Internal regulation
of the University of Ss. Cyril and Methodius in Trnava
9/2021

Directive on Issuing Documents on Completion of Studies at the University of Ss. Cyril and Methodius in Trnava

§ 1
General Provisions

1. Directive on Issuing Documents on Completion of Studies at the University of Ss. Cyril and Methodius in Trnava (hereinafter referred to as the "directive") is issued according to § 15 par. 1 letter m) of Act no. 131/2002 Coll. on universities and on amendments to certain laws as amended (hereinafter referred to as "the Act" and § 15 par. 1 letter c) Organizational Rules of the University of Ss. Cyril and Methodius in Trnava (hereinafter referred to as the "UCM").
2. The task of the directive is to adjust the unified procedures of the UCM and its components when issuing documents on the completion of studies in accordance with § 68 par. 1 of the Act.
3. Evidence of completion of the study program in the field of study are:
    a) university diploma,
    b) state examination certificate,
    c) supplement to the diploma.
4. A university diploma is proof of completion of an accredited study program in the relevant field of study and the award of an academic degree issued by UCM. The university diploma shall contain the requirements established in § 68 par. 2 of the Act. The formal requirements of the UCM diploma are uniform for all UCM components.
5. The certificate of the state examination is a document of the completed state examination, its components and its result, which is issued by the UCM. The formal requirements of the state examination certificate are uniform for all components of the UCM.
6. Supplement to the diploma is a document that contains details about the completed study program. The information that the supplement to the diploma must contain is established by a generally binding legal regulation[1]. The formal requirements of the supplement to the UCM diploma are uniform for all components of the UCM.
7. The graduate receives the supplement to the diploma at the same time as the diploma, usually at the academic ceremony, in one envelope together with the state examination certificate.
8. UCM will issue study documents to the graduate according to § 68 par. 1 of the Act also in the English language.

§ 2
Formal requirements and content of the diploma

1. Title of diploma:

    Slovak Republic

    University of Ss. Cyril and Methodius in Trnava

    Faculty (full name of the faculty) / Institute (full name of the institute)

[1] Decree of the Ministry of Education of the Slovak Republic no. 614/2002 Coll. on the study credit system, as amended

2. Name: DIPLOMA, or DIPLOMA “with honours”

   Matric number of the diploma (letter, number - e.g., Series A *.....1/ faculty number, each new type of diploma begins with the next letter of the alphabet)

3. Content of the diploma: according to § 68 par. 2 of the Act
4. Protective elements of UCM diplomas:

   Diplomas are issued by UCM on a single type of paper A4 Conqueror 160g/m2,

   Paper colour: cream

5. Protective signs:

   ribbed paper,

   national emblem (embossed) on the upper right only for PhD. and rigorous examination,

   UCM logo in the watermark in the centre,

   special line grids,

   anti-copying ink,

   relief printing

6. Diploma certification:

   Place and date of issue

   Name, function and signature: UCM rector

   Name, function and signature: Dean of the UCM Faculty (UCM institute diploma is not mentioned)

   Official stamp or seal: UCM

7. Designation of the type of form:

   left side of the diploma

   - bachelor's diploma A4, Series B *.....1/ faculty number,
   - bachelor's diploma with honours A4, Series A *.....1/ faculty number,
   - master's diploma A4, Series D *.....1/ faculty number,
   - master's diploma with honours A4, Series C *.....1/ faculty number,
   - doctoral diploma A3 F *.....1/ faculty number,
   - diploma - rigorous examination A3, Series E 1,

   right side of the diploma

   - serial number of the diploma in the calendar year/year of the state examination.

§ 3
Diploma in the English language

1. In accordance with § 68 par. 5 of the Act, diplomas are bilingual – in Slovak and in English.
2. Names of study fields in English are given according to www.portalvs.sk (System of study fields - description).

