

**Full texts of the internal rules
of Comenius University in Bratislava, Faculty of Law**

Full text of Internal Regulation No. 2/2022

approved by the Academic Senate of Comenius University in Bratislava and by the Academic Senate of Comenius University in Bratislava, Faculty of Law

**Rules of Study of Comenius University in Bratislava,
Faculty of Law as amended by Appendix No. 1
(Full text)**



Year 2022

Contents

PART ONE INTRODUCTORY PROVISIONS	5
Article 1 Subject of regulation	5
Article 2 Academic rights and duties of students.....	5
PART TWO BACHELOR AND MASTER STUDIES	11
Art. 3 Study programme, recommended study plan, and standard length of study	11
Art. 4 Subjects of the study programme and educational activities.....	13
Art. 5 Credit system of study	18
Art. 6 Study documents.....	19
Art. 7 Study schedule	20
Art. 8 Enrolment and enrolment in the next part of studies.....	21
Art. 9 Study plan.....	23
Art. 10 Conditions for re-enrolment of subjects	24
Art. 11 Evaluation of study results.....	26
Art. 12 Examination	31
Art. 13 Continuous evaluation	33
Art. 14 Combined evaluation.....	35
Art. 15 Uncommented legislation and other sources for evaluating study results.....	36
Art. 16 Control study stages	36
Art. 17 Bachelor thesis and diploma thesis.....	37
Art. 18 State examination	39
Art. 19 Overall result of the study.....	41
Art. 20 Change in study programme within the Faculty of Law, Comenius University	42
Art. 21 Recognition of completion of subjects.....	42
Art. 22 Transfer of academic mobility credits.....	43
Art. 23 Interruption of studies and re-enrolment.....	45
Art. 24 Regular completion of study.....	46
Art. 25 Other termination of study.....	47
PART THREE SPECIAL PROVISIONS ON DOCTORAL STUDIES	47
Art. 26 Basic provisions	47
Art. 27 Scientific field commission	Chyba! Záložka nie je definovaná.
Art. 28 Dissertation supervisor	50
Art. 29 Schedule of doctoral study	50
Art. 30 Individual study plan and credit system of study	52
Art. 31 Annual evaluation of a doctoral student	52
Art. 32 Dissertation examination.....	53
Art. 33 Application for permission to defend the dissertation	55
Art. 34 Essentials of dissertation	56
Art. 35 Preparation of dissertation defence.....	56
Art. 36 Dissertation opponents and their reviews.....	58
Art. 37 Dissertation defence.....	59
Art. 38 Interruption of doctoral studies	61
PART FOUR PROCEEDINGS IN MATTERS OF ACADEMIC RIGHTS AND OBLIGATIONS... ..	62
Art. 39 Commencement of proceedings in matters of students' academic rights and obligations	62
Artl. 40 Particulars of the decision and its service	63

Art. 41 Request for a review of a decision on expulsion from studies	64
Art. 42 Validity of decision	65

PART FIVE

CANON LAW	65
Art. 42a	
Art. 42b Special provisions on studies in Canon Law	65

PART SIX COMMON, TRANSITIONAL AND FINAL PROVISIONS	66
Art. 43 Common provisions	66
Art. 44 Mitigating the rigidity of the Rules of Study	67
Art. 45 Conflicting provisions	67
Art. 46 Special provisions for the academic year 2020/2021	68
Art. 47 Transitional and final provisions	68

**PART ONE
INTRODUCTORY PROVISIONS**

Article 1

Subject of regulation

- 1) These Rules of Study regulate:
 - a) the rules governing university studies at Comenius University, Faculty of Law,¹
 - b) proceedings concerning the academic rights and obligations of students of Comenius University, Faculty of Law.
- 2) These Rules of Study shall govern the study of students of Comenius University, Faculty of Law (hereinafter referred to as "students") at all levels of study in study programmes which the Faculty of Law is entitled to pursue and to award university degrees in pursuance of the Higher Education Act.
- 3) These Rules of Study shall also govern:
 - a) the study of students in joint study programmes to the extent provided for in the agreement between Comenius University in Bratislava (hereafter referred to as "CU" or "University") and the university with which a CU faculty provides the joint study programme,²
 - b) the study of students of other higher education institutions based outside the territory of the Slovak Republic admitted for part of their studies within the framework of academic mobility, taking into account the conditions of the exchange programme or the agreement between CU and the sending higher education institution.³

Article 2

Academic rights and duties of students

- 1) Academic freedoms and academic rights are guaranteed at Comenius University and at Comenius University, Faculty of Law.⁴ In relation to study these are, in particular:
 - a) the right of students to pursue their education while maintaining the freedom to choose their studies within accredited programmes of study; and
 - b) the methods and the freedom of teaching, consisting, in particular, in the openness to different scientific views, research opportunities for students to express their own opinions. The faculty ensures that in the teaching of law, students are guided to apply

¹ Art. 49 (5) Comenius University Statute

² S 54a(2) of the Higher Education Act

³ S 58a (2) of the Higher Education Act

⁴ S 4 (1) of the Higher Education Act

ethical principles in the practice of the legal profession, in the law and in the life of society as a whole.

