

Translation

Comenius University in Bratislava  
Internal regulations

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**Internal regulation No. 14/2008**

Adopted by the Academic Senate  
of Comenius University in Bratislava

**Code of Studies**  
**Comenius University in Bratislava**



**2008**

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This Code of Studies of Comenius University, Bratislava, (hereinafter the CU Code of Studies) is, under § 15, par. 1, l. b) of the Act No. 131/2002 of the Col. on Universities and on some acts of law as later amended (hereinafter Universities Act) an internal regulation of Comenius University, Bratislava (hereinafter CU) and approved by the CU Academic Senate on March 19, 2008.

## **Part I General provisions**

### **Art. 1 Introductory provision**

This CU Code of Studies regulates studies of the students admitted to study programmes accredited under the Universities Act. The students registered in the student programmes organized under earlier regulations and the doctorate students in the fields of science established under earlier regulations are subject to those codes of studies of the faculties that were in effect in the time of their admission to studies, unless stipulated otherwise in a CU internal regulation.

### **Art. 2 Basic provisions**

- (1) Studies in CU take place in faculties or other CU units (hereinafter “faculties”).
- (2) All academic rights and freedoms are guaranteed in CU. In relation to studies these are in particular the student’s right to education while free choice of studies within the study programmes as accredited and freedom of instruction involving mainly being open to various scientific opinions, research methods and art streams as well as in being allowed to express one’s own views shall be observed.

## **Part II Rules of admission procedure in CU**

### **Art. 3. Admission procedure and the terms of admission**

- (1) Admission is a procedure allowing an applicant to show how he/she meets the terms of studies as stated and to become a student in the study programme selected in a CU faculty.
- (2) Basic terms of admission to studies are stipulated by the Universities Act. A CU faculty may state further conditions and a manner of their checking. Admission examination can make fulfilment check a part of study terms, if so decided by the faculty.<sup>1</sup> Doctorate studies admission procedure always comprises an admission examination.<sup>2</sup>

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<sup>1</sup> § 57 of the Universities Act.

<sup>2</sup> § 57 par. 3 of the Universities Act. Art. 2 of the CU Internal regulation No. 2/2008 CU Rector’s Directive: Doctorate studies organization in the CU.

**Art. 4**  
**Application for studies**

- (1) The faculty dean will publish on time, no later than on September 20th of the academic year preceding the academic year in which the studies should be commenced if bachelor degree studies or studies under § 53 par 3 of the Universities Act are involved, and for other study programmes no later than two months before submitting study application forms the deadlines for filing application forms, the terms of admission and the manner of their checking and if an admission examination is a part of the check, also the form and general content of the examination and the way of its results assessment, as well as an information on the number of applicants planned by the faculty to be admitted to the particular study programme.<sup>3</sup>
- (2) The facts as stated under par. 1 shall be published in an official faculty information board in a manner allowing an approach for all interested. These facts may not be changed before the end of admission procedure.
- (3) Admission procedure begins for an applicant upon delivery of his/her study application form to the faculty carrying out the respective study programme.<sup>4</sup>
- (4) Study application must be written in the prescribed form, within the time stated and signed by the applicant. A disabled applicant may enclose an application on the basis of which the form and manner of examination will be determined in respect to the physical handicap involved.
- (5) An admission procedure fee voucher shall be enclosed to the application. The amount shall be published consistent to par. 2.
- (6) If a faculty code of studies allows submitting an application for several full—time study programmes carried out within the faculty, these shall be stated in a single application form. If a faculty study code allows submitting an application to several part—time study programmes carried out within the faculty, they shall be written in a single application form. The applicant shall list the study programmes of his/her interest in their sequence of importance.
- (7) If the application form has not been filled in as required or is lacking the fee payment voucher under par. 5, the faculty shall call the applicant to remove the defect within the time limit stated. If the applicant fails to do so, the respective application shall be deemed void.
- (8) If an admission examination makes part of admission procedure, the faculty shall send an invitation to the respective applicant no later than 28 days prior to the examination date, or prior to the first—part—examination date.

**Art. 5**  
**Admission examination**

- (1) Admission examination may comprise several parts and can occur in one ore more days.

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<sup>3</sup> § 57 par. 5 of the Universities Act.

<sup>4</sup> § 58 par. 2 of the Universities Act.

- (2) At least one regular and as a rule one alternate date must be scheduled for admission examination; these dates must be stated consistent with the CU Bylaws.<sup>5</sup>
- (3) Dean may allow an alternate date to an applicant if the same asks so in writing for the reasons such as sudden illness or studies abroad, if it involves preparation for the studies in the CU, or the applicant is taking admission examination in another CU faculty.
- (4) Admission examination to the first and second level of studies must be in writing; if the type of study programme so requires, it may be supplemented by an oral or talent check exam or check of physical or other abilities.
- (5) Dean may state the rules that shall be binding for the applicant during the admission exam.
- (6) Dean shall appoint an admission examination committee comprising no less than three members.
- (7) Prior to the admission examination or its part the applicant's identity check based on his ID (citizenship certificate, passport) shall be carried out.
- (8) The course of each applicant's admission examination shall be recorded. The record makes part of the admission procedure file. The file comprises also:
  - a) the filled and assessed written test including the final score and signed by the person who assessed the test or who entered the respective data into the computer,
  - b) record of oral examination containing the tasks given to the applicant, the examination result, date and examination committee members' signatures, or
  - c) record of talent (assessing applicant's abilities) or of practical test containing the tasks assigned to the applicant, examination result, date and examination committee members' signatures.
- (9) At least two examination committee members must be present while the examination test is taken.
- (10) Written tests assessment shall be anonymous, i.e. the person assessing must not know who of the applicants has filled out the respective test.
- (11) The dean or the authorized vice-dean or the examination committee shall discontinue the participant's testing or its part if the applicant cheats or acts contrary to the rules announced at the beginning of the examination. The result of a discontinued examination shall not be assessed, no alternate examination date shall be given to him/her and his admission examination shall be deemed failed.
- (12) Dean or an authorized vice-dean or the examination committee shall discontinue admission examination or its part if in its course such circumstances have been discovered that violate equality of positions of the applicants taking the exams.

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<sup>5</sup> Art. 52 par. 3 of the CU Bylaws.

**Art. 6**  
**Decision on admission examination results**

- (1) Dean decides on admitting to a study programme.<sup>6</sup>
- (2) The decision on an admission examination result must be made in writing within 30 days after checking whether the terms for admission have been met. It must contain the statement, reasoning, instruction on a possible request to have the decision reviewed, and the dean's or the authorized vice-dean's signature. It must be delivered to the applicant's hands. The applicant whose current stay is unknown will be delivered the decision by posting the decision on an official faculty board for 15 days. Last day of this period is deemed the delivery date.<sup>7</sup>
- (3) Copy of the decision on admission procedure result shall make part of the admission procedure file.
- (4) Decision taking on admission to studies is not regulated by the Act. No. 71/1967 Col. on administrative procedure as later amended.

**Art. 7**  
**Applicant's access to the admission procedure file**

- (1) Applicant is entitled to look into his/her admission procedure file no less than 10 days after delivery of the dean's decision. An access means that the applicant may read the file, make replica or extracts. Looking into the file is regulated by the stipulations of CU internal regulation as appropriate.<sup>8</sup>
- (2) Only the applicant or a person authorized by him/her may look into the documentary materials, in the rooms explicitly reserved in the faculty for this purpose, in the presence of the persons authorized by the dean.
- (3) Appropriate conditions and time must be provided for looking into the documents.
- (4) If an applicant finds that his test was assessed incorrectly or a mistake occurred in final scoring, he shall notify the person present under par. (2) while looking into his documents and shall state this fact also in his request to have the decision on his/her non-admission reviewed.