3. Names of study programs in the English language correspond to their equivalents in the Slovak language or the nomenclature of the codebook of the Higher Education Departments of the Institute of Education Information and Prognosis of the Ministry of Education, Science, Research and Sport of the Slovak Republic (if it is also published in the English language).
4. In the diploma in English, the degrees of the higher education system of the Slovak Republic are stated in accordance with the provisions of the law, and degrees from other higher education systems (e.g. "Master") are not stated in the request of the graduates.

§ 4
Formal requirements of the supplement to the diploma

1. Title of supplement to the diploma:

   Slovak Republic

   University of Ss. Cyril and Methodius in Trnava

   Faculty (full name of the faculty)/Institute (full name of the institute) 2)
2. Title:

   SUPPLEMENT TO THE DIPLOMA No.

   (the rector's office will add the registry number of the diploma to which the supplement is issued - e.g. A *.....1,)
3. Protective elements of the supplement to the diploma:

   The supplement to the diploma is issued by the UCM on uniform type A3, CONGNEROR, 120g/m2,

   Paper colour: cream
4. Protective features:

   ribbed paper,

   UCM logo in the watermark in the centre,

   special line grids,

   anti-copying paint,

   numbering.

§ 5
Content of the supplement to the diploma

SUPPLEMENTENT

1. INFORMATION ABOUT THE UNIVERSITY GRADUATE

   1.1. Surname(s) (if the graduate has more) .....

   1.2. Name/names (if the graduate has more) .....

   1.3. Date of birth (day, month, year): .....

1.4. Identification number or code of the student (under which the student is kept in the UCM information system, or under which number his/her agenda was kept in printed form)

2. INFORMATION ON EDUCATION OBTAINED

2.1. Name of the document on completion of studies and awarded academic degree (in the Slovak language): name of the document = DIPLOM - serial number of the diploma (e.g. Series A 1 dated .....) academic degree: according to the diploma, i.e. full title and in short)

2.2. Field of study: in Slovak – the name of the field of study according to the decision of the Ministry of Education of the Slovak Republic on granted rights in English – the name of the field of study in English according to www.portalvs.sk (System of study fields - description)

2.3. Name and type of university that issued the diploma (in Slovak): (name: University of Ss. Cyril and Methodius in Trnava type: public university)

2.4. Name and type of institution (if it is different from 2.3.), where the study was carried out (in the Slovak language): 2.5. Language(s) of instruction/exams: Slovak (or relevant foreign language of instruction/examinations)

3. INFORMATION ON DEGREES OF HIGHER EDUCATION

3.1. Degree of higher education – degree of qualification: write the appropriate degree in the word:

1st degree - Bachelor's study program - 6 (Slovak Qualification Framework) / 1st degree - Bachelor's study program - 6 (European Qualifications Framework)

2nd degree - Master's study program - 7 (Slovak qualification framework) / 2nd degree - Master's study program - 7 (European Qualifications Framework)

3rd degree - doctoral study program - 8 (Slovak qualification framework) / 3rd degree / PhD study program - 8 (European Qualifications Framework) - doctoral

3.2. Standard length of study: write according to the degree of study:

bachelor's 3 (three) years, 4 (four) years

master's 2 (two) years, 3 (three) years

doctoral studies: 3 (three) years, 4 (four) years or 5 (five) years - according to the granted rights

3.3. Admission requirements: written by the faculty in accordance with the wording of § 56 par. 1), § 56 par. 2) or § 56 paragraph 3) of Act no. 131/2002 Coll. and according to the relevant degree of study.

