



**UNIVERSITY OF ECONOMICS IN BRATISLAVA**

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**ACADEMIC REGULATIONS**

**OF THE UNIVERSITY OF**

**ECONOMICS IN BRATISLAVA**

**Bratislava 2016**

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## **ACADEMIC REGULATIONS of the University of Economics in Bratislava**

Academic Regulations of the University of Economics in Bratislava (hereinafter referred to as “Academic Regulations“) are issued as internal rules of the University of Economics in Bratislava in accordance with Art. 15 Sect. 1 Subsect. b) of the Act. No. 131/2002 on universities and on amendment of certain acts, as amended (hereinafter referred to as “Act“).

### **Article 1 Introductory provisions**

- (1) These Academic Regulations regulate the university study (hereinafter referred to as “study“) at the University of Economics in Bratislava (hereinafter referred to as “UE in Bratislava“) and its faculties.
- (2) These Academic Regulations are binding for students of all degrees studying in all forms of study, including students of joint programmes of study, exchange students, teaching staff and other university staff members who are responsible for the study and its organisation.

### **Article 2 Degrees and lengths of study**

- (1) UE in Bratislava offers university education in the form of accredited programmes of study at bachelor’s, master’s and doctoral level.
- (2) The length of a bachelor’s programme of study is normally three academic years of full-time study and four academic years of part-time study.<sup>1</sup>
- (3) The length of a master’s programme of study is normally two academic years of full-time study and three academic years of part-time study.<sup>2</sup>
- (4) The length of a doctoral programme of study is normally three academic years of full-time study and four academic years of part-time study.<sup>3</sup>
- (5) Any study conducted in accordance with Academic Regulations shall not exceed the normal length of study (Art. 51 Sect. 4 Subsect. h) of the Act) by more than two years (Art. 65 Sect. 2 of the Act).

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<sup>1</sup> does not apply to the bachelor’s programmes of study in accordance with Article 20, Section 1 of the Academic Regulations

<sup>2</sup> does not apply to the master’s programmes of study in accordance with Article 20, Section 1 of the Academic Regulations

<sup>3</sup> does not apply to the doctoral programmes of study in accordance with Article 20, Section 1 of the Academic Regulations

### **Article 3**

#### **Field of study, programme of study, plan of study and joint programmes of study**

- (1) Field of study is a sphere of knowledge which can be subject of university education at bachelor's, master's or doctoral level. It is characterised by the spheres and scope of knowledge, abilities and skills which are to be attained during the study.
- (2) Programme of study is a set of courses taught by means of educational activities such as lecture, seminar, tutorial, thesis, project work, laboratory work, internship, excursion, practicals, state exam and a combination of them (hereinafter referred to as the „course“) and a set of rules which must be adhered to. Students who adhere to the above mentioned rules and complete their study by attending the above mentioned educational activities are awarded a university degree (Art. 51 Sect. 5 of the Act). In case of part-time studies the courses also include tutorials.
- (3) One unit of teaching corresponds to 90 minutes, i.e. two lessons of direct teaching activity.
- (4) It is obligatory for students of all programmes of study to write a thesis. Thesis writing and thesis defence constitute one course, whereas the thesis defence is considered to be one of the state exams. More information on general guidelines for writing a thesis, thesis originality check, thesis registration, storage and licenses can be found in a separate internal regulation of UE in Bratislava.
- (5) In a student's plan of study, the schedule and content of courses, as well as the forms of assessment of learning outcomes, are determined. With the exception of the forms of assessment of learning outcomes, the student may develop his plan of study either on his own or in cooperation with a study advisor in accordance with these Academic Regulations (and in compliance with the set rules).
- (6) In case the students need assistance with determining their plan of study, they may contact one of the study advisors of the UE in Bratislava, who are appointed by the dean from among the members of the university teaching staff. There is at least one study advisor at each faculty.
- (7) A bachelor's programme of study is aimed at gathering theoretical and practical knowledge based on the current state of economic and social sciences. Bachelor's programmes of study with vocational orientation focus on application of knowledge in a professional life. Bachelor's programmes of study with academic orientation prepare students for the subsequent study at master's level. Students studying in a bachelor's programme of study (hereinafter referred to as "bachelor's study“) are required to write a bachelor's thesis. Upon successful completion of a bachelor's study, students are awarded the bachelor's degree together with the academic title of "bachelor" (abbreviated „Bc.“).
- (8) A master's programme of study is aimed at gathering theoretical and practical knowledge based on the current state of economic and social sciences and, at the same time, at the development of the ability to apply the knowledge in a creative way in one's professional life or during the subsequent study at doctoral level. Students in all programmes of study at master's level are required to write a master's thesis. UE in Bratislava awards all students of master's programmes who fulfil all the prescribed requirements with the master's degree

along with the academic title of “engineer“ (abbreviated “Ing.“) or “master” (abbreviated “Mgr.“) depending on the type of study.

- (9) A doctoral programme of study is aimed at gathering state-of-the-art scientific knowledge. The students are required to conduct scientific research and carry out independent creative activities in the field of science and thus make their own contribution to the global scientific findings. Upon successful completion of a doctoral programme of study the students are awarded the doctoral degree. The study at a doctoral level (hereinafter referred to as “doctoral study“) is conducted in accordance with an individual plan of study and under guidance of student’s thesis supervisor. A doctoral study consists of an educational part and a research part. The educational part of a doctoral study consists predominantly of lectures, seminars and individual study of specialised scientific literature depending on the field of the dissertation thesis research. The research part of a doctoral study consists of research activities within the framework of the dissertation thesis topic which may be carried out either by the student alone or in a research team. A full-time doctoral study also includes teaching activities. Apart from tutorials, the average amount of student’s teaching activities in one academic year shall not exceed two units of teaching per week. A doctoral study is concluded by the dissertation thesis defence (Article 13 Section 1 of the Academic Regulations). During the dissertation thesis defence the student shall prove his or her capability to carry out independent research and creative activities in the respective field of research or development. UE in Bratislava awards the students who successfully complete the doctoral study with the academic title of “doctor“ (“philosophiae doctor“ abbreviated „PhD.“), which shall be written after the person’s name.
- (10) UE in Bratislava or its faculties may offer programmes of study in cooperation with other universities including universities which are based in other countries than the Slovak Republic. Students admitted to a programme of study which is carried out at several universities (hereinafter referred to as “joint programme of study“) shall spend some of the terms at the UE in Bratislava and some of the terms at its partner university. UE in Bratislava and its partner university collaboratively design and develop the joint programme of study and both of the institutions take part in the decision-making procedures as far as admission process and degree requirements are concerned. The cooperation shall be carried out in accordance with the terms and conditions determined in an agreement between UE in Bratislava and its partner university.

#### **Article 4**

#### **Registration procedure**

- (1) The applicants who have been served with an admission notice in due way are eligible to register as students. The respective faculties of the UE in Bratislava shall inform the admitted students about the date, place and form of registration.
- (2) Those applicants who decline the admission or do not reply to the admission notice within the set time limit, shall no longer be eligible to register as students. Applicants who get a conditional admission are obliged to prove that they have met the basic admission requirements no later than on the last day of the registration period, otherwise they shall no longer be eligible to register as students (Art. 56 of the Act).
- (3) Admitted applicants who register as students before the beginning of the academic year and wish to cancel their registration shall inform the respective faculty of the UE in Bratislava about their intention in writing no later than on 15 August before the beginning of the

forthcoming academic year, otherwise they become students on the day of beginning of the academic year (Art. 69 Sect. 2 of the Act).