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<sup>6</sup> § 58 par. 6 Universities Act.

<sup>7</sup> § 58 par 7 Universities Act.

<sup>8</sup> CU Rector's Directive No.2/1998 on looking into documents by which the necessary competences for university studies in faculties, life-long education or for further education of citizens are checked in CU faculties or other units.

**Art. 8**  
**Review of the decision not to admit**

- (1) The applicant who received the decision of being not admitted to the studies may apply for a review of such decision. The request shall be directed to the authority that issued the respective decision within eight days after its delivery date.<sup>9</sup>
- (2) The dean himself/herself may accord the request if having found that the decision was issued contrary to law, CU internal regulation or the terms stated under § 57 par. 1 of the Universities Act. Otherwise he shall pass the request with the enclosed file and written dean's opinion concerning the applicant's statement and objections to the rector within 15 days after its delivery date.
- (3) Rector shall alter the decision if it is contrary to law, internal CU regulation or the terms stipulated under § 57 par 1 of the Universities Act. Otherwise he shall reject the request and affirm the original decision.
- (4) Rector's decision must contain the statement, reasoning and information that no further request to review can be submitted against it.
- (5) The reply to the applicant must be sent within 30 days after the delivery of the request to review the decision not to admit the applicant.
- (6) Dean shall inspect the applicant's objections made during his looking into the documents or stated in his request to review the decision. If the applicant has been apparently harmed by a mistake made by the faculty, the dean, in cooperation with the examination committee is bound to cure the fault and put the applicant's name into the list according to the score as amended.
- (7) Changes in admission procedure documentation under par. (6) must be carried out by a committee and recorded and signed by the examination committee members.
- (8) If after the change carried out under (6) the applicant shall be listed among those who have met the terms for being admitted to the respective study programme, the dean shall alter his original decision and admit the applicant to the studies.

**Art. 9**  
**The applicant's right to register to studies and its extinction**

- (1) Upon the notification of being admitted to studies the applicant attains the right to be registered to studies. The faculty shall notify the admitted applicant on the date, place and manner of registration.
- (2) The faculty has right to demand the information from the applicant whether he will register to studies. The applicant is bound to give such information no later than by the beginning of the academic year.

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<sup>9</sup> § 58 par. 8 Universities Act.



- (3) The applicant's right to register based on the decision on being admitted extinguishes if he fails to respond or responds negatively to the CU or the faculty question whether he will register.
- (4) If the applicant's right to be registered has extinguished, the faculty shall revoke its decision by which a following applicant in the list according to his admission procedure results was not admitted and shall issue a new decision on his/her being admitted to study.

#### **Art. 10**

##### **Admission procedure of bachelor degree graduates to master degree of studies**

- (1) Faculty dean may decide on admitting a bachelor degree graduate to master degree of studies in the same study field or in a study fields combination, or in similar study fields stated by the faculty board of scientists while taking into account the size and capacity of the unit providing the instruction.
- (2) The term of admission is to have passed final state examination at bachelor degree with the results the same or better as stated by the dean 4 months preceding the exam.
- (3) Dean may decide that master degree study applicants may be bound to pass an admission examination.

#### **Art. 11**

##### **Admission procedure in case of a study programme change by students from another university**

- (1) Student may apply for a change of study programme within the same study field or study programmes combination under the conditions stated in the faculty code of studies.
- (2) Study programme change shall be carried out through an admission procedure under § 58 of the Universities Act.
- (3) The admission procedure terms in changing study programme shall be approved by the faculty academic senate upon dean's proposal. They may differ from the admission procedure terms pertinent for the applicants from secondary schools study programme graduates of a certain degree when being admitted to higher level of studies. The subjects studied acknowledging and credits transfer are governed by Art. 29.
- (4) The application for a study programme change shall be supplemented by the record of study results obtained so far and a syllabus of subjects passed.
- (5) Study programme change from full time to part time type and vice versa is possible within the same study field or study fields combination without any admission procedure.

## **Part III Studies in CU**

### **Art. 12 Degrees and types of study in CU, standard length of studies**

- (1) Comenius University provides, organizes and secures university studies in bachelor study programme as a first degree study programme (hereinafter “bachelor study”) in master study programme as a second degree (hereinafter “master study”), in a joint first and second degree of study in one unit under § 53 par. 3 of the Universities Act (e.g. doctoral study programmes involving human medicine studies) and doctorate study programme as a third degree study programme (hereinafter “doctorate study”).
- (2) CU or faculties may provide study programmes in cooperation with other universities including foreign universities and third countries’ universities (hereinafter “shared study programme” ) based on a shared study programme agreement containing namely the admission terms, graduation terms, study organization terms, granting academic degrees and titles and details involving graduation certificates.<sup>10</sup>
- (3) CU provides university studies consistent with the study programmes accredited, the list of whose shall be published in a manner prescribed by law.<sup>11</sup>
- (4) Proposition of the study programmes that are not carried out by faculties shall be submitted by Rector to the CU Board of Scientists after they have been dealt with by the CU Academic Senate.
- (5) Proposal of study programmes that are not carried out by faculties shall be submitted by the deans to the faculty board of scientists after they have been dealt with by faculty academic senates.
- (6) Study programme shall be carried out as full—time and part—time studies. Full—time studies are carried out through attendance or distant methods or their combination under the terms under par. 7. Part—time studies may be carried out through attendance, distant or combined methods.
- (7) Full—time studies typically involve daily attendance of students in educational activities. If first and second degree studies and study programmes under § 53 par. 3 of the Universities Act are involved, an instruction is required comprising a direct contact of a university teacher and a student of no less than 18 hours per week in the part of academic year during which instruction is provided. The above said does not relate to practice activities or stays related to the studies.
- (8) All degrees and forms of study in the CU are based on credit type of studies consistent with the Regulation of the SR Department of Education.<sup>12</sup>
- (9) Faculties may provide instruction of single subjects or parts of studies for other faculties, universities or institutions.

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<sup>10</sup> § 54a Universities Act.

<sup>11</sup> § 20 par. 1 l. a) Universities Act.

<sup>12</sup> Regulation of the SR Department of Education No. 614/2002 on credit system of studies.

- (10) Standard length of studies for first degree (bachelor study) shall be no less than three and no more than four years, for second degree (master study) no less than one and no more than three years, in case of joint study of bachelor and master study under § 53 par. 3 Universities Act into one unit at no less than four and no more than six years, and for doctorate study no less than three and no more than four years. In part—time study form it shall be no more than five years. Standard length of studies is stated in a study programme accreditation file.

