Internal regulation
University of Ss. Cyril and Methodius in Trnava
17/2021

Directive on the recognition of completed subjects

§ 1
Introductory Provisions

1) Internal regulation The directive on the recognition of completed subjects (hereinafter referred to as "the directive") is part of the internal system of ensuring the quality of higher education at the University of Ss. Cyril and Methodius according to § 15 par. 1 letter b) of the Higher Education Institutions Act[1].
2) The directive is issued according to § 15 par. 1 letter c) Organizational Rules of the UCM.
3) The directive serves as a document defining the procedure for students, university, and faculty workplaces in the process of recognizing completed subjects within the framework of university studies.
4) Students of bachelor's, master's, and doctoral studies can apply to the dean of the faculty, the director of the institute, after the previous statement of the head of the relevant department, for recognition of completion of the subjects of the study program, if they have completed a subject with the same content in the same degree of study at the UCM or another university.

§ 2
Submission of request

1) It is possible to apply for the recognition of subjects only at the beginning of the study (immediately after registration, but no later than 2 weeks after the start of classes), using the prescribed form, which is published on the UCM website (Annex No. 1 of this directive).
2) Requests submitted after this deadline will not be accepted and will be returned.
3) A student can ask the dean of the faculty, and the director of the institute for the recognition of completed courses, if he/she has successfully completed a course at the faculty, institute, or another university with at least 60% content matching with the course from the current study program.
4) As a rule, the request includes documents issued and confirmed by the university at which the student successfully completed the subjects he/she is applying for recognition:
   a) the original "List of study results"
   b) syllabi of completed subjects or information sheet(s) of the subject(s),
   c) a list of subjects that he/she requests to recognize.

§ 3
Processing of application

1) After issuing an opinion on the recognition of subjects with the evaluation and number of credits and a copy of the statement or extract of the results of previous studies at UCM or another university, the relevant department is obliged to submit the documents no later than 21 days from the delivery of the request to the dean of the faculty or the director of the institute.
2) The Dean of the faculty, and the Director of the institute on the recommendation of the Head of the Department, may recognize completion of a compulsory subject if the

[1] 131/2002 Coll. on Universities and on amendments and supplements to some laws, as amended (hereinafter referred to as 'the Act on Universities').

time elapsed since receiving the assessment is not more than 5 years and the subject has been assessed as A to C.

3) The Dean of the Faculty, the Director of the Institute on the recommendation of the Chair of the Department, may recognize the completion of a compulsory optional subject and elective subject if the time elapsed since the appraisal was not more than 5 years and the subject has been rated A to D.
4) A UCM student who studied in a UCM study program and whose studies have ended in a non-regular manner (regular attendance) and who has been re-admitted shall automatically be recognized for all subjects which have already been successfully completed with a credit rating corresponding to the number of credits provided by the corresponding UCM study program for which the student has been re-admitted. The opinion of the Head of the Department concerned shall not be required for this purpose. Acts thus completed may be recognized only once and only if no more than five years have elapsed since their completion.
5) The recognition of subjects also covers the passed part of the State examination (subjects of the State examination) and the successful defense of the final thesis. Acts thus completed may be recognized only once and only if no more than five years have elapsed since their completion.
6) The Dean of the Faculty, the Director of the Institute on the recommendation of the Head of the Department, shall not recognize the completion of a compulsory subject:
    a) if the time elapsed since the evaluation was obtained is more than 5 years,
    b) if the evaluation of the subject was rated D to E or FX,
    c) if the student wishes to acknowledge a subject completed in a given academic year that has been registered as a recurring subject on the UCM.
7) The Dean of the Faculty or the Director of the Institute shall issue a decision pursuant to Annex 2 or 3 to this Directive on the basis of the opinions of the departments and shall transmit the documents to the Study Department of the various constituent parts of the UCM for finalization of the process.
8) Following automatic recognition of subjects and examinations pursuant to Paragraph 4, this fact will be recorded in the student file by the competent study officer of the Study Department concerned, with a signed extract of the results of the studies showing the date of recognition of the subjects/examinations. It shall also record this fact with the date and in the Academic Information System.
9) Once the subjects have been recognized on application by the student, recognized subjects in the Academic Information System shall be registered by a competent official of the Faculty/Institute Study Department concerned.
10) The decision of the Dean or the Director is final if the period for requesting a review of the decision has expired (§ 6 of this Directive) or the date on which the student waived the right to make such a request in writing.