- (4) The individual faculties of the UE in Bratislava determine the date of the freshmen registration or advance registration which is compulsory for all students. A student may also be registered by his or her representative, authorised by an authenticated power-of-attorney, who shall submit all the necessary documents requested at the registration by the UE in Bratislava or its faculties. Students who, because of serious reasons, can neither attend the scheduled registration in person nor by any authorised representative, shall inform the dean of the respective faculty of this fact without delay in writing, however no later than within 5 days after the due date of registration, and apply for a late registration which shall be no later than before the beginning of courses in the winter term in accordance with the approved academic calendar.
- (5) Once a year (on the day of advance registration as a rule) the students are obliged to sign and accept from the respective faculty of the UE in Bratislava an advance registration certificate.
- (6) Students who are not nationals of any member state of the European Union nor any state which is a party to the Agreement on the European Economic Area (hereinafter referred to as "Member States") or students who are not allowed to stay in a Member State, must submit a residence permit for the Slovak Republic and prove that they have met any and all further requirements in accordance with legal regulations governing the stay of foreigners on the territory of the Slovak Republic. The scholarship students<sup>4</sup> shall submit a copy of a scholarship award certificate.
- (7) Individuals may apply in writing for a registration as students of a certain programme of study at the respective faculty of the UE in Bratislava even if they were admitted to a different university, provided that the level of study is the same and the field of study is the same or similar.
- (8) Students to whom the provisions of section 7 of this article apply shall submit a written application for registration to the dean of the respective faculty no later than on the 21 August of the given year. The consent of the dean of the faculty at which the student is registered at the time of submitting the application in accordance with section 7 of this article must be attached to the application along with an academic transcript certified by the faculty.
- (9) The dean of the respective faculty of the UE in Bratislava shall decide on the application submitted in accordance with section 7 of this article within 30 days from the delivery of all documents required.
- (10) On the day of registration in accordance with section 7 of this article the applicant becomes a student of the respective faculty of the UE in Bratislava. His former study shall be considered to be withdrawn on the last day before the registration at the faculty of the UE in Bratislava or at the UE in Bratislava. The faculty of the UE in Bratislava which granted the student's application for registration shall inform the university from which the student withdrew no later than on the third day after the registration about the registration particulars, such as the name of the student, the date of registration and the programme of study the student registered for.

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<sup>4</sup> Act No. 392/2015 on development cooperation and on amendment of certain acts

- (11) If a student or his/her authorised representative does not attend the advance registration or re-registration after an interruption of study and the student does not apply for an excuse of absence and for a late registration, the respective faculty of the UE in Bratislava shall invite the student in writing to attend the registration within ten working days from the delivery of the invitation.
- (12) If the student fails to attend the registration upon invitation and he/she does not apply for the extension of the registration period for health reasons which have prevented him from attending the registration, the last day of the advance registration period, i.e. 1 September of the respective calendar year, or the last day of the re-registration period, i.e. 1 September of the respective calendar year or 1 February of the respective calendar year shall be considered to be the day on which the student withdrew his/her study.
- (13) The Academic Support Unit of the respective faculty shall document the registration in student's files and issue and seal a registration certificate. Data required under Article 73 Section 3 and 4 of the Act shall also be entered into the students' register.

## **Article 5**

### **Academic year**

- (1) The academic year starts on 1 September of the respective calendar year and concludes on 31 August of the next calendar year.
- (2) The academic year is divided into two terms – winter term and summer term.
- (3) Any bachelor's, master's or doctoral study at the UE in Bratislava starts at the beginning of the respective winter term.
- (4) The academic calendar must be approved by the Rector's Collegium of the UE in Bratislava and published as a binding internal regulation no later than six months before the beginning of the academic year.

## **Article 6**

### **Modes and methods of study**

- (1) A programme of study may be carried out as a full-time study or a part-time study.
- (2) In accordance with the recommended plan of study, the workload of a full-time student, including home preparation and independent creative activities, amounts to 1500 – 1800 hours per academic year, depending on the individual programme of study. In a full-time mode of study, students daily attend educational activities such as lectures, lectures for doctoral students, seminars, tutorials and practicals. If the students attend all the prescribed educational activities and fulfil all the necessary requirements for the completion of a study, they are awarded a university degree.
- (3) In accordance with the recommended plan of study, the workload of a part-time student, including home preparation and independent creative activities, amounts to 750 – 1440 hours per academic year, depending on the individual programme of study. In a part-time mode of study, students have to do a lot of self-study and participate in prescribed consulting appointments.

- (4) Educational activities in accordance with section 2 of article 3 of the Academic Regulations in a full-time or part-time mode of study can be carried out in the following ways:
  - a, on-site
  - b, distance
  - c, combined.
- (5) An on-site mode of study is based on teaching activities in which there is a direct contact between a teacher and a student. A distance mode of study replaces the direct contact between a teacher and a student through information and communication technologies, primarily based on the use of computer networks. The combined mode of study is a combination of on-site and distance learning modes of study with predominance of a direct contact between a teacher and a student.
- (6) The same methods are applied in a full-time and a part-time mode of study. If the application of the same methods is not possible, any inevitable differences in the implementation of the programme of study in a full-time or a part-time mode must not have a negative impact on learning outcomes.
- (7) Lectures for students are held by teaching staff working in the post of a professor or an associate professor in accordance with § 75 of the Act. Lectures from selected chapters in the first two levels of university education are also held by teaching staff working in the post of an Assistant Professor.
- (8) Seminars and practicals are carried out, apart from professors and associate professors, by assistant professors, assistants, lecturers and doctoral students in a full-time form of study, or any further experts with the consent of the rector of UE or the dean of the respective faculty.
- (9) In addition to teaching activities according to the plan of study in a particular programme of study, university teaching staff also provide students with individual consultations, for which they will allocate a reasonable period of at least two office hours per week (1 hour = 45 minutes). Consulting hours can be implemented as two individual hours or as one two-hour consultation. Consulting hours of teachers for the respective term are published by the relevant departments before the start of the term. Individual consultations do not substitute teaching and learning activities.
- (10) The participation of students in selected educational activities in accordance with Article 3, § 2 of the Academic Regulations is mandatory. Teachers have the right to excuse up to 25% of absence of a student in individual educational activities and establish substitute activities. Further 25% of the absence because of documented and serious reasons can be excused by the head of the department, who guarantees the teaching of the subject. The head of department in agreement with the teacher establish substitute activities. Greater absence is considered a failure in passing the subject and will be handled according to article 7 of the Academic Regulations.

## **Article 7**

### **Credit system**

- (1) Organization of study at the UE in Bratislava is based on a credit system. Credit system uses a credit accumulation and credit transfer. Through credits it is made possible to assess students' burden associated with completing the course in accordance with the rules contained in the programme of study.



- (2) Credits are numerical values assigned to courses that represent the student's workload required in order to get prescribed learning outcomes.
- (3) Standard student's workload for one academic year of the full-time study is expressed by 60 credits, 30 credits per term.
- (4) Standard student's workload for one academic year of the part-time study is expressed by no more than 48 credits, depending on the standard length of a respective programme of study and the number of credits necessary for its proper completion.<sup>5</sup>
- (5) A student shall obtain a credit for the course, if his/her results were evaluated by one of the grading levels from A to E. UE in Bratislava or its faculties may decide in selected courses that they will not be evaluated by the grade and they may determine the criteria for successful completion of those courses as well as conditions for obtaining credits.
- (6) Credits obtained for respective courses are counted together. The total number of credits that students are obliged to obtain in order to complete their study, is at the UE in Bratislava determined in accordance with the programme of study. The rules are as follows:
- a, in the bachelor's programme of study – at least 180 credits
  - b, in the master's programme of study – at least 120 credits
  - c, in the doctoral programme of study – at least 180 credits.
- (7) The subjects that compose the programme of study are divided into:
- a, compulsory modules - their completion is a pre-condition for successful completion of the programme of study or a one of its parts,
  - b, compulsory optional modules – a pre-condition for successful completion of the programme of study or one of its parts is the completion of a specified number of courses from this group that are chosen by the student,
  - c) optional modules - these are all other courses in the programme of study or offered by other programmes of study and their choice is conditioned by obtaining a specific number of credits in the given part of the study,
- whereas all courses in the programme of study are divided into:
- a, courses without succession – the enrolment on such a course is not pre-conditioned by the completion of another course,
  - b, courses with prerequisites – courses pre-conditioned by the completion of another course or other courses.
- In order for the compulsory optional course to be taught, there is a minimum number of 15 students, with the exception of doctoral students. If the number of students enrolled on any of the courses does not reach the minimum required number, students who have already enrolled on the course are obliged to choose another course from this group of courses.
- (8) Thesis writing and thesis defence constitute one course, which students are awarded credits for.<sup>5</sup>
- (9) The thesis defence is considered to be one of the state examinations.