**Art. 13**  
**Rights and duties of students**

- (1) An applicant admitted to studies becomes a CU student upon his/her registration for a university study programme carried out by the CU or its faculties.
- (2) Student has a right namely to:
- a) study in the study programme he/she has been admitted to,
  - b) create his/her plan of studies consistent with study programme rules,
  - c) register in another study programme part after having fulfilled the duties given by the study programme or code of studies,
  - d) select the rate of study, order of passing the study programme units while respecting time and volume restrictions given by the study programme and complying with the prescribed pre-requisites as well as to select a teacher prior to the beginning of instruction for the subjects provided by several teachers,
  - e) apply for studies in another university even abroad within the framework of his/her study,
  - f) participate in research, development, artistic and other attractive activities in CU,
  - g) participate in establishing and activities of independent associations within CU, in accordance with rules of law,
  - h) at least once a year to express his/her views on teachers and instruction quality by way of anonymous questionnaire,<sup>13</sup>
  - i) express freely his/her views and remarks to university education,
  - j) information and counselling services related to study and practice possibilities for graduates,
  - k) if he /she bound to pay school fee due to parallel studies he can select the study programme in a given academic year to be studied free of the fee, if he is entitled to study free of payment,
  - l) under the terms given in the study programme to change his/her study programme within the same study field or a combination of study fields,
  - m) submit a complaint to the dean and to have it dealt with; receiving, recording, inspecting and dealing with complaints and observing the measures made to cure are stipulated in a separate regulation,<sup>14</sup>
  - n) right to a review of dean' s decision to dismiss him/her from studies due to his/her failure to meet the requirements and duties imposed by the study programme and CU Code of Studies,
  - o) right to a review of the dean' s decision to dismiss him/her from studies for cheating during examination.

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<sup>13</sup> § 70 par.1 l. h) Universities Act.

<sup>14</sup> Act No. 152/1988 Col. on complaints.

- (3) Student is obliged namely to:
- a) observe internal regulations of CU and its units,
  - b) protect and handle economically the property, means and services of CU,
  - c) pay school fees and charges related to study either directly to CU or faculty within the period stipulated, or after denial of an application to remit school fees and no later than 15 days after delivery of a new request to pay; to state true facts decisive for their calculation,
  - d) announce CU or faculty he/she studies in an address for mail delivery or a change of his/her address,
  - e) upon a written summoning of rector, dean or an authorized CU or faculty employee to appear in person,
  - f) notify in writing CU or faculty his/her decisions which study programme he/she intends to study free of charge in case of parallel study.
- (4) Academic self-administration bodies of a faculty are under Universities Act entitled to decide on behalf of CU in matters involving academic rights and duties of students enrolled in studies according to study programmes provided by the faculty.
- (5) Under Universities act CU student is a member of CU academic community, if studying a faculty study programme he/she is also the faculty academic community member.
- (6) Student may be imposed a disciplinary sanction for a wilful breach of rules of law, CU Bylaws or other internal regulations of CU or faculty in which the student studies or for breach of peace.
- (7) Details on disciplinary procedure are given by CU Disciplinary Rules or disciplinary rules of the faculty attended by the student.

#### **Art. 14**

#### **Study adviser and mobility coordinator**

- (1) Study advisers (tutors) in CU provide counselling for students, especially in making up study plans. Study adviser is appointed and recalled by dean. Dean may appoint several study advisers, if and when necessary.
- (2) University mobility coordinator is vice-rector for international relations the task of whom is, in cooperation with International Relations Unit of the CU Rector's Office to organize international cooperation in education, sending and receiving students and providing counselling service on study options.
- (3) Faculty dean appoints a mobility coordinator and/or department coordinators from among the teachers in order to provide the tasks listed under par. 2.

**Part IV**  
**Study organization in CU**

**Art. 15**  
**Study schedule**

- (1) Academic year begins on September 1st of the current year and ends on August 31st of the following year.
- (2) Academic year divides into winter and summer semester.
- (3) Each semester comprises an instruction period and examination period.
- (4) Instruction period in a semester contains no less than 13 and no more than 15 weeks of instruction. Examination period lasts at least 4 weeks. The last study semester instruction may be changed by dean if and when necessary.
- (5) Having discussed the issue with his vice-rectors in a respective session the Rector shall determine a unified schedule of studies for the following academic year.

**Art. 16**  
**Registering to studies**

- (1) Detailed set-out of relationship arising upon registering to studies are contained in Art. 1 Supplements: General rules of registering to the studies, administration and control of study results in CU faculties.
- (2) Prior to registration student may express his interest in the subjects he wishes to pass in the following academic year/semester and discuss their composition with the tutor.
- (3) Registration shall be provided by the study administration department <sup>15</sup> as a rule after producing the timetable.
- (4) Students from other faculties or universities may enter a subject in the faculty with the consent of the faculty dean or an authorized coordinator, providing the students have passed the pre-requisite subjects as prescribed and their intentions are not barred by lack of necessary teaching or seating capacities.
- (5) If choosing a particular subject by students is restricted due to lack of rooms, teachers or for other reasons, students shall be allowed to enter the subject in the following order:
  - a) students of the faculty for whom the subject is compulsory (recommended in a given semester consistent with the study programme plan) and students of other universities who enter the subject as compulsory based on the study agreement,
  - b) students of the faculty for whom the subject is elective,
  - c) students of other CU faculties for whom the subject is elective based on agreement between the faculties,
  - d) students of the faculty for whom the subject is optional,

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<sup>15</sup> Or another department authorized to administer study agenda.

- e) students of other CU faculties for whom the subject is optional,
  - f) students of other universities for whom the subject is optional.
- (6) Within the categories between a) and f) under par. 5 those student hold the precedence who have higher number of credits accumulated.

**Art. 17**  
**Credit system of studies**

- (1) Credit system of study allows to asses by credits a student' s workload related to passing study programme units of the study subject (hereinafter "subject"), aids in opening the CU from inside outwards, supports student' s mobility and provides the student a chance to cooperate in creating their study plans.
- (2) Credits are numeric values assigned to subjects that characterize amount of work necessary for their passing. Standard workload for a student for one academic year is 60 credits, 30 credits per semester. Thus credit expresses one sixtieth of an average student' s standard workload for the period of one academic year and approximately 27 hours of the entire study (including individual study and preparations) necessary to obtain it.
- (3) Student obtains credits after passing a subject. Credits for a given subject can be obtained only once while studying one study programme.
- (4) Credits obtained for passing subjects by a student accumulate (sum up). One of the terms to continue study after a control study period stated in advance is obtaining the necessary sum of credits stated by study programme.
- (5) Total number of credits necessary for regular completion of studies in bachelor stage is 180 credits where standard length of studies is 3 years, 120 credits in master stage if standard length of studies is two years, 360 credits in doctoral study if standard length of studies is six years, in joint first and second degree under § 53 par. 3 of the Universities Act 300 credits if standard length of studies is five years, or 360 credits if standard length is 6 years, 180 credits in doctorate studies if standard length of studies is three years.<sup>16</sup>
- (6) If student passes part of his/her studies in another faculty or in a university in the SR or abroad based on a study agreement,<sup>17</sup> the credits obtained shall be included (transferred) based on the extract of results made for the student by the faculty or university where he obtained them.

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<sup>16</sup> CU Internal Regulation No. 2/2008 CU Rector 's Directive – Doctorate study odganization in Comenius University, Bratislava.

<sup>17</sup> § 7 par. 1 l. b) of the regulation of the SR Department of Education No. 614/2002 on credit system of studies.