§ 4
Competence and placement of a student

1) The procedure for recognition of examinations/subjects generally applies to students who in a given academic year were part of the admission procedure at UCM, faculty, or institute and have been enrolled before the 1st year of study and is determined by the methodology of the faculty/institute concerned.

2) Students who apply for recognition of subjects completed in the context of a change of curriculum to another related curriculum are assessed on the basis of the principle of recognition of an equal number of credits for subjects completed.
3) UCM does not recognize subjects and does not recognize credits for subjects in which the student has completed a previous course of study and, at the same time, has properly completed that course of study, i.e. he was awarded the relevant degree.
4) A student may be assigned to a higher year of study once the subjects have been recognized.
5) Recognized subjects are not counted in the weighted average of studies, or study average in the calculation of the benefit scholarship.

§ 5
Recognition within ECTS or other mobility

1) A student who has completed an ECTS[2] or another mobility course is automatically transferred the credits and grades of the subjects he has completed during the mobility at the receiving school (in accordance with the methodology of that UCM part).
2) The transfer of credits and grades is carried out in the department on the basis of a statement of the results of the studies made by the student at the end of his/her studies by the recipient university.
3) After automatic recognition of subjects, the student is placed in the next part of the study.
4) Following recognition of subjects and examinations in ECTS or another mobility, this fact shall be recorded in the student's file by the competent study officer of the relevant Study Department with a signed extract of the results of the studies, indicating the date of recognition of the subjects/examinations. It shall also record this fact with that date in the Academic Information System.

§ 6
Request for a review of the decision

1) The student may, within eight days of being served with the decision, submit an application for review of the decision, which shall have a suspensive effect. The request shall be made to the authority that issued the decision. The Dean or Director may comply with such a request and amend his/her initial decision.
2) If the Dean or Director complies with the request and amends or revokes his/her previous decision, he/she shall issue a new decision that shall be served on the student.
3) If the Dean or Director does not comply and does not amend or revoke his/her previous decision, he/she shall refer the request to the UCM Rector.
4) The UCM Rector will process the request within 30 days, the decision of the UCM Rector is final and cannot be appealed.
5) Proceedings and decisions on student rights and duties are not covered by Act No 71/1967 Coll. on administrative procedures, as amended.

[2] Erasmus+

§ 7
Final provisions

1) The current Directive on the recognition of completed subjects, which entered into validity on 14 February 2017 and entered into force on 1 March 2017, is repealed.
2) This Directive was negotiated at the UCM Rectors Board on 13 April 2021.
3) This Directive shall enter into force on the date of signature by the UCM Rector and enter into force on 1 May 2021.
4) Annexes 1 to 5 form an integral part of this Directive.

13 April 2021 in the university town of Trnava

Prof. Ing Roman Boča, DrSc.
Rector of UCM

Directive on the recognition of completed subjects, 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.

Annex 1 Application for recognition of examinations/objects carried out

Name:	Year: .....
Date and place of birth:	Study method: .....
Identity number:.....	Type of study: .....
Address:	POSTAL CODE:.....

Subject: Application for recognition of examinations

Attachments: study statement, statement of results of studies,...Conviction.

Dean's office
Institute

I request recognition of examinations from the subjects listed in the overview, on the other side, which performed in study years ..... /..... to t the Faculty .....
I attach a study statement (certificate) and/or a statement of the results of the study.

Date ..... Signature of applicant: .....

DECISION OF THE DEAN/DIRECTOR:
On the request of the departments, I accept examinations carried out on the following subjects:

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and assign the applicant to ... year of the study under the following conditions:

.....

.....

Date: ..... Signature of Dean/Director .....

Annex 1 Application for recognition of examinations/objects carried out

Overview of tests carried out at the faculty/institute.....

The section is completed in bold lines by the applicant (legibly).

No.	Name of the subject (exactly under study statement or certificates	Tests: Date	Tests: Passed (in words)	Name of examiner	Chair of the Dept. Statement	subject in the new study plan(exact name)	Date and signature Of the Head of Dept.

*) Complete as follows:

"I acknowledge the exam with achievements ....."
"I recommend a differential test from....." (specify which parts of the curriculum)
"I recommend an exam in....." (briefly indicate reason).

Annex 2 – Decision on recognition of completed subjects / recognition of completed subjects after additional differential examination, or imposing a differential exam

Faculty/Institute letterhead

Applicant
Applicant address

Trnava, date

Decision

Within the meaning of the Directive on the recognition of completed subjects by the University of Ss. Cyril and Methodius in Trnava and after considering your request for recognition of the subjects received, I wish to inform you that

I recognize completed subjects/

I order to take a differential test

during your current first/second/third degree of study

in the field of study .....and
in the study program ..... ,
have been done during your previous study.