- (10) For each state examination a certain number of credits is awarded according to the programme of study.<sup>5</sup>
- (11) Individual faculties shall create a recommended plan of study for students in each programme of study that is created in such a way that if a student completes the full plan of study, he/she should successfully fulfil the pre-conditions for the completion of study within the standard length. While creating the recommended plan of study, the faculties follow the recommendations of the principles of creating plans of study approved by the Academic Senate of UE in Bratislava. A recommended plan of study includes courses of such credit value and of such kind (compulsory, compulsory optional and optional) that in every part of the study all the rules are met if a student wants to continue in the next part of the study. In a respective level of study a student can only enrol on such courses that are appropriate for the given level of study.
- (12) If a student enrolls on a compulsory course in a respective academic year and is unable to complete it, the student may enrol on the course repeatedly. Repeated enrolment on an unsuccessfully completed course is possible during the respective level of study only once. After the second unsuccessful attempt to complete a compulsory course, the student is expelled from the study for non-compliance with the pre-conditions arising from the programme of study and from Academic Regulations of UE in Bratislava.
- (13) If a student enrolls on a compulsory optional course in a respective academic year and is unable to complete it, the student may enrol on the course repeatedly. Repeated enrolment on an unsuccessfully completed course is possible during the respective level of study only once. After the second unsuccessful attempt to complete a compulsory optional course, the student may choose another course from among compulsory optional courses. After the second unsuccessful attempt to complete the selected compulsory optional course, the student is expelled from the study for non-compliance with the pre-conditions arising from the programme of study and from Academic Regulations of UE in Bratislava.
- (14) If a student enrolls on an optional subject in a respective academic year and is unable to complete it, the student may enrol on the course repeatedly. The student may choose another course from among optional subjects instead of the unsuccessfully completed course.
- (15) If a student has reached a sufficient number of credits, he/she does not have to enrol on any optional course.
- (16) During the advance registration a student in cooperation with the Academic Support Unit of the faculty makes a note of a repeated enrolment on an unsuccessfully completed course in the Academic Information System (hereinafter referred to as "AIS").
- (17) The student can choose according to their own choice beyond their dedicated programme of study other courses from the group of compulsory optional or optional courses. The obligations that a student has once they have chosen and registered a plan of study are mandatory for them, even if they have chosen and enrolled on a course beyond the obligations prescribed by the programme of study.
- (18) In order to be allowed to register for the next year of study, a student must obtain a required number of credits from all courses they had enrolled on in the previous year.

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<sup>5</sup> does not apply to programmes of study according to Article 20, Section 1 of these Academic Regulations

- (19) The minimum number of courses that a student is obliged to enrol on in one year of study corresponds, if speaking in terms of credits, to 60% of the total number of credits expressing a standard workload of a student in the respective programme of study for the whole academic year, without credits for courses that the student has enrolled on for the second time, credits for a final thesis and its defence and credits for state examinations.
- (20) The maximum number of courses that a student can enrol on in one academic year, except for students in the first year of study, corresponds, if speaking in terms of credits, to 150% of the total number of credits expressing a standard workload of a student in the respective programme of study for the whole academic year, without credits for courses that the student has enrolled on for the second time, credits for a final thesis and its defence and credits for state examinations. In the first year of study of the bachelor's level of study a student can only register the maximum number of courses corresponding, if speaking in terms of credits, to 100% of the total number of credits expressing a standard workload of a student in the respective programme of study for the whole academic year, without credits for courses that the student has enrolled on for the second time, credits for a final thesis and its defence and credits for state examinations. In the first year of study of the master's level of study a student can only register the maximum number of courses corresponding, if speaking in terms of credits, to 125% of the total number of credits expressing a standard workload of a student in the respective programme of study for the whole academic year, without credits for courses that the student has enrolled on for the second time, credits for a final thesis and its defence and credits for state examinations.
- (21) If a student has enrolled on so many courses in one year of study that correspond, if speaking in terms of credits, to 100% or more of the total number of credits expressing a standard workload of a student in the respective programme of study for the whole academic year, without credits for a final thesis and its defence and credits for state examinations and does not reach in the assessed year the full number of credits from the courses they have enrolled on, but at most does not obtain 20% of credits expressing a standard workload of a student in the respective programme of study for the whole academic year, they may obtain them in the following year of study by repeatedly enrolling on these courses in accordance with the provisions of this article without submitting the application that would allow them to continue in their studies.
- (22) If a student has enrolled on so many courses in one year of study that correspond, if speaking in terms of credits, to less than 100% of the total number of credits expressing a standard workload of a student in the respective programme of study for the whole academic year, without credits for a final thesis and its defence and credits for state examinations but the student has enrolled on so many courses that represent, if speaking in terms of credits, at least 75% of the total number of credits and does not reach in the assessed year this number of credits from the courses they have enrolled on, but at most does not obtain 15% of credits expressing a standard workload of a student in the respective programme of study for the whole academic year, they may obtain them in the following year of study by repeatedly enrolling on these courses in accordance with the provisions of this article without submitting the application that would allow them to continue in their studies.
- (23) If a student has enrolled on so many courses in one year of study that correspond, if speaking in terms of credits, to less than 75% of the total number of credits expressing a standard workload of a student in the respective programme of study for the whole academic year, without credits for a final thesis and its defence and credits for state examinations but the student has enrolled on so many courses that represent, if speaking in terms of credits, at least

60% of the total number of credits, the student is obliged to obtain in the respective year of study at least 60% of credits expressing a standard workload of a student in the respective programme of study for the whole academic year, without credits for a final thesis and its defence and credits for state examinations.

- (24) If a student does not obtain the required number of credits of the total number of credits expressing a standard workload of a student in the respective programme of study for the whole academic year according to previous provisions of this article, that would allow them to continue in their study fluently without submitting the application to continue in their studies, but they indeed obtain the minimum number of credits according to the previous provisions of this article, they may ask the dean of the respective faculty to allow them to continue in the next year of study and obtain the required number of credits in the next year of study by repeatedly enrolling on these courses in accordance with provisions of this article.
- (25) In order to be promoted to the next year of study, a student must obtain at least 36 credits of a standard workload of a student in the respective programme of study for the whole academic year or meet the conditions for participation in state examinations.
- (26) All calculations related to the number of credits and courses under this article shall be rounded to a whole number upwards.
- (27) During the examination period of the respective term, a student can only obtain credits for those courses they have enrolled on for the relevant period of study.
- (28) One part of the full-time study at the bachelor's and master's level of study consists of practicals, if stated so by the programme of study, which the student is obliged to complete within the specified range. Practical is a subject, for the completion of which students are awarded credits and is evaluated as fulfilled. A teacher, appointed by the dean of the faculty, awards a student with fulfilment of their practicals.

## **Article 8**

### **Results and grades**

- (1) Forms of control of study within the programme of study are ongoing control of study during the teaching part of the term (control questions, written tests, individual tasks, term papers, seminar presentations and similar) and a course examination.
- (2) Under the ongoing control of study we understand controlled stages of study designed for academic years. The final control is aimed to check that all the conditions for successful completion of the programme of study are met.
- (3) Before the credit can be awarded, it is necessary to fulfil all conditions specified in the projects of courses and information sheets stated in AIS (e.g. how to obtain credit or successfully complete the course or how to complete the course and then pass the exam or how to successfully pass the examination).
- (4) By granting a completion of a course, a teacher confirms that the student has completed the prescribed educational part of the course and has proven the basic knowledge and skills in this course in a manner that was determined by the appropriate department and guarantor of the course in the process of accreditation. The teacher is obliged to inform students about conditions for obtaining the completion of the course at the beginning of the course

concerned. The conditions for granting the completion of the course are created in accordance with the projects of courses and information sheets of courses. The period for granting the completion of the course is arranged according to the timetable of the academic year.

- (5) The teacher makes a note of those students who have fulfilled the conditions for granting the completion of the course into AIS and closes the course in AIS as "completed". The teacher has to make the record into AIS no later than at the beginning of the relevant examination period of the term, after fulfilling additional specified conditions in the substitute or correction term, but no later than in 3 business days after the fulfilment of these conditions. If a student does not qualify for granting the completion of the course, neither do they in the substitute or correction term, the teacher makes a record into AIS as "not completed".
- (6) The teacher prints out course completion certificate (of those subjects that only end with the completion) from AIS for archival purposes for those study years that are not final after the end of the examination period of the summer term, but no later than until September 5 of the respective calendar year. The teacher then submits the certificate to the relevant head of the department. In the final years of study the certificate must be printed out and stored for archival purposes immediately after the examination period of students in final years of study finishes. The certificate for archival purposes must be signed by the teacher/teachers authorised by the head of the department to give evaluation for the particular course. The head of the department brings this certificate to the respective Academic Support Unit within the deadline set by the faculty.
- (7) If a student is not able to get the completion of the course, neither in a substitute or a correction term, they have to enrol on this course again in the next academic year if fulfilling the condition from article 7 of the Academic Regulations.
- (8) If the course is pre-conditioned by getting the completion first, a student can sit the examination only after they have obtained the completion of the course again.
- (9) The goal of an examination is to verify the knowledge of a student in a particular subject and their ability to apply this gained knowledge. The head of the department authorises teachers of the respective department to perform the examination. Students in bachelor's and master's level of study can be examined by professors, associate professors and assistant professors with the academic degree PhD. Students in doctoral level of study can only be examined by professors and associate professors. If the dean of the respective faculty, which guarantees the subject, gives his written consent prior to the examination, then students might be exceptionally examined by senior lecturers without the academic degree PhD. except for students of doctoral studies. The conditions for passing the exam successfully are set in projects of courses and information sheets of courses. Students are informed by teachers of all requirements necessary for passing the examination, which are laid down by the guarantor of the particular course, at the beginning of the course concerned.
- (10) The dean of the faculty may, in exceptional and duly justified cases, change the examiner for the course, for a group of students or for individual students. The dean can make this change only if the examiner is an employee of UE in Bratislava and in organisational structure belongs to the respective faculty. If it is an examiner who is an employee of UE in Bratislava, but belongs to another faculty of UE in organisational structure, the dean of the faculty concerned must request this change at the dean of the faculty, to which organisational structure the examiner belongs.