**Art. 18**  
**Study programme, study plan and study documents**

- (1) Study programme is a set of education activities and a set of rules arranged in such a way as allowing a student, after passing these education activities while observing the rules stated, to graduate in the university.<sup>18</sup>
- (2) Study programme must contain the elements stipulated in the Universities Act.<sup>19</sup>
- (3) Study programme may be carried out within a field of study or within a combination of study fields that make part of the study field system.
- (4) Rules for completing study programme are set out in such a way as to allow a student to obtain during his/her studies at least 70% credits for compulsory and elective subjects from the total number of credits stated for passing the studies.
- (5) Student's study plan sets the subjects to be passed by the student during his studies, their sequence as well as ways of study results assessing.
- (6) Student himself or with the help of his study advisor (a tutor or mentor, a consultant in doctorate studies) creates his/her study plan from the choice of study programme subjects in such a way as to comply with the rules set by study programme involved and the provisions of this Code. Doctorate study plan is created by the student in cooperation with his/her consultant who shall submit it to the study field committee for approval.
- (7) Part of study programme is a recommended study plan set out in such a way as after its passing the student has complied with the terms for passing studies in a standard length.
- (8) Study documents are a) student card, b) student's record book, c) study results extract and d) clinical practice record book. Details on the study documents' content are stipulated in § 67 Universities Act.
- (9) Student's record book is a compulsory document on studies containing mainly study programme units and the results involving passes and study rating checks.<sup>20</sup>

**Art. 19**  
**Study programme subjects**

- (1) Study programme divides into subjects. Subject comprises study programme unit (Art. 21, par. 1) or a group of units intended to provide education in a given sphere (e.g. a lecture and the respective seminar).
- (2) Each subject is clearly identified within CU by its code and name and deemed to be studied in one semester. Basic data on the subject's nature are outlined in the subject information sheet. A subject information sheet sample is part of the regulation of the SR Department of Education No. 614/2002 Col. on credit system of studies.
- (3) The subjects included in study programme divide into the following parts:

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<sup>18</sup> § 51 par. 2 Universities Act.

<sup>19</sup> § 51 par. 4 Universities Act.

<sup>20</sup> § 67 par. 3 Universities Act.

- a) compulsory subjects; their passing is an inevitable term of passing a part or the entire study programme,
  - b) elective subjects supplementing the nature of study enabling student to adapt his/her study plan to his individual interests according to his/her own choice within the structure given by the study programme,
  - c) optional subjects; other subjects that may be entered by the students in order to supplement his/her study and obtaining sufficient number of credits in a given part of study.
- (4) Compulsory and elective subjects are as a rule instructed in the faculty providing the study programme given. Also the subjects instructed in another faculty may be listed among compulsory subjects, consistent with an agreement made with the dean of that faculty.
- (5) Students enters optional subjects as a rule from among his study programme optional subjects, but also from among other study programmes of other faculties or universities consistent with the rules in effect.
- (6) Subjects within a study programme divide into:
- a) subjects that can be entered without condition of having passed other subjects,
  - b) subjects that can be entered only after passing other subjects (pre-requisite subjects).
- (7) Final paper is deemed a subject and is assessed by the paper supervisor. If its assessment ranges between A and E, credits shall be assigned and the paper shall be accepted for its presentation.
- (8) State examinations (except dissertation examination) are not subjects under this Code and no credits shall be assigned for them.

## **Art. 20**

### **Enrolment and passing of subjects**

- (1) Upon enrolment student defines his/her study plan for the following semester or year of studies.
- (2) A compulsory subject entered and failed by a student may be entered once more by him/her consistent with the rules stipulated in the study programme. Having failed the same compulsory subject for the second the student shall be expelled from studies under Universities Act<sup>21</sup> (see Art. 23, par. 4).
- (3) For an elective subject entered and failed by the students the same terms apply as mentioned under par. 2, but the student may select another subject from among elective subjects instead, if it is possible under the rules of selecting elective subjects in a given study programme (see Art. 23, par. 4).
- (4) Entered and not passed optional subject may be entered once more, or any other elective subject may be selected and entered instead, or no optional subject can be entered if sufficient number of credits has been obtained.

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<sup>21</sup> § 66 par. 1 l. c) Universities Act.



- (5) Student must enter for every semester the subjects of such credit value and of such composition (compulsory, elective and optional) as to be able at any study result check stage to comply with the terms to continue in study or to complete the study. In every year of study he/she is bound to enter and pass subjects of the value no lower than 40 credits (except the in last year of studies). Maximum value of credits entered in one year shall not exceed 90 credits.
- (6) In the academic year, in which the student plans to conclude his/her studies he shall enter the subjects with such credit value as to allow him to comply with the terms of study completion.
- (7) Enrolment comprises also student' s card validation.

**Art. 21**  
**Study programme units**

- (1) Study programme units within a subject shall be established by the subject guarantor, if they are not stated in the study programme. Study programme units are especially lectures, seminars, exercises, laboratory exercises, practical exercises, final paper, projects, semester papers, lab papers, stays, trips, practices, teaching practice, courses and checked individual study.
- (2) Student is bound to pass study programme units listed in the subject information sheet. Student' s absence in study programme units may be excused by the teacher for the sake of illness or other impediments on the part of the student (public office, civic duties carried out in public interest, maternity or parental leave, quarantine, sick family member care, medical examination or treatment, birth of a child to the student' s wife, accompanying a family member to a health care facility, death of a family member, student' s wedding or a student' s parent' s wedding, unexpected traffic collapse or delays in regular public transport, moving that will be shown by respective documents. The teacher may demand an alternate work be done by the student, e.g. a seminar paper not listed in the subject information sheet as a substitute for his/her absence.
- (3) Doctorate student is bound to pass study programme units consistent with the study programme and to study individually the respective literature necessary for his/her thesis (individual study). Full-time doctorate study includes instruction activities and other special activities related to teaching in the scope of no more than four hours per week on average in an academic year in which the teaching is performed.

**Art. 22**  
**Recording, checking and assessing of study results**

- (1) Detailed stipulation of relationships arising within recording and checking of studies are contained in Art. 2 of the Supplement to this CU Code of Studies: General rules of enrolment, recording and checking of study results in UC faculties.
- (2) Student' s study results assessing within studying a subject (hereinafter "subject assessing") is carried out especially:

- a) by continuous assessment of student's results during instruction period (answering questions, written tests, individual tasks, semester papers, seminar papers and essays etc.), 50% of continuous assessment shall be carried out by the seventh week of instruction and 50% by the end of semester instruction,
  - b) by an examination for the given study period.
- (3) Optional subjects are assessed by continuous checking of study results consistent with par. 2 l. a), except the cases when student has selected a compulsory or elective subject for his/her optional subject that is assessed by an examination.
  - (4) Examinations are taken in the examination part of the semester in which the student has taken the subject.
  - (5) Subject assessment is expressed in the information sheet by a percentage of continuous study assessment and semester examination in such a way that their sum reaches 100 %. The percentage expresses the amount of the subject study material that must be learned by student and assessed during continuous checking or during examination.
  - (6) Study programme recommended prescribes for one semester no more than five subjects completed by an examination. Student has right to create his/her study plan in such a way that he may pass more than five compulsory and five elective subjects completed by an examination.
  - (7) A particular manner of study checking including the respective dates and manner of checking shall be announced by the teacher at the beginning of the semester.

### **Art. 23**

#### **Assessment degrees and weighted study average**

- (1) To assess study results a scale of six assessment degrees is used in CU:
  - a) A – excellent (excellent results) (numeric value 1),
  - b) B – very good (results over an average) (numeric value 1,5),
  - c) C – good (average results) (numeric value 2),
  - d) D – satisfactory (acceptable results) (numeric value 2,5),
  - e) E – sufficient (results meeting minimal criteria) (numeric value 3),
  - f) FX – insufficient (additional work is required) (numeric value 4).
- (2) Assessment (mark, classification degree) reflects quality of knowledge or skills absorbing consistent with the goals of the subject according to the subject identification sheet.
- (3) Subject has been passed if the student obtained the assessment from A to E. Student shall obtain credits for a passed subject only.
- (4) Student assessed by the mark FX for a subject has right to two resit dates if he has met the terms of continuous assessment. When entering the subject for the second time, student has right to one resit date only (see Art. 20 par. 2 and 3).
- (5) Weighted study average is used to assess student's total study results. Weighted study average per one academic year shall be calculated in such a way that multiplies of credit assessment and mark numeric values of all subjects entered by the student in the given

year/semester are summed (par. 1) and divided by sum of credits entered for the given year/semester. The subjects assessed by mark “4” that were entered by the student and assessed by the mark FX or were just entered and not attended by the student and thus assessed by FX shall be included in the average calculation, too.