- 2) Student rights are regulated by the Higher Education Act.⁵ A more detailed definition of the academic rights of students is regulated by the Statute of Comenius University and the Statute of the Faculty of Law of Comenius University. In particular, the student enjoys the following rights:
 - a) to study the programme of study to which he/she has been admitted,
 - b) to form a study plan according to the rules of the study programme,
 - c) respecting the time, capacity, and other constraints imposed by the study regulations and the study programme, to choose the pace of study, as well as the order of completion of the units of the study programme, while maintaining their prescribed continuity,
 - d) to enrol in the next part of the study programme if he or she has fulfilled the obligations specified in the study programme or in these Rules of Study,
 - e) to apply to study at another higher education institution as part of their studies, including abroad (academic mobility),
 - f) to participate in research, development, artistic and other creative activities at the faculty,
 - g) to study in accordance with the latest knowledge and developments in legal science or the subject in question,
 - h) to participate in the establishment and activities of independent associations operating at the faculty in accordance with the law,
 - i) to comment, at least once a semester, on teachers and the quality of teaching using an anonymous questionnaire,
 - j) within the limits of decent behaviour, to freely express opinions and comments on higher education, on the University, on the faculty, on individual departments and other workplaces of the faculty, on individual university teachers, researchers, doctoral students, and other persons carrying out educational activities (hereinafter referred to as "teacher") and other employees of the faculty, as well as on individual subjects,
 - k) to study-related information and advisory services,
 - l) if he or she is subject to the obligation to pay tuition fees pursuant to Section 92(5) of the Higher Education Act, to decide in which study programme he/she will study free of charge in the relevant academic year, if he/she is entitled to free university studies,

⁵ S 70 of the Higher Education Act

- m) to respectful treatment by teachers and other faculty employees and persons who cooperate with the faculty on a contractual basis,
 - n) within the limits of good behaviour, to consult with the teacher in his/her tutorial sessions on the forms and methods of teaching and evaluation of the subject, as well as on the conditions to be fulfilled by the students in order to be graded at a certain classification level,
 - o) in the event of a violation of his/her rights provided for in these Rules of Study, other regulations of the faculty, regulations of the University and generally binding legal regulations, to apply to the relevant heads of departments, directors of institutes, deputy heads of departments or deputy directors of institutes or to the Vice-dean for Educational Activities or to the relevant bodies of the academic administration with a request for redress; to lodge a complaint with the Dean of the faculty and to deal with it; the receipt, registration, investigation, handling of complaints and the implementation of remedial measures shall be governed by a special regulation,
 - p) the right to review the Dean's decision on exclusion from studies for failure to comply with the requirements and obligations arising from the study programme and the Rules of Study of the University or faculty, or for fraudulent conduct in the admission examination,
 - q) under the conditions specified in these Rules of Study, to change the study programme within the same field of study or combination of fields of study,
 - r) the right to a reply to an email sent to a faculty member or staff member within a reasonable period, provided, it is sent from the student's university email account to the university email account of the faculty member or staff member; the student does not have the right to a reply if the email communication is not related to the student's academic affairs.
- 3) The obligations of students are regulated by the Higher Education Act.⁶ A more detailed definition of the academic obligations of students is regulated by the Statute of Comenius University and the Statute of the Faculty of Law of Comenius University. In particular, a student of the Faculty of Law is obliged:
- a) to comply with the internal regulations of the University and the Faculty and duly and timely fulfil the obligations imposed by the decisions of the University or faculty bodies,
 - b) to protect and make economical use of the property, resources, and services of the University and the faculty,
 - c) to pay tuition fees and fees associated with studies according to the law, in accordance with the regulations and decisions of the University and the faculty by the due date, and truthfully state the facts decisive for their determination,

⁶ S 71 of the Higher Education Act

- d) to notify the faculty in writing of the decision under paragraph 2(l) by 30 September of the academic year in question,
 - e) to notify the faculty of the address intended for the delivery of documents,
 - f) to appear in person at the written summons of the Dean or a faculty member authorized by the Dean,
 - g) to study in accordance with the latest knowledge and developments in legal science or the subject in question,
 - h) to participate in teaching in accordance with these Rules of Study,
 - i) to prepare properly for teaching and all forms of study control (examinations), carry out the tasks assigned by the teacher in a timely and proper manner, and to have legal regulations and other aids in the classroom as instructed by the teacher,
 - j) to participate in scientific, professional, study and other similar events taking place at the faculty or Comenius University or organised by the Faculty of Law of Comenius University or Comenius University focusing on the field of law, especially according to the instructions of the Dean or vice deans, and doctoral students also according to the instructions of the supervisor, the relevant head of the department or the director of the institute, the chairman of the scientific field commission, the chairman of the programme commission,
 - k) to observe the principles of proper conduct, especially in relation to teachers and other employees of the faculty and the University, but also to other students of the faculty and the University and to human beings as such,
 - l) to promote the good reputation of Comenius University and the Faculty of Law of Comenius University and refrain from damaging the good name of Comenius University and the Faculty of Law of Comenius University,
 - m) to refrain from political activities, promotion of political parties and movements on the academic campus, and abuse of the academic campus and the relationship with Comenius University and the Faculty of Laws for political purposes,
 - n) to refrain from any acts or expressions of extremism, defamation of a race, nation, ethical group, religion or belief, individual or group of individuals because of their race, origin, nationality, ethnicity, gender, sexual orientation, creed, or that they are not religious, or the promotion or endorsement of such conduct,
 - o) to respond to email received from a faculty or staff member within a reasonable time, provided that it is sent from the faculty member's university email account to the student's university email account; the student does not have an obligation to respond if the email is not related to the student's academic responsibilities.
- 4) The student is obliged to use only the email address assigned to him/her by the University or the faculty of Comenius University when communicating electronically with teachers

and other employees of the faculty and employees of other parts of the University or the Rector's Office of Comenius University.