- (11) The examination can be:
  - a) written,
  - b) oral,
  - c) combined.A particular form of the examination is stated in the information sheet to the course.
- (12) The written examination is held under the supervision of a teacher in one day and its length must not exceed 120 minutes. The examiner notifies students of the result of the written examination within 5 working days after the written test. The teacher is obliged to note the results into AIS no later than five working days after the written test.
- (13) Specific dates, time and place of the examinations will be published at least one month before the examination period in the respective semester. Apart from providing students with the information of dates, time and place of the examination, they may also start registering for the examination. The electronic form through AIS is the only method how students are informed of dates, time and place of examinations and how they can register. Students must prove their identity in the examination by showing their student's card.
- (14) The total assessment of the examination must be noted down in AIS by the teacher in the prescribed manner in due time.
- (15) It is possible to sit the examinations within the period specified for their completion and according to the timetable set for the respective academic year, i.e. during the examination period. The very first date for the examination for full-time students must not be earlier than the last week of the course (pre-date). The first date for the examination for part-time students (pre-date) must not be earlier than four weeks after teaching and learning activities in the respective course are completed, if the course has been finished in the first 10 weeks of the term. In exceptional cases, the examiner or guarantor of the course may also set an alternative date outside of this period.
- (16) If a student fails the examination, i.e. is classified by the degree FX in due time period, they are entitled to one retake date, which is determined by the examiner.
- (17) The dean of the faculty, which guarantees the particular course, has the right to ensure sitting of the examination in front of the committee appointed by the dean of the faculty.
- (18) If a student is repeatedly classified with the degree FX in their retake examination, the student shall not be granted any credits for the course and the student is required to enrol on the course again under the provisions of article 7 of the Academic Regulations. The teacher makes a record of the evaluation of student's performance in the examination into AIS in a prescribed way in due time.
- (19) A student may, for serious, especially health and of documented reasons excuse their absence from the examination no later than 3 working days from the specified date of the examination. The examiner has the right to decide if he/she accepts this apology or not.
- (20) If a student fails to come to the examination and does not excuse their absence or if they decide not to sit the examination in the end, the results of this particular student is in AIS marked as 'X'.
- (21) The teacher prints out examination evaluation form from AIS for archival purposes for those study years that are not final after the end of the examination period of the summer term, but

no later than until September 5 of the respective calendar year and submits the certificate to the relevant head of the department. In the final years of study the certificate must be printed out and stored for archival purposes immediately after the examination period of students in final years of study finishes. The certificate for archival purposes must be signed by the teacher/teachers authorised by the head of the department to give evaluation for the particular course. The head of the department brings this certificate to the respective Academic Support Unit within the deadline set by the faculty.

- (22) If a student has any doubts about the objective evaluation of the written form of reviewing their knowledge (in order to obtain the completion of the course or in order to sit an examination), the student has the right to ask the appropriate teacher for inspection of the written test, but not later than 5 business days from the publication of results in AIS. The teacher must allow the student to look into the respective written test and they have to explain why they have evaluated the test in this way, justify the objectivity of their evaluation and confirm their original decision or perform corrections.

## **Article 9**

### **Grading scale**

- (1) Each course taken, which has assigned credits and is evaluated by a grade, is assessed in accordance with a grading scale.
- (2) The level of mastering prescribed knowledge is assessed at courses, which end with the examination (i.e. in courses in which the student is required get the completion of the course and pass the examination or in courses, which end only with the examination but also include active forms of learning) by the number of points from 0 to 100. The teacher may allow students to gain up to 40% of that number of points during the term through active forms of learning, if the course has such form, and at least 60% of this number of points will be used in the evaluation of the examination.
- (3) The level of mastering prescribed knowledge at courses, which end by obtaining the completion of the course, is assessed by the number of points from 0 to 100. The condition for obtaining the completion of the course successfully and gaining credits is getting at least 51% of this number of points.
- (4) In order to get the completion of the course at courses, which end with getting the completion of the course first and then sitting the examination, a student is required to get at least 51% of the number of points determined for the examination without setting further restricting conditions for individual parts of the examination within its internal structure. The total evaluation is a sum of points gained for the completion of the course and points gained in the examination (i.e. written and oral part of the examination are not evaluated separately).
- (5) In order to successfully pass courses with active parts of learning under provisions of section 2 of this article that end only with an examination, a student is required to get at least 51% of the number of points determined for the active part of learning and 51% of the number of points determined for the examination without setting further restricting conditions for individual parts of the examination within its internal structure. The total evaluation is a sum of points gained from active parts of learning and points gained in the examination.

- (6) In courses, which do not have an active learning part (mostly part-time study), the level of mastering the prescribed knowledge is evaluated by the number of points from 0 to 100. The condition for successful completion of this course is gaining at least 51% of the total number of points necessary for completing these courses.
- (7) The teacher, who has taught the course, has to prepare the background evaluation of active learning parts, which is necessary for the complex evaluation of the course, and then he/she has to provide the examiner with these materials as well as note down in AIS their evaluation in the preliminary evaluation section.
- (8) If the course is taught by several teachers, all the teachers apply the same conditions in evaluation of prescribed knowledge of students.
- (9) The grading scale is valid supposing that article 9 sections 4 and 5 are valid, too.

Grading	Grading scale	
	Grade	Number of points
Passed	A = Excellent = 1	91 – 100
	B = very good = 1,5	81 – 90
	C = good = 2	71 – 80
	D = satisfactory = 2,5	61 – 70
	E = sufficient = 3	51 – 60
Failed	FX = insufficient = 4	0 – 50

Explanations:

- A = excellent results,
- B = results above average,
- C = average results,
- D = acceptable results,
- E = results comply with minimum requirements,
- FX = further work is necessary,

- (10) If a student fails to come to the examination and does not excuse their absence or if they decide not to sit the examination in the end, the results of this particular student is in AIS marked as 'X'. While considering advancement to the next year of study, courses marked with 'X' are considered unsuccessfully completed with the grading 'failed'.
- (11) Courses that only end by gaining the completion of the course are considered successfully completed if a student obtains the completion. When the course ends with sitting an examination (including the requirement to obtain the completion of the course first or without this obligation), the course is considered successfully finished if a student gets one of the grading levels A - E.
- (12) If a student even in the retake examination of a completed course repeatedly gets the FX grade, they do not obtain credits for this course and the grade '4' is counted to their further study results.
- (13) Learning outcomes of a student are evaluated according to a respectable study average. It is calculated so that in the evaluated period products of the number of credits and the numeral



expression of all courses, which a student had enrolled on, are counted together and the result is divided by the total number of credits gained by a student during the period. Courses that are not rated by a grade are not included in the respectable study average.

The respectable study average is calculated as follows:

$$\bar{z} = \frac{1}{\sum_{i=1}^n k_i} \sum_{i=1}^n z_i k_i$$

$\bar{z}$  – study average  
 $k_i$  – number of credits for  $i$  course,  
 $z_i$  – grade for  $i$  course,  
 $n$  – number of graded courses.

- (14) The UE in Bratislava uses these types of respectable study averages to assess students' learning outcomes:
- respectable study average without counting state examinations and thesis defence - for the purpose of granting the incentive scholarships.
  - respectable study average for state examinations and thesis defence - for the purposes of the overall assessment of the results of state examinations and overall results of the study.