4. INFORMATION ON THE CONTENT OF THE STUDY AND ON THE RESULTS ACHIEVED

4.1. Form of study: full-time, part-time

4.2. Information about the study program:

name of the study program according to the decision of the Ministry of Education of the Slovak Republic on granted rights

4.3. List of studied subjects and achieved results/credits (according to the AIS information system):

4.4. Classification scale:

A - excellent = 1

B - very good (above average results) = 1.5

C - good (average results) = 2

D - satisfactory (acceptable results) = 2.5

E - sufficient (results meet only minimum criteria) = 3

FX - insufficient (results do not meet even minimum criteria) = 4

A 1.0 excellent – excellent results with only minimal errors <92-100%>

B 1.5 very good – above average results with minor errors <83-91%>

C 2.0 good - fairly good, average results <74-82%>

D 2.5 satisfactory - good results, but there are significant errors <65-73%>

E 3.0 sufficient - results meet the minimum criteria <56- 64%>

FX* 4.0 insufficiently – passing the subject requires considerable effort and a lot of work on the part of the student <0-55%>

In English:

A - excellent (outstanding performance with only minor errors) = 1

B – very good (above the average standard but with some errors) = 1.5

C - good (generally sound work with a number of notable errors) = 2

D – satisfactory (fair bad with significant shortcomings) = 2.5

E - sufficient (performance meets the minimum criteria) = 3

FX - fail (some more work required before the credit can be awarded) = 4 4.5.

4.5. Overall assessment

in the Slovak language:

a) prospel s vyznamenaním
b) prospel

in the English language:

a) passed with honour
b) passed

5. INFORMATION ON THE EDUCATION FUNCTION

5.1. Access to further studies: (alternative choice - according to the diploma to which the faculty issues a supplement):

For access to master's studies - § 56 par. 2 of Act no. 131/2002 Coll.:

“Possibility to study at the master's degree of study: Basic conditions for admission to the study program of the second degree according to § 53 par. 1 is a first-degree university education or a second-degree university education, while the sum of the number of credits obtained for the previous university studies that led to the university education and the number of credits required for the proper completion of the second-degree study program for which the applicant is applying must be at least 300 credits.”

For access to doctoral studies - § 56 par. 3 of Act No. 131/2002 Coll.: "Possibility to study at the doctoral degree of study - The basic condition for admission to doctoral studies is a second-degree university education in a related field of study."

Position in the system of professional qualifications (only if § 51 paragraph 10 Act No. 131/2002 Coll. and Act No. 477/2002 Coll.) applies to education.

6. ADDITIONAL INFORMATION

   6.1. Additional information: (e.g., about completed internship)

   6.2. Other information sources: (e.g., www.ucm.sk, www.education.gov.sk)

7. CERTIFICATION OF SUPPLEMENT

   7.1. Date: (the same date as the diploma issue date)

   7.2. Signature: Dean of the Faculty, or University Rector

   7.3. Function: Dean of the Faculty, or University Rector

   7.4. Official stamp or seal: faculties of UCM.

8. INFORMATION ON THE SYSTEM OF HIGHER EDUCATION IN THE SLOVAK REPUBLIC

   in Slovak and English according to the model issued by the Ministry of Education of the Slovak Republic to Decree 614/2002 Coll. Information about the system of higher education in the Slovak Republic is an integral part of the supplement to the diploma. The faculty will especially combine information about the system of higher education in the Slovak Republic with a supplement to the diploma. According to www.minedu.sk, the UCM rectorate is responsible for updating information about the system of higher education in Slovakia.

9. Information in the Supplement to the diploma according to § 3 par. 1 to 6 of this directive is fulfilled by the UCM and its components from the UCM information system in cooperation with the administrators of the information system of the UCM components.

§ 6
Supplement to the diploma in the English Language

1. Supplements to the diploma are bilingual – in the Slovak and English languages.
2. Information about the system of higher education in the Slovak Republic in English – according to the template[2] forms an integral part of the supplement to the diploma.

§ 7
State examination certificate

1. Certificate header:

   Slovak Republic,

   University of Ss. Cyril and Methodius in Trnava,

[2] Decree of the Ministry of Education of the Slovak Republic no. 614/2002 Coll. on the credit system of studies as amended

Faculty (full name of the faculty) / Institute (full name of the institute).