- 5) A student of a doctoral study programme in the full-time form of study is obliged to stay on the premises of the faculty for the purpose of fulfilling his/her study, pedagogical and scientific tasks, at least to the extent determined by the Dean or another person authorised by the Dean, while this extent determined by the Dean or another person authorised by the Dean shall not exceed 35 hours per week. A student of a doctoral study programme in the full-time form of study shall carry out the instructions imposed on him/her by the Dean, the vice-dean, the supervisor, the chairman of the programme commission, the chairman of the scientific field commission, the head of the department or the director of the institute, the deputy head of the department or the director of the institute, within the framework of the activities of which he/she carries out his/her scientific, teaching, and other duties. The pedagogical and scientific duties of a full-time doctoral student include his/her own teaching, participation in the teaching of a supervisor or other member of the department or institute, preparation of materials and didactic aids for lectures, seminars, consultation sessions, as well as all forms of examinations, participation in all forms of examinations and state examinations, including supervision and preparation for examinations, participation in conferences and scientific events organised by the faculty, including their co-organisation and organisational support, compilation of proceedings published by the faculty, research, and support for research in the department or institute.
- 6) Study advisors (tutors) are employed at Comenius University to provide students with an advisory service in the preparation of study plans. A study advisor is appointed from among university teachers and dismissed by the Dean.⁷ A study advisor is appointed from among university teachers and dismissed by the Dean. Deputy heads of departments and directors of institutes are study advisors by virtue of their office, and appointment and removal to the office of deputy head of department or director of institute is an appointment and removal from the office of study advisor. The work of the study advisors is coordinated by the Vice-dean for Educational Activities.
- 7) Study advisors provide comprehensive advice and answer students' questions about subjects taught in their department(s). Academic advisors receive complaints and comments about individual subjects taught in the department (institute), report on them at departmental meetings, and suggest solutions. The list of study advisors is published on the faculty website.
- 8) One student study advisor from the student part of the academic community of the faculty is elected and dismissed by the student part of the Academic Senate of the faculty; he/she performs his/her activity in cooperation with the study advisors and coordinates it with the Vice-dean for Educational Activities. The role of the student study advisor from the student members of the academic community of the faculty is, mainly to answer questions of the students of the faculty concerning teaching and to submit their suggestions concerning teaching to the Vice-dean for Educational Activities, the Dean,

⁷ Sec. 51 (9) of the Higher Education Act

the Head of the Study Department or the deputy heads of departments or the deputy directors of institutes.

- g) The office of Student Academic Advisor shall cease to be held by members of the student part of the academic community of the faculty in case of
 - (a) dismissal,
 - b) interruption of study,
 - c) termination of studies, unless he or she has applied for suspension of the office of Student Academic Advisor under Subsection 10,
 - (d) failure to enrol in studies at the faculty no later than the last day set for the enrolment of admitted applicants for the academic year in question, in the case of a suspended student academic advisor,
 - e) resignation,
 - (f) death.
- 10) A student study advisor from the student part of the academic community of the faculty, who is not a student of a doctoral study programme, may request in writing to the President of the Academic Senate to suspend his/her function as a student study advisor before the regular completion of his/her studies. The suspension shall take effect from the day following the day on which the student duly completes his/her studies. He or she shall resume his or her duties on the date on which he or she resumes membership of the student section of the academic community of the faculty, unless his or her duties have ceased for other reasons.
- 11) In conducting the questionnaire-based evaluation of teachers and the quality of teaching referred to in Subsection (2)(i), the following shall apply:
 - a) the preparation, supervision, and evaluation of the questionnaire evaluation is mainly ensured by the responsible vice-dean in cooperation with the student part of the Academic Senate of the faculty and the Quality Council of the faculty,
 - b) the questionnaire evaluation of the subject is carried out through a designated electronic system at the end of each last seminar or lecture, exercise, course (if the subject is not taught in the form of a seminar) of the teaching part of the semester; the teacher is obliged to allocate adequate time for this purpose,
 - c) the authorized vice dean, in cooperation with the student part of the Academic Senate of the faculty and the Quality Council of the faculty, ensures the evaluation of the questionnaire without undue delay, however, no later than within one month from the implementation of the questionnaire,
 - d) the evaluated teachers, members of the Academic Senate of the faculty, the Quality Council of the faculty, the management of the faculty, the heads of the departments, and the directors of the institutes, while being obliged to maintain confidentiality

about the above-mentioned facts, have the right to get acquainted with results of the questionnaire;

e) the results of the questionnaire are published in the faculty's information system in the same appropriate way, with access only for members of the faculty's academic community; however, if the teacher does not give his/her explicit consent for his/her identification data to be included in the faculty's information system, only an anonymised version of the results is published (identification of the teacher only to the extent of his/her workplace identification);

f) based on the results of the questionnaire evaluation, the Quality Council of the faculty prepares a report in which it evaluates the results of the questionnaire and proposes measures to eliminate deficiencies. The report is submitted to the Academic Senate of the faculty and the faculty management, divided into internal and external parts. The external part does not contain identification data of the evaluated teachers and is published on the Faculty Quality Council website.