## Article 10

### Change of programme of study, credit transfer requirements and academic exchanges

- (1) A student may request in writing to change the programme of study within the same field of study or a related field of study. The student addresses this application to the dean of the faculty, which is responsible for the programme of study, which the student is interested in studying after the change. The student is obliged to do so no later than 10 days before the start of the particular academic year. If a student requests a change of the programme of study between two faculties, the student is obliged to include in the application a favourable opinion of the dean of the faculty at which the student is registered to a particular programme of study as well as a list of all completed examinations and gained credits certified by the faculty at which he/she is still studying, including the results of the admission examination (if an admission examination was part of the admission procedure for a given faculty).
- (2) Students in the first year of study may apply for change of the programme of study within the same field of study or a related field of study only at the faculty which they have been admitted to in the first year of study. Students in the first year of study may apply for change of the programme of study within 7 days from the date of the registration procedure in the first year of a respective programme of study.
- (3) The application for change of the programme of study is considered by the dean of the faculty, which is responsible for the programme of study, which the student wishes to study at after the change and who also decides on the awarding of credits and registering the student to the appropriate year of study. Previous studies in another programme of study are counted in the total period of study for this level of study.

- (4) A student may apply for recognition of the examinations which they have completed at another university or in another programme of study at one of the faculties of UE in Bratislava and for recognition of credits for this examination within 7 days from the beginning of the term in the respective academic year.
- (5) The student may apply for recognition only of such examination which is specified in Section 4 of this article, which they have already passed in previous academic years and obtained for it the appropriate number of credits, and the examination had not been passed more than five years ago. The dean of the respective faculty decides if the examination will be recognised, which a student had passed in another programme of study at one of the faculties of UE in Bratislava more than five years ago.
- (6) If a student wants to have their examination recognised under section 4 of this article, they are obliged to request a form - "Application for recognition of the examination" at the Academic Support Unit of the respective faculty of UE in Bratislava, while they have to include in this application for recognition of the examination and recognition of credits a list of prescribed study literature. The curriculum (course contents) must be confirmed by the stamp and signature of the dean (or any employee authorised by the dean) of the faculty, at which the student had completed those courses.
- (7) Before the dean decides, an employee, authorised by the dean, has to assess the curriculum (course contents). In order to assess the curriculum of courses, which are professionally guaranteed by other faculties of UE in Bratislava, the dean asks for the opinion of the head of the department, which professionally guarantees the course at the UE in Bratislava.
- (8) It is possible to get the examination recognised even if the examination was taken in another programme of study (at another university or another faculty of UE in Bratislava) and obtain appropriate number of credits for this examination if the conditions stated in the previous provisions are met and if the student in that part of the academic year, in which they apply for recognition of examination and credits, studies only in one programme of study, i.e. if they have not properly completed the programme of study, in which they had taken this examination, or they have completed the programme of study, but without being awarded a respective university degree. If this condition is met, it is possible to recognise even more examinations.
- (9) It is not possible to have an examination recognised and obtain credits for it if the student had completed the course in the previous part of the study in the programme of study which they have properly completed, i.e. they have been awarded a respective academic degree.
- (10) If a student, in that part of the academic year, in which he requests the recognition of the examination and credits, studies in several programmes of study (at UE in Bratislava or at UE in Bratislava and at the same time at another university), they may have no more than 1 examination, which they have taken in another programme of study, recognised in one academic year as a compulsory course and no more than 1 examination, which they have taken in another programme of study, recognised in one academic year as an optional course or a compulsory optional course of their recommended plan of study, but only if all conditions stated in previous provisions are met.
- (11) The number of credits that can be recognised is given by the extent of the number of credits set by the respective programme of study. This rule of credit recognition applies to all kinds of courses (compulsory, compulsory optional and optional).

- (12) The dean of the respective faculty decides of the recognition of an examination taken out of the UE in Bratislava or at another faculty of the UE in Bratislava (or a vice-dean appointed by the dean of the faculty), within 30 days from handing in the application for recognition with all required documents.
- (13) In order to recognise examinations taken at another school or credits in the event of changing the programme of study, the dean of the respective faculty may seek the opinion of the head of the relevant department. If the examination of a student cannot be recognised, he must not be awarded credits for it as well.
- (14) A student of UE in Bratislava, who studied in one programme of study at UE in Bratislava and their study was finished in a different way than the usual one, and they were re-admitted for the study, automatically gets all their successfully completed courses recognised together with the credit assessment corresponding to the number of credits provided by the relevant programme of study of EU in Bratislava, to which the student was re-admitted. For this purpose, the dean of the relevant department has to express their standpoint. It is possible to recognise completed courses in this way once only if the period since their completion is no longer than five years.
- (15) The provision about credit recognition also relates to a successfully completed part of the state examination (courses of the state examination) and to successful thesis defence. It is possible to recognise completed courses in this way once only if the period since their completion is no longer than five years.
- (16) Completing one part of study at a different Slovak university than at UE in BA and its recognition must meet formal requirements, which are:
- a) application form to the exchange study,
  - b) learning agreement signed by a student, EU in BA and the host school, before the student starts studying at the host school,
  - c) study results certificate.
- The learning agreement is signed between a student, the school, which sends him/her to a different school and the host school, which admits the student. This is done before the student starts studying at the host school.
- (17) The student who completes part of study at another university in Slovakia and meets all formal requirements under section 15 of this article, shall continue to be a student of UE in Bratislava.
- (18) The student gets completed courses and obtained credits at the host school recognised on the basis of the study results certificate that the student receives from the host school at the end of their stay, on the basis of the syllabus. The number of credits can be recognised to the extent of the number of credits set by the respective programme of study. This rule concerning recognising the number of credits applies to the optional courses as well. This certificate becomes part of the student's personal study documentation managed by the faculty.
- (19) Completing one part of study at a foreign university and its recognition must meet formal requirements, which are:
- a) application form to the exchange study,
  - b) learning agreement signed by a student, EU in BA and the host school, before the student starts studying at the host school,

c) study results certificate.

The learning agreement is signed between a student, the school, which sends them to a different school and the host school, which admits the student. This is done before the student starts studying at the host school. In the learning agreement of a student at a foreign university, there are details of the planned study abroad, including the number of credits that the student is obliged to obtain at the foreign university.

- (20) A student who completes part of study at a foreign university and meets all formal requirements under section 8 of this article, shall continue to be a student of UE in Bratislava.
- (21) The students will have the study completely recognised, completed within the framework of European Educational Programmes as well as under bilateral agreements with foreign universities, including non-European universities, provided under section 18 of this article, in accordance with the learning agreement and study results certificate (including evaluation and the granted credits) and it will replace a comparable period of study (likewise including examination or other forms of assessment), i.e. "en bloc" (a term or an academic year). If a student completes one part of study at foreign universities within LLP Erasmus programme, in Ceepus programme and within another programme of the European Union or under study stays provided by non-profit organization SAIA, or based on bilateral agreements, educational programmes organised by UE in Bratislava and universities in the European Union, the content of study may not be fully identical to the content of study of the particular programme of study.
- (22) A pre-condition for recognition of the study in the previous period is that a student obtains such number of credits at UE in BA that represent a standard workload of a student in the respective programme of study for the whole academic year according to article 7 of these Academic Regulations, including a pre-defined number of examinations course completions representing this standard workload according to the respective plan of study of the particular programme of study. If a student completes one part of study at foreign universities within LLP Erasmus programme, in Ceepus programme and within another programme of the European Union or under study stays provided by non-profit organization SAIA, or based on bilateral agreements, educational programmes organised by UE in Bratislava and universities in the European Union, the UE in Bratislava shall recognise their study stay abroad, and shall also recognise the number of credits obtained during the study stay, in accordance with the learning agreement.
- (23) A student who wishes to complete one part of their study abroad, is required, prior to travelling, to consult their study plan carried out at a foreign university, as well as the conditions under which their study abroad will be recognised by UE in Bratislava and will replace a comparable period of their study or other changes to the original plan of study abroad that occurred while studying abroad, with the authorised vice-dean of the respective faculty.
- (24) In case that one part of the programme of study is an internship, the respective faculty recognises the student's absence from the active forms of learning at the EU in Bratislava in the respective period of study and shall grant the student with credits (excluding credits for completing the course related to the preparation of the final thesis that the student is obliged to consult during their stay abroad in a written form). The student shall then consult with the appropriate guarantor of the course the conditions and terms of taking tests in the courses which they were supposed to participate in in accordance with the recommendation of the curriculum in the respective programme and period of study.