2. Designation of the type of certificate form:
   a) registration number/year of issue of the form,
   b) diploma number.
3. Title: State examination certificate.
4. Certification of report card:

   Place and date of issue:

   Name, function and signature: Dean of the Faculty, or University Rector,

   Official stamp or seal: UCM or UCM faculties.
5. Protective elements of the state examination certificate:

   The certificate is issued by UCM on a uniform type of paper A4, CONGNEROR, 120g/m2

   Paper colour: cream.
6. Protective signs:

   ribbed paper, national coat of arms (imprinted) lower left,

   the UCM logo in the watermark in the middle,

   special line grids,

   anti-copy colour.

§ 8

Duplicate of the diploma

1. In the case of loss, impairment and theft of a university diploma duly issued by UCM or its predecessors, on the basis of a special request, the Rectorate of UCM will make a duplicate of the diploma to the former graduate according to the records of diplomas in the following wording:

   Name: DUPLICATE

   title of diploma/diploma "with honours" according to the original

   registry diploma number according to the original

   date of issue of the diploma according to the original

   name, titles and position of the dean according to the original (not stated on the duplicate diploma of the UCM institute)

   name, titles and position of the rector according to the original
2. The text of the academic degree awarding diploma corresponds to the original copy.
3. After the original statutory representatives of the faculty of UCM and UCM, it shall be entered the clause:

   "This duplicate diploma corresponds to the original diploma which was issued to the student on ..... under registration number .....".
4. The clause is followed by:

   For the correctness of the duplicate:

Name, titles and function of the rector at the time of issuing the duplicate

UCM round stamp

Signature of the rector

5. A duplicate diploma is issued on A4 paper with stamp Conqueror, 160g/m2, cream colour.

§ 9
Duplicate supplement to the diploma

1. In case of loss, deterioration and theft of a duly issued supplement to the university diploma of UCM, the relevant faculty of UCM, or The rectorate of the UCM will, based on a special request, prepare a duplicate of the diploma supplement (hereinafter referred to as "DS") with identification data:

   Name: DUPLICATE

   header of the diploma supplement

   Slovak Republic

   University of Ss. Cyril and Methodius in Trnava

   Faculty (full name of the faculty) / Institute (full name of the institute)

   date of issue of the DS identical to the date of issue of the diploma

   name, titles and function of the dean of the faculty, or of the rector of the university at the time of issuing the DS

2. The content of the duplicate Supplement to the diploma corresponds to the original content of the DS.
3. After the original statutory representative of the faculty, UCM, the faculty, there shall be stated the clause:
4. “This duplicate of the supplement to the diploma corresponds to the original of the supplement to the diploma, which was issued to the student on ..... under registration number .....”.
5. The clause follows by: “For the correctness of the duplicate”:

   Name, titles and position of the dean at the time the duplicate DS is issued (the duplicate DS of the UCM institute is not indicated)

   Official stamp or seal: UCM or UCM faculties, the signature of the dean or rector

   The duplicate is signed only by the dean of the UCM faculty who is in office at the time the duplicate is issued, or rector of the university, if it is the UCM Institute

6. A duplicate of the diploma supplement is issued on A3 paper, stamped Conqueror, 120/m2, cream colour.

§ 10
Duplicate of the state examination certificate

1. In case of loss, deterioration and theft of a properly issued state examination certificate of the UCM or its predecessors, on the basis of a special request, the UCM rectorate will issue a duplicate certificate to the former graduate in the following wording:

   Name: DUPLICATE

   title of the certificate according to the original,

   designation of the type of certificate form according to the original,

   date of issuance of the certificate according to the original

   name, titles and position of the dean according to the original (it is not stated on the duplicate certificate of the state examination of the UCM institute)

   name, titles and position of the rector according to the original
2. The text of the certificate of completion of the state examination corresponds to the original copy.
3. After the original statutory representatives of the faculty of UCM and UCM, the university shall enter the clause: "This duplicate state examination certificate corresponds to the original state examination certificate issued to the student on ..... under registration number .....".
4. The clause follows:

   For the correctness of the duplicate:

   Name, titles and function of the rector at the time of issuing the duplicate

   UCM round stamp

   signature of the rector
5. The duplicate of the state examination certificate is issued on A4 paper with stamp Conqueror, 160g/m2, cream colour.