PART TWO BACHELOR AND MASTER STUDIES

Art. 3

Study programme, recommended study plan and standard length of study

- 1) Higher education studies are carried out by the faculty according to accredited study programmes, the list of which is published in the manner laid down in the Higher Education Act, specifically for the field of legal study.
- 2) The study programme, the recommended study plan, and the standard length of study are regulated in the Higher Education Act.⁸
- 3) A programme of study is a set of subjects consisting of learning activities, which are mainly lecture, seminar, exercise, course, thesis, project work, laboratory work, internship, excursion, professional practice, state examination, and combinations thereof, and a set of rules designed so that the successful completion of these learning activities, while observing the aforementioned rules, allows the student to obtain a higher education qualification.⁹
- 4) The faculty provides, organizes, and ensures higher education in bachelor study programmes (1st degree study programmes, 1st level of study), master study programmes (2nd degree study programmes, 2nd level of study), doctoral study programmes (3rd degree study programmes, 3rd level of study) and in joint study programmes according to S 54a of the Higher Education Act. In justified cases, the faculty also offers study programmes in the combined first and second cycle of study pursuant to Section 53(3) of the Higher Education Act.

⁸ S 51 et seq, of the Higher Education Act

⁹ S 51 (2) of the Higher Education Act

- 5) The study at the faculty takes place in the full-time form of study and in the external form of study.
- 6) The full-time and external form of study shall be carried out by the in-person method, by the distance method, or by a combination thereof, provided that the other conditions of this provision are met. The in-person study method shall be carried out mainly as a full-time, physically contact study method. The online method of study, which is implemented via the Internet as an audio-conference or audio-visual conference allowing immediate discussion in real time, shall be implemented in particular in the case of special circumstances which do not allow the physical contact, in-person method of study, or as a supplementary method, in particular in the case of the implementation of an external form of study.
- 7) The full-time form of study is characterised by the student's daily participation in educational activities. In the case of first- and second-degree study programmes and study programmes pursuant to Section 53(3) of the Higher Education Act, teaching with direct contact between the teacher and the student is required to the extent specified in the recommended subject information sheet. This does not apply to the time spent in professional practice or internship related to studies.
- 8) The full-time form of study is organised in such a way that the study according to the recommended study plan corresponds, depending on the study programme in terms of time intensity, to the work of the student in the range of 1500 to 1800 hours per academic year, including independent study and independent creative activity.
- 9) In the external form of study, an increased degree of responsibility for the organisation of the study lies with the student. The faculty creates sufficient opportunities for students of the external form of study so that the student can complete educational activities with direct contact between the teacher and the student according to the accredited study programme and with generally binding legal regulations.
- 10) The external form of study is usually organised in such a way that the study according to the recommended study plan corresponds, depending on the study programme in terms of time intensity, to the work of the student in the range of 750 to 1440 hours per academic year, including independent study and independent creative activity.
- 11) The faculty shall determine a recommended curriculum for each program of study. The recommended study plan shall be designed so that by completing it the student meets the conditions for successful completion of studies within the standard study length corresponding to the study programme.¹⁰

¹⁰ Sec. 5 (6) of the Decree of the Ministry of Education of the Slovak Republic No. 614/2002 Coll. on the credit system of study as amended (hereinafter referred to as the "Decree on the credit system of study")

- 12) The standard study length is the study period determined by the study programme expressed in academic years.¹¹ The standard length of the study is specified in the accreditation file of the study programme.
- 13) The standard length of study in the full-time form is established for the following study programmes of
 - a) the first degree (bachelor programme) to a minimum of three and a maximum of four academic years,
 - b) the second degree (master programme following bachelor programme) to a minimum of one academic year and a maximum of three academic years,
 - c) the third degree (doctoral programme) to a minimum of three and a maximum of four academic years.
- 14) The standard length of study in the external form has been established for the following study programmes as follows:
 - a) the first degree (bachelor programme) to a minimum of four and a maximum of five academic years,
 - b) the second degree (master programme following bachelor programme) to a minimum of two and a maximum of four academic years,
 - c) the third degree (doctoral programme) to a minimum of three and a maximum of five academic years.

Art. 4

Subjects of the study programme and educational activities

- 1) 1) The subjects of the study programme are regulated by the Decree on the credit system of study.¹² Basic information about the nature of the subject is given in the information sheet of the subject.¹³ The information sheet is compiled separately for the full-time form of study and for the external form of study, while the conditions for completing the subject and the method of evaluation may differ; the learning objectives and the syllabus of the subject must be identical in the full-time form of study and in the external form of study.
- 2) Each subject is uniquely identified within the UK by its internal code and name and is generally designed as a one-semester subject.
- 3) According to the obligatory nature of their completion, the subjects included in the study programme are divided as follows:
 - a) compulsory, the full completion of which is a prerequisite for the successful

¹¹ Sec. 51 (4) (h) of the Higher Education Act

¹² Sec. 3 of the Decree on the credit system of study

¹³ A template of the subject information sheet is given in the Decree on the credit system of study