- (25) If the study stay abroad is shorter than one term and is carried out in accordance with this article, the respective faculty recognises this study stay abroad as a comparable period of study at UE in Bratislava. The student shall then consult with the appropriate guarantor of the course the conditions and terms of taking tests in the courses which they were supposed to participate in in accordance with the recommendation of the curriculum in the respective programme and period of study.
- (26) If a student participates in the internship provided by the non-profit organization AIESEC, by Global Citizen (voluntary internship), Global Talent Entrepreneur (an internship aimed at developing entrepreneurial skills), Global Talent (work placement), Erasmus internship or another internship under the requirements of the programme of study completing the study, which affects up to 14 days from the beginning of the particular term, the student's absence from learning during the period of study is officially excused, if they present a certificate of completion of the internship. Students shall consult extra work required to make up for their absence in learning with the appropriate teaching staff.
- (27) The student gets courses completed at the host school and the obtained credits recognised on the basis of the study result certificate, which the student is provided with, by the host school at the end of their stay on the basis of the syllabus. This certificate becomes part of the student's personal study documentation managed by the faculty.
- (28) If a student is interested to complete one part of their study outside programmes referred to in Section 20 of this article, they shall be obliged to provide the respective faculty of UE in Bratislava with the confirmation of the Ministry of Education, Science, Research and Sport of the Slovak Republic (hereinafter referred to as "MESRS SR"), which confirms that the study at a foreign university is equivalent to the university study of the particular level in Slovakia.
- (29) A student, who wishes to complete one part of the study in accordance with the previous section, is required, prior to travelling, to consult their study plan carried out at a foreign university, as well as the conditions under which their study abroad will be recognised by UE in Bratislava and will replace a comparable period of their study or other changes to the original plan of study abroad that occurred while studying abroad, with the authorised vice-dean of the respective faculty.
- (30) The study carried out in a different form than those mentioned in section 20 of this article shall be recognised on the base of sending a written application by the student with the following documents:
- a) a certificate of recognition of the foreign educational institution by MESRS SR,
  - b) a certificate of completing the respective part of study at the foreign university,
  - c) confirmation of completing the examinations at the foreign university,
  - d) the syllabus in English which the student completed at the foreign university and in which they passed an examination and earned credits, certified by the foreign university. The identity of the syllabus with the valid course syllabus of UE in Bratislava must be at least 50%.

The application is submitted by the student to the dean of the faculty together with documentation officially translated into the Slovak language.

- (31) If the study, which a student wishes to complete outside the UE in Bratislava, cannot be recognised, the student has the right to ask for the interruption of the study.

- (32) Students of UE in Bratislava studying under this Article at other Slovak and foreign universities shall receive "The proof of release from the study in order to study at another Slovak or foreign university" (hereinafter "document"). The Academic Support Unit of the respective faculty shall notify about this all relevant teaching staff or the head of the relevant department.
- (33) The completion of one part of the study (or individual courses) and its (their) recognition in another faculty of UE in Bratislava or in another programme of study outside the department, which the student is registered at, must be formally secured in advance by the learning agreement concluded between a student, a sending and a receiving faculty of UE in Bratislava before the start of the respective term, in which the student wants to complete the study (or individual courses) at another faculty of UE in Bratislava or in another programme of study, listing the results of the study (or individual courses) confirmed by the receiving faculty of UE in Bratislava.
- (34) The learning agreement is an agreement concluded between the student, the sending and receiving faculty of UE in Bratislava before the enrolment of the particular student to the corresponding year.
- (35) A student gets courses completed at the receiving faculty of UE in Bratislava and obtained credits recognised on the basis of the study result certificate (or certificate of study results in individual courses), which the student is provided with by receiving faculty of UE in Bratislava at the end of the term. The number of credits that can be recognised is given by the number of credits set for the programme of study. This rule about recognising the number of credits applies to the optional courses as well. The study result certificate becomes part of the student's personal study documentation managed by the faculty.
- (36) The dean of the respective faculty decides about the recognition of examinations taken outside the UE in Bratislava within 30 days of filling the application for recognition with all required documents.
- (37) The evidence of the recognised tests is provided simultaneously at the Department for International Relations and at Academic Support Unit of the respective faculty. The documents and pedagogical documentation, based on which the recognition is granted, shall be kept at the particular Academic Support Unit of the respective faculty.
- (38) The UE in Bratislava and its faculties can accept a student from another university, including universities outside the territory of the Slovak Republic, to the part of the study, usually for one term without the admission procedure in accordance with the terms of the exchange programme or an agreement between the EU in Bratislava and the sending university.
- (39) A student admitted to study under the preceding section has the rights and obligations of a student of EU in Bratislava, taking into account the terms of exchange programme or an agreement between the UE in Bratislava and the sending university.
- (40) The UE in Bratislava and its faculties may accept in accordance with Section 36 of this Article only such a student of another university, who with his study at UE in Bratislava will continue their study, which they had begun at another university, and after the study period at the UE in Bratislava will return and complete their study at the sending university.

## **Article 11**

### **Interruption of study**

- (1) Study may be interrupted upon a written student's request. The interruption of study is approved by the dean of the relevant faculty of the UE in Bratislava. The interruption starts the first day of the following month after submitting the request for the interruption of study.
- (2) A student can submit the request for the interruption in written form to the dean of the relevant faculty of the UE in Bratislava:
  - a) for not more than two academic years in case the reasons for the interruption are health or other serious personal issues (after submitting reliable documents),
  - b) for not more than one academic year without stating a reason,

and that applies only once during each degree.

Student, against whom a disciplinary action is being taken, is not allowed to interrupt the study.

- (3) If the reason of the interruption of study is maternity (parental) leave, the maximum length of the interruption is three years. It is necessary to submit the request on the first day of the maternity (parental) leave at the latest.
- (4) A student (except for student mentioned in the Section 3) can submit the request for the interruption of study after proving the fulfilment of obligations from the previous academic year imposed by the Article 7 of Academic Regulations prior to the beginning of the current academic year at the latest or after proving the fulfilment of obligations from the winter semester of the current academic year at the beginning of the summer semester at the latest. In case of serious issues, health issues in particular, the dean of the respective faculty can decide on the interruption of study despite student's failure to comply with above mentioned conditions.
- (5) According to the law, student ceases to have the status of a student on the day of the interruption of study. Student is not allowed to complete the course, sit exams and get credits.
- (6) A student has the right to repeatedly enrol for study after the expiry of the period of the interruption. If reasons for the interruption of study cease to apply, the dean of the relevant faculty may terminate the interruption of study upon written request filed by student whose study was interrupted even before the expiration of the study interruption period.
- (7) On the expiry of the interruption of study a student is obliged to enrol for study at the Academic Support Unit. If the student does not do so, respective faculty follows the Article 4 of Academic Regulations.
- (8) In case of need, dean of the respective faculty decides on the assignment of a student to the appropriate field of study. If the study plan according to which student pursued his/her study changed during the period of the interruption of study, dean of the respective faculty determines study duties and the limit in which they have to be fulfilled by student in accordance with Academic Regulations and the programme of study. Within this context, the dean may assign the student the duty to take differential exams within the given period of time.

- (9) With the exception of cases where the reasons are particularly serious, generally based on health issues, or for the purposes of study abroad after submitting the application, acceptance letter and enrolling at the foreign university, study cannot be interrupted sooner than after finishing the first year of study at first, second or third study level.
- (10) Dean's decision on interruption of study is definite, i.e. it is not possible to file an appeal against it whatsoever.

## **Article 12**

### **Standard length of study, parallel study and fees**

- (1) According to the Article 2 of Academic Regulations, study cannot exceed its standard length for more than 2 years.
- (2) A student exceeding standard length of study at the respective level of higher education or pursuing parallel study of several study programmes in one academic year is obliged to pay the UE in Bratislava a yearly tuition fee for every following year of study that is specified by internal regulation on tuition fees and charges valid for the respective academic year, during which the duty for the payment of tuition fee is valid.
- (3) A student who in the period of one academic year pursues parallel study in two or more study programmes provided by the public university at the same level of study is obliged to pay the yearly tuition fee in the second and the following study programme for the study in the respective academic year. Student obliged to pay the tuition fee for parallel study has the right to choose which study programme to pursue his study in during the respective academic year for free, if entitled to study for free, and that is until September 30 of the respective academic year.
- (4) A student who repeatedly enrolls for study in another study programme at the respective level after the interruption of study is obliged to pay the UE in Bratislava a proportion of a tuition fee depending on the number of calendar months left until the end of the academic year that follows repeated enrolment.
- (5) A student who exceeds the standard length of study in the study programme at the UE in Bratislava is obliged to pay the UE in Bratislava yearly tuition fee for every following year of study.
- (6) Total period of study includes the time during which the student was enrolled at the public university in one of the study programmes of the respective level of study. If the student pursues parallel study in multiple study programmes in one academic year, total period of study includes one year only. For the purposes of the section 5 of this article, period of study during which the student is enrolled in the study programme in the respective academic year rounds up to one full academic year. According to the section 5 of this article, total period of study does not include the period during which the student had been enrolled at the public university in the study programme for which he/she paid the tuition fee.
- (7) If the study programme is taught in other than state language exclusively, a student of a study programme in a full-time form of study is obliged to pay yearly tuition fee for each academic year. The duty of paying the tuition fee applies only when some other public university accepts the student for studies in the same field of study and level in the study programme that



is taught in the state language also. This does not apply when the student is not a citizen of a member state and does not have permanent residence in a member state.<sup>6</sup>

- (8) For purposes of this article, student who got a Certificate of Slovak living abroad under special provision is considered to be a citizen of the Slovak Republic.