- (6) Weighted study average for the entire study shall be calculated analogically to the par. 5, but only passed subjects shall be included in the calculation.
- (7) Weighted study average is used especially in competitive selection given by restricted instruction capacity, in deciding to award some scholarships, in providing university boarding facilities etc.

#### **Art. 24** **Study checking periods**

- (1) If a student wishes to continue his studies, he must:
  - a) show to have passed at least two compulsory subjects and obtained no less than 15 credits at the end of the first semester,
  - b) have obtained in every year of study no less than 40 credits for winter and summer semesters.
- (2) Further study checking periods may be stated in the study programme in such a manner as allowing student to retain his/her chance to select the study pace.

#### **Art. 25** **Final paper**

- (1) Final paper is bachelor final paper, diploma final paper or doctorate thesis.
- (2) Student is supposed to show by his bachelor final paper or diploma final paper his/her ability to work creatively in the study field in which he has passed his/her study programme. In presenting doctorate thesis the readiness for a self-reliant scientific and creative activity is proved. The course of doctorate thesis presentation is stipulated in detail by the CU internal regulation issued by Rector.<sup>22</sup>
- (3) Essential elements that must be met by final paper are stipulated in the CU internal regulation issued by Rector.<sup>23</sup>
- (4) Student shall produce his/final paper under the supervision of his mentor.
- (5) Final paper shall be reviewed by an opponent (opponents in case of doctorate study) who shall submit their written opinions on the paper.

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<sup>22</sup> CU internal regulation No.2/2008 - CU Rector's Directive – Doctorate study organization in Comenius University, Bratislava.

<sup>23</sup> CU Internal regulation No. 4/2008 Unabridged CURector's Directive No.5/2005 on essential elements of final papers in CU, Bratislava as amended under Amendment I (to the internal CU regulation No.7/2006) and as later stipulated under CU internal regulation No.2/2008 of the CU Rector's directive: Organization of doctorate study in CU.

- (6) After having produced his/her final paper the student has right to an access to the opinions on his work (mentor' s and opponents opinion) no later than three days prior to his paper presentation.
- (7) Final paper presentation is one of state examinations.
- (8) The result of final paper presentation (except doctorate thesis presentation) shall be assessed through assessment degrees A to FX.
- (9) If a final paper mentor or opponents are not examination committee members, they are called to final paper presentation and have an advisory vote in its assessment. Final paper presentation result shall be resolved by vote of the committee.
- (10) Final paper may be produced in Czech or Slovak languages, or, if so agreed by the dean, also in another language, English as a rule. In philology study programmes final paper may be produced in the study programme language, too. In case of paper produced in foreign language it must contain a Slovak summary of at least one page in length.
- (11) Student shall submit his/her final paper as stated under par. 1 in the CU Academic Library in electronic form for the sake of its archiving, bibliographic registration and to make it accessible. Manner and accessibility of final works is stipulated by CU internal regulation issued by Rector (internal regulation No.4/2008).

#### **Art. 26** **State examinations**

- (1) Passing a state examination or state examinations is one of the terms of study programme passing. State examination may not consist of final paper presentation only.
- (2) State examination may comprise several state examination subjects.
- (3) State examination may be taken by the student having complied with the terms and duties stipulated in his/her study programme.
- (4) State examination date/dates shall be stated by dean consistent with study schedule.
- (5) If serious circumstances bar a student in taking state examination and he has submitted his/her reasons to be excused in advance or no later than 5 days after the date, dean may grant an alternate date for his examination. If a student does not appear on the day stated without an apology or if his reasons for being excused are not accepted by dean, his absence shall be assessed as a failed examination.
- (6) State examination shall be taken before an examination committee (hereinafter committee).
- (7) Right to examine in state examination shall be reserved for university teachers in positions of professors and associate professors and other specialists approved by the respective board of scientists.<sup>24</sup> In bachelor study programmes also university teachers in the position of assistant professors having a third—degree—university education have right to examine, too.

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<sup>24</sup> CU Board of Scientists or a faculty board of scientists, if study programme is carried out by a faculty.

- (8) Committee composition shall be determined by dean consistent with Universities Act<sup>25</sup> from among the persons authorized to examine. The committee is composed of no less than four members. The committee has quorum if its chairman and two more members are present.
- (9) The course of state examination and its results publication shall be open to the public. The committee deliberation on state examination results shall be held in secret.
- (10) The individual state examination subjects shall be assessed by assessment degrees A to FX.
- (11) Comprehensive state examination assessment shall be “passed with excellence”, “passed” and “failed.”
- (12) The degree “passed with excellence” shall be assigned if the student has been assessed by marks A or B only in the individual subjects while number of assessments B may not prevail over A assessments.
- (13) The degree “passed” shall be assigned when the student does not meet the terms under par. 12 and was not assessed by FX in neither of subjects.
- (14) If one of the state examination subjects has been assessed by FX, the total state examination assessment shall be “failed.”
- (15) If a student does not attend in state examination or if he/she has failed, he/she may resit for it in the nearest (resit) date. Student shall repeat only the state examination part he had failed in (being assessed by the mark FX). State examination may be repeated only twice before the date consistent with Art. 31 par. 6 l. b has expired.

#### **Art. 27**

#### **Total assessment of studies**

- (1) Total assessment of a study passed is evaluated by two degrees:
  - a) passed with excellence,
  - b) passed.
- (2) If a student has obtained weighted study average higher than 1,3 (without state examination subjects assessment) and state examination assessment “passed with excellence” on a regular date, he shall be assessed consistent with the par. (1) l. a).
- (3) If the terms under par 2 have not been met, he shall be assessed consistent with par. (1) l. b).

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<sup>25</sup> § 63 par 4 Universities Act.

## **Art. 28**

### **Student's option to change study programme within CU**

- (1) Student may be allowed by dean to change his/her study programme within the same study field or study field combination. Prior to his decision dean will ask for the Rector's consent.
- (2) If original study programme and new study programme are studied in different faculties, the change shall be agreed by both respective deans. Rector's consent shall be demanded by the dean of the faculty in which the student will study after changing his study programme.
- (3) In case of study programme change the admission procedure terms may differ from those to be met by the applicants coming from secondary schools or first or second degree graduates in admitting to a higher degree of studies. Acknowledgment of subjects and transfer of credits shall be governed by Art. 29.
- (4) To pass the studies the student is obliged to meet the terms stated in study programme he has switched to.
- (5) Student may apply for a study programme change to be applicable at the beginning of the academic year coming after passing the first year of study and after meeting the terms as stated under Art. 24 par. (1) l. b).