- completion of part or all of the study programme,
- b) compulsory elective, which complete the character of the study programme and enable the student, together with elective subjects, to adapt the study plan to his/her individual needs and interests; completion of a certain number of them is a prerequisite for successful completion of the whole study programme or its part,
 - c) elective, which are other subjects in the programme of study that a student may enrol in to supplement his or her studies, as well as subjects under Subsection 5 that a student cannot take if he or she otherwise obtains the sufficient number of credits.¹⁴
- 4) If a study programme specifies a whole line of compulsory elective subjects, and a student must take one such line, the student's selection of this line of compulsory elective subjects shall constitute an obligation to enrol in all compulsory elective subjects in this line. This does not preclude the possibility of enrolling separately in individual compulsory elective subjects from another line of compulsory elective subjects.
 - 5) The student enrolls in the elective subjects from the offer of elective subjects of his/her study programme, from the offer of subjects of other study programmes carried out at the faculty, or from the offer of study programmes of other faculties or other higher education institutions, in compliance with the rules contained in the study programme. Enrolment in a subject from the offer of a study programme of another higher education institution is subject to the prior written consent of the dean of the faculty at which the student is enrolled for studies.
 - 6) Compulsory and compulsory elective subjects are taught at the faculty, except for compulsory subjects of joint study programmes implemented in cooperation with another university or another faculty of the Comenius University, which are to be provided by this other university or another faculty of the Comenius University. In the relevant semester, a compulsory elective subject is always taught regardless of the number of students enrolled. Compulsory and compulsory elective subjects may also include subjects taught at another faculty of the University in agreement with the dean of that faculty.
 - 7) In the relevant semester, the teaching of an elective subject is always carried out in the conditions of the faculty if at least 10 students have enrolled in the subject, and the teaching of the subject is made possible by the staffing possibilities of the faculty.
 - 8) The final thesis, which together with its defence constitutes one subject, is a part of the study according to each study programme; the defence of the final thesis falls within the scope of the state examinations. Passing a state examination or state examinations represents one of the conditions for successful completion of the study programme.
 - 9) The subjects in the study programme are divided into the following:
 - a) subjects without pre-requisition; the enrolment in such a subject is not conditional on the completion of another subject,

¹⁴ Sec. 3 (2) of the Decree on the credit system of studies

- b) subjects conditional on the completion of other subjects - the completion of such a subject is only possible after the completion of another subject or subjects - prerequisites; if the subject is conditional on the completion of a prerequisite or prerequisites, the information sheet for each subject contains the prerequisite or list of prerequisites for that subject.
- 10) Each subject is implemented by one or more learning activities.¹⁵
- 11) Educational activities in the full-time form of study are mainly lectures, seminars (exercises), practical exercises, internships (professional practice), legal clinics, simulated court proceedings, excursions, final theses, individual consultations during consultation hours, and supervised self-study.
- 12) Educational activities in the external form of study are mainly consultation seminars, practical exercises, legal clinics, simulated court proceedings, excursions, final theses, individual consultations during consultation hours and supervised self-study.
- 13) The lecture aims at a comprehensive explanation of the theory and related issues manifested in the practical implementation of the subject by a coherent speech of the educator. If the subject is also taught in the form of a seminar (exercise), practical exercise, or internship, no forms of study control take place in the lecture, except in cases worthy of special consideration (e.g., at times when it is not possible to implement physically contact teaching). Lectures are normally recorded and then made available for playback to students, including external students.
- 14) Student attendance at lectures is compulsory. If a student does not attend a lecture, he/she is obliged to make up for it by watching a recording of the lecture or, if this is not possible, by self-study. The student demonstrates the quality of his/her acquisition of knowledge from the lectures in other forms of teaching, especially in seminars (exercises) and in the study control (examination).
- 15) The seminar (exercise) is aimed at practicing the knowledge of students which they have gained in lectures and self-study, especially by solving complex problems in the subject and solving simulated practical cases, as well as solving complex theoretical issues of the subject. In teaching physical education activities, the seminar (exercise) focuses mainly on the acquisition of theoretical and practical physical education.
- 16) Practical exercises, legal clinics, and simulated court proceedings are mainly aimed at solving real, in-practice cases, at legal advice provided by students under the supervision of lecturers, at preparing students for specific professional legal competitions, internships and professional practices, and at students' scientific activity under the guidance of teachers.

¹⁵ Pursuant to Section 6o(4) of the Higher Education Act, educational activities may be carried out by the in-person method, the distance method or a combined method.

