services, in particular to
   a) ensuring the possibility to use specific educational resources,
   b) individual educational approaches, especially individual teaching of selected subjects for students with sensory disabilities,
   c) special conditions for the performance of study duties without reducing the requirements for study performance,
   d) individual approach of university teachers,
   e) tuition fee waiver in justifiable cases, if the study is longer than the standard length of the relevant study program.
3) The specific needs of the student to whom support services are provided may be reassessed, including at the request of the student.

## § 28
## Transitional provisions

1) According to the provisions of these study regulations, the conditions of study of students admitted to study starting from the academic year 2020/2021 are assessed.
2) The study conditions of students admitted to study before the academic year 2020/2021 are assessed according to the existing legal regulations and internal regulations of the university.
3) In the academic year of 2019/2020 and during an emergency, state of emergency or state of emergency declared in connection with the pandemic, it is possible to evaluate students verbally - passed, failed.

## § 29
## Final provisions

1) Any changes and additions to these study regulations can only be made through written amendments approved by the UCM Academic Senate.
2) These study regulations become valid on the day of approval by the UCM Academic Senate on April 28, 2020 and effective on September 1, 2020, with the exception of § 28 par. 3 of these study regulations, which takes effect simultaneously with its validity.
3) The Study Regulations of the University of Ss. Cyril and Methodius in Trnava, which were approved by the Academic Senate of the University of Ss. Cyril and Methodius in Trnava

on May 16, 2017 and which entered into force on September 1, 2017, are cancelled by the effectiveness of these Study Regulations.

In Trnava on April 28, 2020

prof. Ing. Roman Boča, DrSc.
rector of UCM

PhDr. Jozef Lenč, PhD.
chairman of AS UCM

*UCM Study Regulations, including amendments and supplements, is published in the Slovak language and in other languages in which the UCM conducts its programmes, with the Slovak language text being considered the authentic text.*