## **Art. 29**

### **Acknowledging the subjects passed, credits and marks transfer**

- (1) Student may apply for the subjects passed be acknowledged or marks and credits transfer if no more than 4 years have passed since they have been obtained.
- (2) The subjects passed, credits and marks obtained may be acknowledged or transferred if they make part of the study programme prescribed as compulsory or elective subjects and were assessed by marks A to E or in an equal manner. Credits obtained in bachelor study degree may not be acknowledged for master degree of studies.
- (3) Dean rules on subjects' acknowledgment or credits and marks transfer based on recommendation of the subject's guarantor in question while in one academic year a student may have the subjects from previous study acknowledged in a value of no more 50 credits while complying with the terms for study stipulated in Art. 20 par. 5.
- (4) If a student is admitted to study under Art 11 or Art 28, Rector may exempt him/her from acknowledging maximum value of credits under par. 3 based on the proposal of the faculty dean.
- (5) An application for the subjects passed in previous studies to be acknowledged shall be submitted to the faculty dean at the beginning of academic year, with the syllabus of the subjects passed and credits obtained enclosed. Dean shall issue the ruling on subjects acknowledging or not-acknowledging in a written form, containing reasoning, to be delivered to the student under Art. 35 par. 2.

- (6) Passing a subject within Life-Long Learning programme, sub-programme Erasmus shall be acknowledged free from submitting any other documents.

**Art. 30**  
**Suspending studies**

- (1) Studies may be suspended upon a written request of a student as a rule for a complete unit (semester, year).
- (2) A student 's studies may be suspended for one year without stating a reason.
- (3) If the reasons for suspension are serious health or personal problems, studies may be suspended for no longer than two years, except in case of parental leave where maximum length for suspension is three years.
- (4) The leave for studies suspending shall be granted by dean.
- (5) Suspension of studies of a doctorate student who have registered for a thesis offered by an external education institution shall be granted by dean after a positive attitude expressed by the statutory representative of the respective education institution.
- (6) Student who has suspended his/her studies ceases to be a student on the day of the suspension. Decision on suspension is served on the student in person or by mail.
- (7) Student, whose studies have been suspended, has right to enrol to studies again. He/she becomes a student on the day of repeated enrolment.
- (8) If a student has his studies suspended during the instruction part of semester, enrolling to subjects after suspension are not deemed a repeated enrolment.
- (9) If student has suspended the part of semester during which no instruction is provided, all his/her credits and assessments obtained prior to the date of application for studies suspensions are recorded. Study duties for which a student obtained assessment FX or no assessment before he applied for studies suspension is deemed re-recorded after he/she has returned following his/her studies suspension. Repeated entering of subjects is governed by Art. 20 par. 2 and 3.

**Art. 31**  
**Studies coming to an end**

- (1) Studies in CU can come to an end either regularly by graduation or for reasons stated under par. 6, Art .32 and Art. 33.
- (2) Student regularly completes his studies by passing studies consistent with the respective study programme.
- (3) The day of regular completion of studies is the one when the last condition of those prescribed for regular completion of the respective study programme has been met.

- (4) The document proving regular completion of studies and on obtaining the respective academic degree is a university diploma, diploma supplement and state examination certificate.
- (5) University diploma, diploma supplement and state examination certificate are issued by CU. Student, who has passed his/her studies under Art. 27 par. 1 l. a) shall receive diploma with honours. Diploma shall be given to the student solemnly in a graduation ceremony as a rule.
- (6) Except studies regular completion studies may come to an end:
  - a) by leaving studies upon one's own decision,
  - b) by exceeding standard length of studies by more than two years,
  - c) if the student cannot continue due to his study programme having ceased to exist and he has not accepted the offer to continue his/her studies following another study programme,
  - d) if the student has passed admission procedure in another university or CU faculty with the consent of the respective CU dean in order to change his/her study programme,
  - e) if the student has failed to appear for registration of studies or after his studies suspensions he/she has failed to appear for re-registration after being served the respective call to appear to register within ten days following the call delivery; student may ask for this term extending due to health condition reasons barring him from appearing to register, otherwise the day when the student was supposed to register for further studies or when he was to re-register is deemed the day when the student left the studies,
  - f) by death of student.

**Art. 32**  
**Leaving studies**

- (1) If a student wishes to leave his/her studies, he shall so notify the dean.
- (2) Student, who has left his/her studies, shall be provided the abstract of passed subject by the faculty upon his/her request. The abstract shall also contain the information that the student has not completed his/her studies.

**Art. 33**  
**Expelling from studies**

Student shall be expelled from studies:

- a) if he has not met the terms or fulfilled the duties arising from the study programme and the CU Code of Studies or a faculty code of studies; student may also be expelled for breach of duties under Art. 13 par. 3 l. c),
- b) if he/she was imposed a disciplinary measure of expelling from studies for a discipline offence under § 72 par. 2 l. c) of the Universities Act.



**Part V**  
**Procedures involving study rights and duties of students**

**Art. 34**  
**Starting procedures involving study rights and duties of students**

- (1) Procedure involving studies suspension and examinations acknowledgement or credits acknowledgement begins on the day when the student has submitted a written request for a respective decision be issued. The application must contain basic identification data and the merits of the subject matter that should be decided on.
- (2) If the application does not contain the data necessary for the decision to be taken, the dean shall call the student to supplement the application or provide necessary explanation in a reasonable time.
- (3) Procedure involving failure to meet the terms arising from study programme or study plan and breach of the code of studies begins on the day of dean 's decision issuing who shall do so upon his own initiative, or upon a teacher' s or a student ' s initiative.
- (4) Procedure involving expelling from studies due to failure to meet the terms arising from study programme and the CU Code of Studies (§ 66 par. 1 l.c) of the Universities Act and Art. 33 l. a)) shall begin on the day when the decision on expelling was issued.
- (5) Decision on matters under par.1 shall be issued by dean within 30 days since days the procedure was begun. This term does not include the time granted to the student for supplementing or explaining the application under par. 2. If the dean does not decide within this term up to 30 days, the student may demand Rector to express the dean' s obligation to deal with the matter and to decide.
- (6) Act No. 71/1967 Col. on administrative procedure as later amended does not apply to procedure and deciding on study rights and duties of students.

**Art. 35**  
**Essential elements of decisions and its delivery**

- (1) Decision under Art. 34 must be produced in writing and must contain the statement referring to the respective provision of internal regulation, reasoning based on facts as found and in cases under Art. 34 par. 4 also instruction on a possible request for the decision be reviewed.
- (2) Decision must be delivered to the student to his own hands in the faculty or in any place where he is available. If such delivery is not possible, the decisions shall be delivered by mail (under Art. 34 par. 4) to the last known address of the student' s residence as a registered mail with return service and with the notice "to his own hands". The decisions in matters stated under Art. 34 par. 1 and par. 3 are delivered as registered mails with return service. The faculty' s duty to deliver has been met if the student has received the decision or on the day when the post office returned it as an undeliverable mail or if the delivery

was frustrated by a student's act or omission. The delivery shall be effective even if the student refuses to receive the decision.