Justification:
Dean/Director, with his/her opinion on the recognition of subjects completed, dated ..... on the basis of your request for recognition of completed subjects from ..... recommended recognizing the named subjects of your previous study as completed subjects in the current study / recognize them as completed subjects in the current study after conducting a differential examination. The performance of the differential test and its conditions, time and place shall be determined by the faculty/institute concerned.

Legal instruction:
Pursuant to § 6 par. 1 Guidelines on recognition of completed subjects of the University of Ss. Cyril and Methodius in Trnava, you can submit a request to review this decision. The request shall be made within eight days of the date of receipt of the decision, to the Faculty/Institute of the University of Ss. Cyril and Methodius in Trnava, J. Herdu 2, 917 01 Trnava.

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Dean of Faculty / Director of the Institute

Annex 3 - Decision on non-recognition of completed subjects

Faculty/Institute letterhead

Applicant
Applicant address

Trnava, date

Decision

Within the meaning of the Directive on the recognition of completed subjects by the University of Ss. Cyril and Methodius in Trnava and after considering your request for recognition of the subjects received, I wish to inform you that

I do not recognize completed subjects/
during your current first/second/third stage study
in the field of study .....and
in the study program ..... ,
have been done during your previous study.

Justification:
Dean/Director, with his/her opinion on the recognition of subjects completed, dated ..... on the basis of your request for recognition of completed subjects from ..... recommended not to recognize the named subjects of your previous studies as being carried out in the current study, so I make a decision as indicated in the operative part.

Legal instruction:
Pursuant to § 6 par. 1 Guidelines on recognition of completed subjects of the University of Ss. Cyril and Methodius in Trnava, you can submit a request to review this decision. The request shall be made within eight days of the date of receipt of the decision, to the Faculty/Institute of the University of Ss. Cyril and Methodius in Trnava, J. Herdu 2, 917 01 Trnava.

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Dean of Faculty / Director of the Institute

Annex 4 - Decision on recognition of completed subjects / recognition of completed subjects after additional differential examination, or imposing a differential exam

Faculty/Institute letterhead

Applicant
Applicant address

Trnava, date

Decision

Within the meaning of the Directive on the recognition of completed subjects by the University of Ss. Cyril and Methodius in Trnava and after considering your request for recognition of the subjects received, I wish to inform you that I am canceling the original decision of the dean/director and

I recognize completed subjects/

I order to take a differential test

during your current first/second/third degree of study

in the field of study .....and
in the study program ..... ,
have been done during your previous study.

Justification:
Dean/Director, with his/her opinion on the recognition of subjects completed, dated ..... on the basis of your request for recognition of completed subjects from ..... recommended not to recognize the named subjects of your previous study as completed subjects in the current study / recognize them as completed subjects in the current study after conducting a differential examination. The performance of the differential test and its conditions, time and place shall be determined by the faculty/institute concerned.

Legal instruction:
Pursuant to § 6 par. 1 Guidelines on recognition of completed subjects of the University of Ss. Cyril and Methodius in Trnava, you can submit a request to review this decision. The request shall be made within eight days of the date of receipt of the decision, to the Faculty/Institute of the University of Ss. Cyril and Methodius in Trnava, J. Herdu 2, 917 01 Trnava.

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UCM Rector

Annex 5 - Decision on recognition of completed subjects / recognition of completed subjects after additional differential examination, or imposing a differential exam

Faculty/Institute letterhead

Applicant
Applicant address

Trnava, date

Decision

Pursuant to § 6 par.4 Directive on the recognition of completed subjects by the University of Ss. Cyril and Methodius in Trnava, after assessing your request for review of decision no. ..... of ..... I would like to inform you that I confirm the original decision of the dean/director..

Justification:
Dean/Director, with his/her opinion on the recognition of subjects completed, dated ..... on the basis of your request for recognition of completed subjects from ..... recommended not to recognize the named subjects of your previous study as completed subjects in the current study / recognize them as completed subjects in the current study after conducting a differential examination. The performance of the differential test and its conditions, time and place shall be determined by the faculty/institute concerned.

Legal instruction:
Pursuant to § 6 par. 1 Guidelines on recognition of completed subjects of the University of Ss. Cyril and Methodius in Trnava, you can submit a request to review this decision. The request shall be made within eight days of the date of receipt of the decision, to the Faculty/Institute of the University of Ss. Cyril and Methodius in Trnava, J. Herdu 2, 917 01 Trnava.

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Rector of UCM