### **Article 13**

#### **Completion of study**

- (1) Study is properly concluded by the completion of study in the respective study programme. The day of the conclusion is the day of fulfilling the last condition necessary for the completion of study of the given study programme. For proper completion of study in the respective study programme a student has to:
- a) successfully complete all subjects specified by study plan,
  - b) successfully gain credits required in the respective level of studies and study programme,
  - c) successfully defend the final thesis,
  - d) successfully pass state exams specified in the programme of study.
- (2) Apart from proper completion, study may be terminated if
- a) a student withdraws from studies,
  - b) a student fails to complete the study by the date given in article 2 of these Academic Regulations,
  - c) a student is expelled from study for failing to fulfil conditions that result from the programme of study and these Academic Regulations,
  - d) a student is expelled from study according to § 72 section 2 subsection c) of the law (imposing a disciplinary measure – expulsion from studies),
  - e) a programme of study is cancelled and a student does not accept the offer to continue the study at the faculty of the UE in Bratislava or the offer from the UE in Bratislava to continue the study in another programme of study,
  - f) a student passes away.

Student expelled from study according to subsection d) of this section can be accepted for study at the respective faculty of the UE in Bratislava after 5 years since the legal effect of the decision on expulsion at the earliest.

- (3) The day of the study termination is:
- a) according to section 2 subsection a) the day, when the faculty of the UE in Bratislava or the UE in Bratislava receives written announcement of student's withdrawal from study,
  - b) according to section 2 subsection b) the end of the academic year in which the student was supposed to complete the study,
  - c) according to section 2 subsection c) and d) the day when the decision on expulsion from study comes into effect,
  - d) according to the section 2 subsection e) the day on which the faculty of the UE in Bratislava announced the cancellation of the study programme.
- (4) If a student after receiving a notice according to the Article 4 of Academic Regulations does not enrol for study on the appointed date nor ask for extension of the date for health related reasons that hinder the student from enrolment, it is regarded as student's withdrawal from

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<sup>6</sup> See Article 20, Section 2 of these Academic Regulations

study. The day on which the student was due to enrol for study for the following period of study or due to re-enrol is considered to be the date on which the student withdrew from study.

- (5) The decision on expulsion from study for not meeting the requirements arising from the study programme and these Academic Regulations is issued in written form and delivered to the addressee only. It is not possible to file an appeal against it whatsoever. The decision comes into effect on the day of the delivery to the hands of a student.
- (6) The decision on expulsion from study according to the § 72 section 2 subsection c) of the law, i.e. the decision on imposing a disciplinary measure – expulsion from study is issued in written form and delivered to the hands of a student. This decision has to include the statement of the reasons and instruction on the possibility to submit a request for review of this decision. The request for review of this decision shall be submitted to the organ which issued the decision within 8 days after its delivery. If the dean of the UE in Bratislava issued the decision, he himself can allow the appeal and change or cancel the decision; otherwise he should pass it to the rector of the UE in Bratislava. The rector of the UE in Bratislava revises dean's decision and in case it is in conflict with law, internal regulation of the UE in Bratislava or its units, changes or cancels it, otherwise refuses the request and confirms the decision on expulsion from study issued by the dean of the UE in Bratislava. The rector of the UE in Bratislava shall issue the decision no later than 30 days after the request for review of the dean's decision is delivered. The decision of the rector of the UE in Bratislava is final.
- (7) The decision on imposing a disciplinary measure – expulsion from study, i.e. decision on expulsion from study according to § 66 section 1 subsection d) of law comes into effect:
  - by vain expiry/unfulfilment of the 8 day period for submitting the request for revising this decision (the 8 day period starts the first day that follows the day of delivery of this decision to the hands of a student and this decision comes into effect the day that follows the expiration of this period),
  - or
  - on the day of the delivery of the decision by the rector of the UE in Bratislava on rejecting the request for revision of this decision and on confirming the decision of the dean of the faculty of the UE in Bratislava on expulsion from study according to § 72 section 2 subsection c) of the law, i.e. the decision on imposing a disciplinary measure – expulsion from study to the hands of a student.

## **Article 14**

### **State examinations, final thesis licence, documents certifying study and completion of study**

- (1) One of the conditions for successful completion of every study programme is passing the state examination or state examinations.
- (2) Passing state examinations and defence of the final thesis assumes getting at least 100% from the total amount of credits that correspond standard workload of a student of respective study programme for the total standard length of study, unless the study programme states otherwise, excluding credits for final thesis and its defence and credits for state exams.
- (3) State examination including the defence of the final (bachelor, master, dissertation) thesis is taken in front of the examination committee (hereinafter referred to as „committee“).

- (4) State examination may consist of several parts. The course of state examination or its parts are open to public. The committee decides on results of state examination at a closed meeting.
- (5) The chair and the members of the committee are appointed by the dean of the respective faculty chosen from among university teachers holding posts of professors, associate professors and other scholars approved by the convocation of the respective faculty. As far as bachelor study programmes are concerned, members of the committee may be chosen from among university teachers holding posts of assistant professors with third level degree education.
- (6) Examination committee is composed of no less than four members. More than one committee might be set up for one study programme. At least two members of the examination committee for state examinations are university teachers holding posts of professors or associate professors; as far as bachelor study programmes are concerned, at least one has to be university teacher holding the position of professor or associate professor.
- (7) Parts and individual subjects of the state examination are determined by the study programme. Final thesis defence is regarded as a state examination.
- (8) State examination or its part cannot be taken in case there is a disciplinary action being taken against a student which sanction is the expulsion of the student from study, if the dean of the respective faculty did not decide on imposing a more moderate sanction or sent it back to the committee or the rector did not cancel dean's decision.
- (9) Regular session and retake session of state examination or its part is determined by the dean of the respective faculty. Each session shall be announced at least one month in advance in a usual way. Retake session of state examination might be scheduled two months after the regular session of state examination at the earliest.
- (10) State examination is evaluated on the basis of the following grading scale:
  - A – excellent – 1
  - B – very good – 1.5
  - C – good – 2
  - D – satisfactory – 2.5
  - E – sufficient – 3
  - FX – insufficient – 4

If state examination is being classified by the grading scale from A to E, credits assigned by the respective study programme shall be given for it.

- (11) Final result of state examinations is calculated as a weighted study average of state examinations and final thesis defence as follows:
  - A – excellent – 1 – average up to 1.25 inclusive,
  - B – very good – 1.5 – average from 1.26 to 1.75 inclusive,
  - C – good – 2 – average from 1.76 to 2.25 inclusive,
  - D – sufficient – 2.5 – average from 2.26 to 2.75 inclusive,
  - E – insufficient – 3 – average from 2.76 to 3.00 inclusive.

- (12) If the committee evaluates one of the subjects of the state examination as „FX – insufficient – 4“, the student does not pass and is allowed to take only one resit examination. In case of repeated failure, study terminates due to no-fulfilment of the conditions resulting from the study programme.
- (13) A student whose one of the subjects of the state examination was assessed by the classification grade „FX – insufficient – 4“ and who does not take the resit examination by the end of the respective academic year is obliged to enrol for the next year of study. This next year of study for the sake of taking a resit examination is included in the total period of study at the respective level of higher education.
- (14) A student has to take state examinations or their parts so that the last state examination including possible retake session is taken on a date that does not exceed the standard length of study at the respective level of higher education by more than two years.
- (15) Total result of study is evaluated by two levels:
  - a) passed with honours – if a student obtained weighed study average excluding state examinations up to 1.50 inclusive, if the total result of state examinations was assessed by the classification grade A = excellent = 1 and if not a single part of state examination was taken at the resit session.
  - b) passed – if a student obtained classification grades from A to E at each state examination but did not fulfil the conditions according to the point a).
- (16) A record on carrying out the state examination is made and signed by the chair and all present members of the committee.
- (17) The result of the state examination has to be recorded in the AIS and the registry of students.
- (18) Unified procedure for processing, originality control, registration, storage and accessing final theses at the UE in Bratislava is stipulated by internal regulation on final and inaugural dissertation together with executive regulation. Regulation is obligatory for all students of the UE in Bratislava.
- (19) UE in Bratislava and its Faculties issue the students the following documents certifying the study:
  - a) student’s identification card,
  - b) transcript of study results.
- (20) UE in Bratislava issues the following documents certifying the completion of study in the study programme and the field of study:
  - a) university diploma,
  - b) state examination certificate,
  - c) diploma supplement.
- (21) UE in Bratislava issues the university diploma in Slovak and English language. University diploma is usually handed over at the academic ceremony.
- (22) At the same time, UE in Bratislava issues the diploma supplement in Slovak and English language.