### **Art. 36**

#### **Application for a decision be reviewed and expelling from studies**

- (1) Under Art. 34 par. 4 student may, within 8 days after being delivered the decision, submit an application for the decision be reviewed (hereinafter "application"). The application has the suspending effect. The application is addressed to the dean who has issued the decision.
- (2) Dean may sustain or reject the application himself/herself, or otherwise he shall remand the entire matter along with the documentation to Rector for decision. The entire file shall be passed to Rector including the report under par.3 including dean's own opinion concerning the application for review.
- (3) The report contains comprehensive results of the procedure held so far, i.e. the data on all acts carried out, attitude to the application submitted in due time and to all essential elements enclosed. The faculty dean will state in his report his own view concerning all the complainant's objections together with respective evidence, his opinion as for completeness and correctness of facts as found as well as legal opinion which is a basis in the decision challenged.
- (4) Rector shall reject the application were it submitted late or by an unauthorized person. Rector shall change or revoke dean's decision if issued contrary to law, CU or faculty internal regulation, otherwise he shall reject the application supporting the dean's original decision.
- (5) If Rector revokes dean's decision for the reason that facts of the matter were not found as appropriate, he may, under the circumstances, return the matter to the dean for further procedure and decision while dean shall be bound by Rector's legal opinion.
- (6) Rector shall issue his/her decision no later than 30 days after the student's application for review delivered. In more complex instances decision shall be taken within 60 days. Both the student and the faculty dean shall be notified in writing on extending the term for his response.
- (7) Provisions under Art. 35 par. 2 are applicable for Rector's decisions delivery.
- (8) If dean sustains the application and changes or revokes his decision under par. 2 or if Rector sustains or revokes dean's decision under par. 4, the faculty or CU authorities shall take such measures as appropriate in order to restore the student's rights and the consequences arising from faulty decision can be removed or softened.
- (9) No application for the Rector's decision be reviewed can be submitted. Rector notifies the respective dean on his/her decision and returns him the respective student's file along with return service of the decision delivery to the student.

**Art. 37**  
**Finality of decision**

- (1) Decisions against which no application for review can be submitted shall be final.
- (2) Dean's decision on expelling from studies that was not challenged by the student's application for review shall come to effect after lapse of time of 8 days under Art. 36 par. 1.
- (3) Rector's decision on an application for review of dean's decision shall come into effect on the day of its delivery to the student.
- (4) The day when the studies come to an end is the one when the decision on expelling from studies has become effective.

**Part VI**  
**Further provisions**

**Art. 38**  
**Student's safety and health protection**

General rules for safety and health protection at work and labour conditions for women apply for students participating in practical instruction and practice.<sup>26</sup>

**Art. 39**  
**Doctoral examinations**

- (1) Study programmes graduates who have obtained the academic degree "master" may take doctoral examination the part of which is also doctoral thesis presentation in the study field in which they graduated, or in a similar field.
- (2) After passing doctoral examination CU grants the academic titles:
  - a) "doctor of natural sciences" (RNDr.) in study programmes involving natural sciences,
  - b) "doctor of pharmacy" (PharmDr.) in pharmacy study programmes,
  - c) "doctor of philosophy" (PhDr.) in study programmes involving humanities and arts),
  - d) "doctor of laws (JUDr.) in law study programmes,
  - e) "doctor of pedagogy" (PaedDr.) in teacher's training study programmes and physical training study programmes,
  - f) "doctor of theology" (ThDr.) in theology study programmes, except study programmes of Roman Catholic theology studies.
- (3) Rules governing doctoral examination are contained in the CU internal regulation.<sup>27</sup>

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<sup>26</sup> Act No. 311/2001 Col. Labour Code as later amended.

<sup>27</sup> Internal regulation No. 2/2007, Rector's Directive: Principles of doctoral examination procedure in CU.

#### **Art. 40**

#### **Rector 's Academic Praise, Rector 's Award for excellent final theses and motivating scholarships**

- (1) Rector may grant Rector 's Academic Praise comprising a lump motivating scholarship for a student, who
  - a) obtained excellent results during his/her studies,
  - b) showed exemplary civic attitude or carried out an exemplary act,
  - c) represented excellently CU especially in international events and competitions.
- (2) Rector may award Rector 's Award for an outstanding final thesis accompanied by an awarding a lump sum of a motivating scholarship to the student who produced an extraordinary and high quality final thesis.
- (3) Rules for awarding Rector 's Academic Praise, Rector 's Award for an outstanding final thesis and the related awards of lump motivating scholarships are governed by the CU Scholarship Code and the faculty scholarship code.
- (4) Dean may award a student enrolled in a study programme carried out in the faculty a praise and a lump motivating scholarship consistent with the CU Scholarship Code and faculty scholarship code.

#### **Art. 41**

#### **Special features of doctorate studies**

- (1) Rules of this Code of Studies are applicable as appropriate unless stipulated otherwise.
- (2) Rules of organizing doctorate studies are governed by the Universities Act<sup>28</sup> and stipulated in detail in Rector 's directive (Internal regulation No.2/2008).

#### **Art. 42**

#### **Faculties' Codes of Studies**

- (1) If a faculty wishes to adapt this CU Code of Studies in more detail for its own terms, it shall issue its own faculty code of studies consistent with this CU Code.
- (2) Faculty code of studies put forward by the dean shall be approved by the faculty academic senate to come into effect upon its approval by the CU Academic Senate.

#### **Art. 43**

#### **Closing provisions**

- (1) Part of this CU code of Studies is the Supplement: General rules of enrolling the studies, recording and checking of study results in CU faculties related to bachelor, master and doctorate studies. They apply for doctorate studies as appropriate. Faculties may adopt these rules as suited for their own terms.

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<sup>28</sup> § 54 Universities Act.

- (2) Faculties are bound to comply their own codes of studies with this CU Code of Studies within one month since this CU Code of Studies has become operative. After this time the parts of faculty codes of studies inconsistent with the provisions of this CU Code of Studies shall be invalid.
- (3) CU Code of Studies shall be effective on the day of registration by the Ministry of Education of the SR, which is June 5<sup>th</sup>, 2008, and operative upon the day of delivering the respective ruling at its registration by the Ministry of the SR on June 19<sup>th</sup>, 2008.
- (4) The CU Code of Studies approved on September 22, 2004 and registered by the Ministry of Education of the SR on October 1, 2004 shall be repealed upon the day of this CU Code of Studies becoming operative.

prof. RNDr. Karol Mičieta, PhD.  
Chairman of the Academic Senate  
of Comenius University in Bratislava

doc. PhDr. František Gahér, CSc.  
Rector  
of Comenius University in Bratislava

**General rules for enrolling the studies, recording and checking of study results in CU faculties**

**Art. 1  
Enrolling the studies**

- (1) Enrolment determines the relationship between the faculty and the student for the period of current academic year. There are two types of enrolment:
  - a) enrolment under § 59 of the Universities Act on the basis of which the admitted applicant to studies becomes the student of the CU,
  - b) enrolment to another part of studies under § 70 par. 1 l.c) of the Universities Act after having complied with the duties as stated by the respective study programme or code of studies.
- (2) Enrolment to studies is carried out by:
  - a) creating a statement of student's data in the faculty study records information system (hereinafter FSRIS) and in a documentary manner, if and when necessary. The statement contains student's personal data, data on student's university card (hereinafter SUC) and his consent for his data be provided to other systems,
  - b) stating the subjects the student wishes to study in the oncoming study period (academic year or semester). These data shall be entered into the FSRIS, into the student's record book and into the student's plan of studies record sample No. 1),
  - c) receiving the SUC and its validation for the current academic year. This act is a final part of enrolment to be carried out only after a successful completion of the previous acts.
- (3) Enrolment to further studies is carried out by:
  - a) completing the previous part of studies consistent with the study plan of the respective study programme,
  - b) checking and entering changes into the student's data (personal data, data on SUC, consent for providing data to other systems),
  - c) stating the subjects the student wishes to study in the oncoming period of studies, i.e. in the academic year or semester. These data shall be entered into the FSRIS, student's record book and the student's plan of studies record,
  - d) validation of the SUC for the current academic year. This act is a final part of enrolment to be carried out only after successful completion of the previous acts.
- (4) Functions of the faculty students' affairs department (hereinafter SAD):
  - a) responsibility for the preparations and the course of enrolment,
  - b) submitting the students for signature the Study duties fulfilment record (sample No.4) and entering them into students' personal files,
  - c) entering the study plan subjects into FSRIS in cooperation with the student or based on his/her written draft, producing student's plan of studies record to be included into the