- 17) If a seminar (exercise) or practical exercise is conducted in more than one group in a given semester, students are enrolled electronically in each group. A student may enrol in only one group for a given course in the relevant semester.
- 18) Student participation in seminars (exercises) and practical exercises is compulsory. If a student fails to attend three seminars (exercises) or practical exercises in a given subject, his/her absence is excused. For the fourth and each subsequent absence from a seminar (exercise) or practical exercise in the relevant subject, the teacher may determine an alternative method of conducting the seminar (exercise) or practical exercise. This shall fully replace the absence from the seminar (exercise) or practical exercise. The substitute method for the seminar (exercise) or practical exercise shall be determined by the teacher in addition to the requirements set out in the subject information sheet; it may be mainly supervised self-study, seminar work, examination in consultation hours, etc. If a student has not properly made up a seminar (exercise) or practical exercise according to this paragraph or the teacher has decided that the student cannot make up these absences, the student will not be admitted for assessment in the subject and therefore cannot pass the subject and must reenrol in the next academic year. The student demonstrates the quality of his/her acquisition of knowledge from seminars (exercises) and practical exercises, especially in further seminars (exercises) and practical exercises, and in the control of studies (examinations).
- 19) For subjects whose weekly scope of seminars (exercises) or practical exercises is divided into several parts within one week, non-attendance at one seminar (exercise) or practical exercise is considered as non-attendance of the student at as many parts of the given educational activity, the sum of which makes up the total weekly time scope set out in the information sheet of the subject.
- 20) An internship is a means of learning through which a student deepens the knowledge acquired in the learning process by practical activities carried out in a selected institution, public authority, private enterprise, or other appropriate workplace (hereinafter referred to as "institution"). The conditions of the traineeship and participation in the traineeship shall be determined by the director of the institute or the head of the department responsible for the traineeship, or by a member of staff designated by him/her in agreement with the institution. The form of study monitoring and the method of evaluation shall be determined by the director of the institute or the head of the department responsible for the internship or the staff member designated by him/her, in accordance with the subject information sheet and these Rules of Study.
- 21) Individual consultations are conversations between the student and the teacher, mainly within the framework of the teacher's consultation hours, concerning academic and professional issues, including consultations between the student and the teacher concerning the student's final thesis, and including consultations for the purpose of preparing the student for the form of examination.
- 22) Consultation sessions are focused on a brief introductory lecture by the teacher on individual topics aimed at explaining the theoretical foundations and relevant terminology of the subject matter covered (usually to a maximum of 25% of the consultation session) and on an interactive discussion between the teacher and the

students present, the subject of which is usually the solution of case studies or practical tasks assigned to the student in advance, using uncommented legal regulations or other relevant study aids or study materials. The discussion should be conducted in such a way that the students present actively participate in solving the legal problems raised to acquire new theoretical knowledge and practical skills in relation to the material covered. The discussion is also intended to verify the theoretical knowledge and practical skills that students have acquired during previous consultation sessions and through self-study. The discussion can be the basis for continuous examination of students based on the level and quality of student participation in the discussion.

- 23) No compensation can be demanded from the student for mere nonattendance at a consultation session in the external form of study; this does not affect the student's obligation to take the continuous testing. If a form of continuous testing takes place at a consultation session and the student does not attend, the general provisions on compensation for continuous testing shall apply. If the Dean so decides, in addition to the in-person method of study, consultation sessions shall also be conducted using an online contact method of study with the same content, and the student shall have the right to choose which of the two methods of study he/she will take in a particular consultation session.
- 24) The student is obliged to bring legal regulations and other relevant aids to educational activities as instructed by the teacher, which the teacher shall clearly announce in advance (the announcement may also be made by a general announcement published on the website of the department or institute). If the student does not bring them, the teacher may remove the student from the room where the class is being held and may record the absence on the attendance record for that specific educational activity.
- 25) The student is required to prepare for seminars according to the instructions of the respective teacher. Preparation means mainly familiarity with the content of the lecture related to the issue discussed at the seminar, studying materials, case studies, case law, and other decisions, legal regulations, and literature to the extent and according to the instructions of the teacher. If the student does not prepare for the seminar, the teacher may remove the student from the room where the class is held and may report the student absent from the attendance record for that specific educational activity.
- 26) During the implementation of educational activities, the student may use computer technology and other electronic means exclusively for the purposes of educational activities and in accordance with any instructions, restrictions, or orders of the teacher, while respecting the rights of other persons; otherwise, the student may be removed by the teacher from the room where the class is taking place; in such a case, he/she shall be considered as if he/she had not participated in the class for the purposes of recording participation in the class. A teacher may not prohibit the use of computing and other electronic devices by students with special needs, provided that the computing or electronic devices are necessary to compensate for their medical condition and are not used in a manner that disrupts the instruction or is contrary to good manners.
- 27) In proving the reasons for nonparticipation in educational activities, the provisions on the protection of personal data and the provisions on the protection of personality according

to special regulations must not be violated; the details may be determined by a measure of the Dean.

- 28) The teacher is obliged to excuse a student from non-participation in an educational activity without assigning a make-up task and without the possibility of restricting the student's access to the subject due to such non-participation, if he/she complies with the following:
- a) has attended a session of the Academic Senate of Comenius University, the Academic Senate of the Faculty of Law of Comenius University, the committee of the Academic Senate of Comenius University, the committee of the Academic Senate of the Faculty of Law, Comenius University; the Disciplinary Committee of the Faculty of Law for Students; Quality Assurance Board of the Faculty of Law, Quality and Doctoral Studies Board of the Faculty of Law, another advisory body of the Faculty of Law, if he/she is a member or if it performs specific tasks related to the activities of the above-mentioned bodies, which cannot be performed at another time, even in the case that he/she is not a member of those bodies;
 - b) has attended a meeting of the university representative body, if he or she is a member of that body, or if he or she performs specific tasks related to the activities of the university representative body that cannot be performed at other times, even if he or she is not a member of those bodies,
 - c) has an absence excused by the Rector, the Vice-Rector, the Dean of the Faculty, the Vice-dean of the Faculty, or a senior member of staff of the faculty.

Art. 5 Credit system of study

- 1) The organisation of all levels and forms of higher education is constituted in the credit system.¹⁶ The credit system of study¹⁷ promotes the openness of PraF UK from the inside, supports student mobility, and gives students the opportunity to participate in the development of their study plan.
- 2) Credits are numerical values assigned to subjects that characterize the amount of work required to successfully complete them.
- 3) The standard student load for the entire academic year in full-time study is usually 60 credits, per semester usually 30 credits. The standard student load for a full academic year in the external form of study is usually 48 credits, per semester normally 24 credits.
- 4) The student receives credits upon successful completion of the subject. Credits may be earned only once for a given subject within the course of a given study programme. If a student has received credits in a previous study for a successfully completed subject which is part of the study programme of his/her current study as a compulsory subject or a compulsory elective subject, the procedure shall be according to Article 21.