- (23) Documents certifying the completion of study are public records and the UE in Bratislava issues them within 45 days after duly completion of study except for cases when the graduate agrees with the later date of issuing these documents.

## **Article 15**

### **Student's rights**

- (1) A student has the right, in particular, to:
- a) study in the study programme he/she has been admitted to,
  - b) create his/her study plan according to the regulations of the study programme,
  - c) enrol to the next part of the study programme after having fulfilled the conditions given by the study programme and these Academic Regulations,
  - d) select the pace of study and order of passing the subjects respecting the given sequence while respecting time and capacity restrictions of the study programme and Academic Regulations as well as to select a teacher for the subject taught by several teachers,
  - e) apply for study at another university, even abroad, within the framework of his/her study,
  - f) participate in research and other creative activity of the University,
  - g) take part in establishing independent associations and their work they carry out in academia in accordance with legal regulations,
  - h) give opinion on the quality of instruction and teachers at least once a year,
  - i) freely express opinions and suggestions on the system of higher education,
  - j) use information and counselling services related to the study and the possibility of applying study programmes in praxis,
  - k) if he/she is obliged to pay the tuition fee according to the § 92 section 5, choose the study programme in the respective academic year in which to study for free, if he/ she is entitled to study for free,
  - l) in terms of the Academic Regulations change the study programme within the same or related field of study.
- (2) General rules on safety and protection of health at work apply to student who attends practical instruction and practice.

## **Article 16**

### **Student's duties**

- (1) A student is obliged to perform all duties stipulated by the study programme he/she studies and these Academic Regulations.
- (2) A student is obliged to follow internal rules of the UE in Bratislava and its units, rules of dormitories, the services of which he/she uses, in particular.
- (3) A student is also obliged, in particular, to:
- a) protect and economically handle the property, equipment and services of the UE in Bratislava,
  - b) pay tuition fees and charges related to study according to the Law and do so exclusively and directly to the UE in Bratislava and truthfully state the facts that determine their calculation,
  - c) report the address or its change for mail delivery,

- d) come in person upon written notice to appear to the rector, dean or an employee acting on behalf of them to discuss the matters related to the course of study or finishing student's study or his/hers rights and duties,
  - e) if the student is enrolled in the study programme carried out at the Faculty, notify the faculty of the UE in Bratislava in writing about his/her decision in accordance with the § 70 section 1 subsection k) which study programme will he/she pursue the study for free, if he/she is entitled to study free of charge by September 30 of the respective academic year at the latest.
- (4) It is recommended for a student to:
- a) regularly check whether the results are recorded in AIS by teacher after the assessment (continuous, subject examination) and in case of delay inform the responsible teacher and the head of the department,
  - b) check the entry of all the study results made in AIS by teachers no later than 14 days after the end of examination period and in case of delay or discrepancies inform the responsible teacher and the head of the department,
  - c) check the subjects listed for the respective academic year in AIS and inform the respective Academic Support Unit about possible discrepancies no later than 7 days after the date assigned for the enrolment for studies or for the following period of studies.

## **Article 17**

### **Students with specific needs**

- (1) UE in Bratislava and its Faculties create generally accessible academic environment by creating adequate conditions for study for students with specific needs without lowering requirements on their study achievements.
- (2) A student with specific needs is a student:
- a) with sensory, physical and multiple disability,
  - b) with chronic disease,
  - c) with health impairment,
  - d) with mental disorder,
  - e) with autism or other pervasive developmental disorders,
  - f) with learning disabilities.
- (3) For the purposes of evaluating specific needs and the extent of support services a student submits to the coordinator at the Faculty of the UE in Bratislava he/she studies at in particular:
- a) health certificate not older than three months, meaning in particular medical findings, medical report about the course and development of illness and health disability or excerpts from medical records, or
  - b) a statement from psychiatrist, speech therapist, school psychologist, school speech therapist or special pedagogue.
- (4) According to the point 2 of this Article, a student who agrees with the evaluation of his/her specific needs has the right, with regard to the extent and type of the specific need, to make use of support services, in particular:
- a) ensuring the possibility to use specific educational equipment,
  - b) individual educational approach, individual instruction of selected subjects for students with sensory disability in particular,

- c) special conditions for study without lowering requirements on his/her study achievements,
  - d) individual approach by university teachers,
  - e) exemption from tuition fee due to substantial reasons, if the study period exceeds the standard length of the respective study programme.
- (5) Details on minimal demands by student according to the section 2 of this Article are amended by the Decree of The Ministry of Education, Science, Research and Sport of the Slovak Republic № 458/2012 of the Act on minimal demands by a student with specific needs.
  - (6) Specific needs of a student might be re-evaluated.
  - (7) Coordinators for students with specific needs (hereinafter referred to as „coordinators“) work at the UE and its faculties and are designated to the Office by the rector of the UE in Bratislava or the dean of the Faculty whose scope of employment stipulates § 100 of the Law and internal regulation of the UE in Bratislava.
  - (8) According to the point 2 of this Article, a student submits a request for evaluating his/her specific needs to the coordinator.

## **Article 18**

### **Decisions-making authorities**

- (1) Rector of the UE in Bratislava decides on study affairs related to student's rights and duties; in case of students of study programmes of one of the faculties of the UE in Bratislava the dean of the respective faculty of the UE in Bratislava on the basis of written appeal by student or regardless of the appeal if the power to decide results from the Act or Academic Regulations.
- (2) Unless stated otherwise, such decision (hereinafter referred to as „decision“ or „paper“) is definite and it is not possible to submit a request for its revision. Decisions are made in written documentary form and have to be demonstrably delivered to student (if sent by post then as a registered mail).

## **Article 19**

### **Scholarships and awards**

- (1) UE in Bratislava provides the students the following types of scholarships:
  - a) by means provided for such purpose from the state budget – social, motivational, doctoral scholarship,
  - b) by its own means from the scholarship fund.
- (2) Providing scholarships to the students of the UE in Bratislava is governed by the Scholarship Regulations of the UE in Bratislava and Rules for providing motivational scholarships to the students of UE in Bratislava.
- (3) Rector of the UE in Bratislava may award the graduates of the UE in Bratislava the Rector's Award:
  - a) for excellent study results,

- b) for excellent bachelor, diploma, dissertation thesis,
  - c) for successful representation of the Faculty in the field of science and research,
  - d) for successful representation of the Slovak Republic in sports.
- (4) Dean of the respective Faculty of the UE in Bratislava may award the graduates the Dean's Award:
- a) for excellent study results,
  - b) for excellent bachelor, diploma, dissertation thesis,
  - c) for successful representation of the Faculty in the field of science and research,
  - d) for successful representation of the Slovak Republic in sports.
- (5) Rector of the UE in Bratislava and deans of the faculties of the UE in Bratislava may award excellent students and graduates other awards provided by foundations and institutions in accordance with their conditions.

## **Article 20**

### **Transitional and final provisions**

- (1) Requirements for duly completed study for students admitted to study accredited study programmes according to the regulations effective until December 31, 2012 including the characteristic of the subjects and standard length of the study remain unchanged, i.e. selected articles of these Academic Regulations apply only for students of such study programmes which were accredited after January 1, 2013. Students may obtain information on these programmes and requirements related to them in the Academic Support Unit of the respective faculty.
- (2) All student appeals related to the study at the UE in Bratislava have to be submitted in written form and signed by student's own hand.
- (3) These Academic Regulations were approved by the Academic Senate of the UE in Bratislava on July 7, 2016.
- (4) These Academic Regulations become valid on the day of the approval by the Academic Senate of the UE in Bratislava and come into effect on September 1, 2016.
- (5) Academic Regulations approved by the Academic Senate of the UE in Bratislava on June 19, 2013 in the wording of the Annex n. 1 from September 1, 2014 expire and cease to have effect the day that these Academic Regulations come into effect.

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of the University of Economics in Bratislava

prof. Ing. Ferdinand Daňo, PhD.  
Rector of the University  
of Economics in Bratislava