- student's file, issuing its copy to give it to the student and verifying the data in the student's study record (date, stamp, signature),
- d) carrying out study plan changes upon the student's request (sample No. 2) and verifying the data in the student's record book (date, stamp, signature),
  - e) preparing and delivering final and complete lists of students enrolled for the particular subjects in the current semester to the respective departments/teachers. Form and manner of delivery shall be governed by the respective faculty rules.
- (5) Student is bound to enrol in person, or he may be represented by a person authorized by him/her by a power of attorney authenticated by notary.
- (6) Student or a person authorized by him shall:
- a) verify by his/her signature the data entered in the student's record book for the previous period,
  - b) confirm the study plan for the current academic year under § 51 par. 8 Universities Act consistent with the faculty code of studies (hereinafter FCS) and with the study plan rules and terms,
  - c) enter the study plan subjects into the student's record book consistent with his/her study plan record or changed study plan record. In case of inconsistency decisive shall be the data in the record signed by the student's affairs department and the student.
- (7) Student has right to request the SAD to have his study plan changed by the end of the 2nd week of the instruction period of the (winter or summer) semester (revoking or changing the subjects recorded for the reasons of timetable incompatibility or of cancelling the subject, consistent with the rules stated by FCS). The study plan changes shall be carried out by the student in person in the SAD.
- (8) Student is bound to put down the study plan subjects consistent with the changed study plan record into his student's record book. In case of inconsistency decisive shall be the data in the record signed by the SAD worker and the student.
- (9) Student is bound to validate his/her student's card in the university terminal within 24 hours after receiving validation stamp, if technical conditions allow so.

## **Art. 2**

### **Recording and checking of study results**

- (1) Roles of the students' affairs departments:
- a) preparing the Subject Assessment form (sample No.3) which shall be delivered to the departments, institutes or other workplaces one week prior to the end of instruction part of semester (using the internal mail service or producing their e-version),
  - b) continuously or immediately after the end of examination period processing subject assessment forms or producing their e-form),
  - c) comparing the data in the FSRIS with those in student's record book and producing a report on fulfilling study duties. This involves mainly summer semester. After winter semester detailed check is carried out involving only the 1st year students no later than by the enrolment for the following period.

- (2) If during the study results checks different data have been found or they are missing, the SAD shall report in writing the facts as found to the respective department, institute or other workplace.
- (3) Roles of departments, institutes or other workplaces:
  - a) delivering and updating lists of full-time and part-time teachers, their signature samples and students' lists assigned to them to the SAD,
  - b) storing students' writings that are part of subjects assessments consistent with the CU Register Code and register plan for the period of three years,
  - c) providing immediate improvement and taking measures by the department headperson to eliminate failures (faulty or missing data) as found by the SAD during its checks.
- (4) Teacher' s position and roles:
  - a) the subject is examined primarily by the teacher who participated in the instruction during the semester. In special cases (illness, long-term absence) based on the teacher' s reasons submitted in writing the responsibility to assess and record shall be passed on the subject' s guarantor, in case of his illness or long-term absence on the study affairs pro-dean,
  - b) teacher requires the student to submit his/her student record book and student university card during assessment/examination, otherwise he may not examine or assess the student,
  - c) if part of student assessment is carried out in writing, the examiner is bound to publish its results on the day and in a manner stated in advance in a department board or by internet consistent with the terms of personal data protection rules. Students' names and results shall be published only upon the students' written consent, otherwise students' codes assigned during the tests shall be used only while stating place and time when the results shall be entered into the students' record books. Written test results must be announced and entered within three working days since the beginning of the written test,
  - d) the assessment results shall be entered into the Subject Assessment Report while respecting the data on regular or repeated sitting by the teacher,
  - e) identical assessment result shall be entered into the student record book by the teacher (putting down the assessment, date and signature to the subject) whose responsibility is to check whether the subject' s name is matching the one in the subject information sheet,
  - f) the assessing teacher shall make sure the Subject Assessment Record be delivered to the SAD after his/her last student has taken the exam, or no later than on the following working day after the end of the examination period,
  - g) the assessing teacher is bound to provide a complete, accurate and intelligible subject assessment record identical to the data and assessments in students record books to the SAD,
  - h) the assessing teacher is bound to carry out corrections consistent with general rules and CU internal rules,
  - i) no recording of examinations taken may be made after the end of examination period,
  - j) CU shall state in advance the date by which study results record database shall be shut down from the CU RD after which no changes can be made by faculties. In extraordinary circumstances faculty may ask Rector to mage changes, which shall be supported by reasons,



- k) teacher' s failure to perform his/her duties may by no means result in sanctioning the respective student.
- (5) Student' s duties:
- a) student is bound to bring his student record book and/or university card on the day of his/her examination or assessment to submit them to the examining teacher. If the student fails to do so, the examiner may not examine or assess the student,
  - b) after fulfilling his/her last study duty in semester or academic year the student is bound to submit his/her student record book to the SAD for checking no later than on the first day after the end of the respective examination period. Failure to do so may result in the faculty sanctioning the student under an internal regulation or submitting him/her to disciplinary proceedings under the respective faculty code of studies.
- (6) The subject, entered in the student' s book and record that has no assessment entered shall be evaluated by the SAD as FX after lapse of three days after the end of examination period.
- (7) The following sample forms are part of this supplement:
- a) Study plans record (sample No.1),
  - b) Changed study plan record (sample No.2),
  - c) Subject assessment record (sample No.3),
  - d) Study duties fulfilment record (sample No. 4).

Sample No. 1

Comenius University Bratislava, Faculty.....

**Study plans record in the academic year.....**

Student's name.....

Personal number.....

Study programme.....

Enrolment attribute+.....

Winter semester:	Teacher:	Instruction form and extent:	Subject type:	Number of credits:

Summer semester:	Teacher:	Instruction form and extent:	Subject type:	Number of credits:

Number of credits entered:.....

Bratislava.....

Student's signature.....

SAD worker's signature:.....

+ enrolment to studies

enrolment to further studies

enrolment after suspending the studies

Sample No. 2

Comenius University Bratislava, Faculty.....

**Changed study plan record in the academic year .....**

Student's Name.....

Personal number.....

Study programme.....

Winter semester:	Teacher:	Instruction form and extent:	Subject type:	Number of credits:

Summer semester:	Teacher:	Instruction form and extent:	Subject type:	Number of credits:

Number of credits entered.....

Bratislava.....

Student's signature.....

SAD worker's signature.....

Sample No. 3

Comenius University Bratislava, Faculty.....

**Subject assessment Record**

Subject.....

Teacher.....

Student:	Regular date: Assessment, date, signature:	Repeated sitting date: Assessment, date, signature:	Repeated sitting date Assessment, date, signature:
1.			
2.			
3.			
4.			
5.			

Received by the Department of student's affairs on the  
day.....signature.....

Sample No. 4

Comenius University Bratislava, Faculty.....

**Study duties fulfilment record in the academic year.....**

Student's name..... Personal number .....

Study programme..... Field of study.....

Winter semester:	Assessment:	Credits:

Summer semester:	Assessment:	Credits:

Weighted study average..... Number of credits obtained .....

Terms for study year completion met on the day.....

Bratislava.....

Student's signature.....