§ 11
Duplicate of the state examination certificate

1. The rectorate of the UCM maintains verifiable records of the issuance of a diploma to a graduate, secured against loss and misuse.
2. Archiving of data on issued diplomas and supplements at UCM for each academic year is provided by the UCM Organizational Department in cooperation with the UCM Information and Communication Technology Centre in electronic form on the appropriate media. The archived files are used to record the sample of the original and possibly issue duplicates.

3. To the duplicate diploma submitted for signature to the UCM rector, the rector's office shall attach the applicant's special request, a photocopy of the record of the state examination (last page) provided by the relevant faculty and a photocopy of the proof of payment of the fee for issuing the duplicate diploma.
4. A special request of the applicant, a photocopy of the record of the state examination (last page) and a photocopy of the proof of payment of the fee for issuing a duplicate of the diploma supplement shall be attached to the duplicate diploma supplement submitted for signature to the dean of the faculty.

§ 12
Handing over diplomas (certificates of completion of studies) at UCM

1. A university diploma is issued to university graduates at a graduation ceremony[3].
2. Issuing university diplomas to university graduates without attending the graduation ceremony is possible only in cases worthy of special attention based on the written request of the graduate. The application must contain:
    a) first and last name (including birth name),
    b) faculty/institute,
    c) university degree,
    d) reason for not participating in graduation.
3. Documents on the completion of studies can also be taken over by another person designated by the graduate specifically for this act at the registry office or with a notary-verified power of attorney.
4. When receiving documents on completion of studies, a graduate or the person entrusted with the power of attorney for this act proves his/her identity with a valid ID card.
5. Collection of documents on the completion of studies outside the graduation ceremony is possible only at the times designated for this purpose by the relevant department.
6. If the graduate has a permanent residence outside the territory of the Slovak Republic, it is possible in exceptional cases to send the documents of completion of studies by post, based on a written request on the prescribed form and payment of the expenses associated with sending the documents. The graduate's application must be verified at the registry office or by a notary.
7. Request to send documents according to par. 6, the graduate submits in electronic form exclusively from the e-mail address he/she had as a student registered in the UCM Academic Information System during the course of his/her studies to the e-mail address of the designated department. If the request is justified and complete, the department will

[3] § 20 par. 5 of the UCM Study Regulations

notify the graduate of the amount of costs, variable symbol and bank account number for making the payment, or other obligations that the graduate must fulfil in order to send the documents.

8. Documents on completion of studies according to par. 6 will be sent by the designated department within 30 days of payment of the expenses associated with sending the documents, provided that the relevant department has a complete application together with attachments and no other conditions need to be met. The sending of the documents will be marked with the corresponding date in the register of graduates on the day of sending.
9. Graduates according to par. 6 can send the request for documents on completion of studies no later than November 30 of the relevant calendar year in which they completed their studies. In the case that students do not take over the documents on completion of studies and do not even request to send them, the collection of documents on completion of studies is governed by § 13 of this directive.

§ 13
Fees for issuing documents on completion of studies

A special regulation applies to the collection of fees for issuing documents on completion of studies[4].

§ 14
Final Provisions

1. The Directive was negotiated at the UCM Rector's Board on March 16, 2021.
2. The Directive enters into force on the day it is signed by the UCM Rector and takes effect from April 1, 2021.
3. On the date of entry into force of this directive, the Directive on Issuing Documents on Completion of Studies at the University of St. Cyril and Methodius in Trnava no. 2/2009 dated March 16, 2009 is cancelled.

In the university town of Trnava on March 16, 2021, prof. Ing. Roman Boča, DrSc.

rector of UCM

Directive on Issuing Documents on Completion of Studies at the University of Ss. Cyril and Methodius in Trnava, 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.

[4] Directive of the rector of the university on tuition fees and fees associated with studies