¹⁶ S 62 of the Higher Education Act and S 4 of the Decree on the Credit System of Study

¹⁷ S 62 (1) of the Higher Education Act

- 5) Credits earned for completing respective subjects will be cumulative for the student. One of the conditions required for a student to progress to the next part of his/her studies is the acquisition of the necessary number of credits in the relevant control stage of studies.
- 6) The number of credits, whose achievement is a condition for the proper completion of the studies, is specified in the accreditation file of the study programme.¹⁸
- 7) Unless the accreditation file of the study programme specifies otherwise, the total number of credits to be obtained for the proper completion of the study programme at each level is as follows:
 - a) at least 180 credits for a bachelor programme (first degree programme),
 - b) at least 120 credits for a master programme (second degree programme), where the standard length of study is two years in the full-time form of study and three years in the external form of study,
 - c) at least 180 credits for a master programme (second degree programme), where the standard length of study is three years in the full-time form of study and four years in the external form of study,
 - d) at least 180 credits for a doctoral study programme (third degree study programme) in the full-time form of study when the standard length of study is three years and 240 credits when the standard length of study is four years; in the external form of study 180 credits when the standard length of study is four years and 240 credits when the standard length of study is five years.
- 8) If a student completes part of his/her studies at another faculty or other higher education institution in the Slovak Republic or abroad based on a study contract (within the framework of academic mobility), the credits earned are transferred to him/her on the basis of a transcript of results prepared by the faculty or higher education institution at which the credits were earned. Credit transfer does not automatically imply recognition of completion of a subject from the study programme in which the student is enrolled. Recognition of the completion of a subject in lieu of a subject from a programme of study is decided by the Dean of the faculty, after the opinion of the relevant department or institute, based on a specific written request from the student. The provisions of Article 21 shall apply as appropriate.

Art. 6 Study documents

- 1) Study documents are regulated by the Higher Education Act.¹⁹ Study documents are:
 - a) a student ID card,
 - b) a statement of the study outcomes.

¹⁸ S 51 (4)(k) of the Higher Education Act

¹⁹ S 67 of the Higher Education Act

- 2) A student ID card is issued to a student when he or she first enrolls in a bachelor programme, master programme or doctoral programme. The student card will be issued by Comenius University. The details of the issue of the student card shall be regulated by a specific internal regulation of Comenius University.²⁰
- 3) The faculty shall issue a confirmation to the student of the sending university that he/she is a student of the Faculty of Law, Comenius University and indicate the period of time during which his/her studies at the Faculty of Law, Comenius University are to last. CU shall issue a student ID card to the student if it cannot be replaced by a similar study document issued by the sending university.²¹

Art. 7 Study schedule

- 1) The academic year begins on 1 September of the current calendar year and ends on 31 August of the following calendar year.²²
- 2) The academic year is divided into a winter semester and a summer semester.²³
- 3) Each semester consists of a teaching period and an examination period. The teaching part of the semester shall last for a minimum of 13 and a maximum of 15 weeks. The examination period shall be at least five weeks unless this conflicts with the study schedule laid down by the Rector.
- 4) The study of all study programmes starts at the beginning of the winter semester of the academic year.²⁴ Doctoral studies may also start at the beginning of the second semester of the academic year.
- 5) Pursuant to Article 7(5) of the CU Rules of Study, the Rector, after discussion in the CU Rector's College, shall issue, no later than 31 January, a study schedule at the CU (hereinafter referred to as the "university study s
- 6) chedule") for the following academic year; the University Study Schedule shall include, inter alia, the following:
 - a) the beginning and end of the teaching part of each semester,
 - b) the beginning and end of the examination part of each semester,
 - c) the corrective and alternate exam dates for state examinations,
 - d) the date and place of the opening ceremony of the academic year at Comenius University.

²⁰ O UK Rector's Measure No. 1/2003 Organisational and Operational Rules of the Automatic Identification System of CU

²¹ S 58a (3) of the Higher Education Act

²² S 61 (1) of the Higher Education Act

²³ S 61 (2) of the Higher Education Act

²⁴ S 61 (3) the first sentence of the Higher Education Act

- 7) After issuing the university study schedule, the Dean shall issue, no later than 31 March, a faculty study schedule (hereinafter referred to as the "faculty study schedule") for the following academic year, in which he or she shall supplement the university study schedule mainly with the period in which enrolments, state examinations, and other academic activities specific to a given faculty take place.
- 8) The faculty study schedule may, with the prior written consent of the Rector, deviate from the university study schedule by adjusting the dates under Subsection 5(a) to (c) if
 - a) they are study programmes pursuant to Section 53(3) of the Higher Education Act,
 - b) the recommended semester of the subject as indicated in the subject information sheet is the last semester of study; or
 - c) these are facts worthy of special consideration relating to study programmes carried out at the faculty.
- 9) If the faculty implements study programmes in cooperation with other faculties, the Rector's consent to deviating adjustment of dates in the faculty study schedule pursuant to Subsection 7 is conditional upon the mutual consent of the faculties concerned.

Art. 8

Enrolment and enrolment in the next part of study

- 1) Enrolment is regulated by the Higher Education Act.²⁵ An applicant admitted to study becomes a CU student on the date of enrolment.²⁶
- 2) There are three types of enrolment:
 - a) enrolment for study;²⁷ by enrolling for study, an applicant admitted to study becomes a student of Comenius University,
 - b) enrolment in the next part of the study programme²⁸ (hereinafter referred to as "enrolment in the next part of study"); a student has the right to enrol in the next part of study if he/she has fulfilled the conditions specified by the study programme or these Rules of Study,
 - c) enrolment for part of the study within the framework of academic mobility, taking into account the conditions of the exchange programme or the agreement between the UK and the sending university.
- 3) The dates of enrolment for studies and the dates of enrolment in the next part of the study are determined by the Dean according to the faculty study schedule.
- 4) Before enrolling in the next part of the study, the student expresses his/her interest in the subjects he/she wants to take in the next academic year (next semester) by means of pre-enrolment. Pre-enrolment also takes place before enrolment in the master programme.

²⁵ S 59, S 69 a S 55 (9) of the Higher Education Act

²⁶ S 69 (1) of the Higher Education Act

²⁷ S 59 of the Higher Education Act

²⁸ S 70 (1)(c) of the Higher Education Act

- 5) The enrolment in the study is recorded in the academic information system and in the study certificates as of the date of enrolment in the study. If enrolment takes place before the beginning of the academic year in which the studies of the applicant admitted to the study are to commence, the commencement of the studies shall be recorded on 1 September in accordance with Section 6g(2) of the Higher Education Act.
- 6) Enrolment for study takes place as follows:
 - a) by entering the student's data into the academic information system (in particular, the student's personal data, student ID card data),
 - b) by determining the subjects that the student wishes to take in the forthcoming period of study (academic year or semester) and registering them in the Academic Information System,
 - c) by confirmation of the enrolment letter in the academic information system and signing of the study plan protocol,
 - d) by providing the student card.
- 7) Enrolment in the next part of the study takes place as follows:
 - a) by completion of the previous part of the study,
 - b) by checking and making changes to the student's data in the academic information system (in particular, the student's personal data, student ID card data),
 - c) by specifying the subjects that the student wishes to take in the forthcoming period of study (academic year or semester); the student shall enter these data in the enrolment sheet in the Academic Information System (hereinafter referred to as "AIS"),
 - d) by confirmation of the enrolment sheet in the AIS and signing of the study plan protocol,
 - e) by renewing the validity of the student card using a prolongation stamp.
- 8) Enrolment in the next part of the study or re-enrolment is recorded in the AIS and on the study certificates on the date of enrolment in the next part of the study.
- 9) A student has the right to make changes to his/her study plan (cancel or change enrolled subjects) by the end of the second week of the teaching part of each semester, without giving any reason. Modification of the study plan is made by confirming the modified enrolment sheet in the AIS and signing the protocol on the change of the study plan. The student is obliged to immediately inform his/her original teacher of this fact.
- 10) The Dean shall establish by measure a schedule of pre-recordings, recordings, details of recording of individual acts in paper form and in electronic form in the AIS. The Dean's measure may provide for the substitution of the handwritten signature on the curriculum record by another appropriate means, enabling the student's will to be identified.
- 11) If a subject has limited capacity due to space, staffing, time, or other reasons, students are allowed to enrol in the subject in the following order:
 - a) students of their own faculty for whom the subject is compulsory and students of other universities who enrol in the subject on the basis of a study contract,
 - b) students of their own faculty for whom the subject is a compulsory elective,

- c) students of other faculties for whom the subject is a compulsory elective,
 - d) students of their own faculty for whom the subject is elective,
 - e) students of other faculties who enrol in the subject as an elective,
 - f) students from other universities who enrol in the subject as an elective.
- 12) Within the categories under Subsection 11, preference shall be given to students with the better weighted grade point average. Enrolment in the subject by students from other universities is subject to the prior written approval of the relevant teacher and the Dean.

Art. 9 Study plan

- 1) The student's study plan (hereafter referred to as "study plan") determines the time and content sequence of subjects and the forms of evaluation of learning outcomes. In addition to the form of evaluation of learning outcomes, the study plan is drawn up by the student himself/herself or in cooperation with a study advisor within the framework of the rules specified by the study programme and according to these Rules of Study.²⁹ The doctoral study plan is drawn up by the student in cooperation with the doctoral supervisor.
- 2) By enrolling, the student determines his/her study plan for the next period of study (academic year or semester).
- 3) The student enrolls in subjects of such credit value and in such composition (compulsory subjects, compulsory elective subjects, and elective subjects) that he/she can fulfil the conditions for enrolment in the next part of his/her study in the control stage of the study. In the academic year in which the student plans to complete his/her study duly, he/she shall enrol in subjects of such credit value and in such a composition that, by successfully completing them, he/she fulfils the conditions for the proper completion of his/her study.
- 4) A student of a study programme of a given degree of study may enrol in a subject of a study programme of a higher or lower degree of study only with the prior consent of the guarantor of the study programme in which the student is enrolled.
- 5) A student of the full-time form of study may enrol a maximum of 90 credits in one academic year, a student of the external form of study may enrol a maximum of 60 credits in one academic year; if a generally binding legal regulation so stipulates, a student of the external form of study may enrol a greater number of credits in one academic year. For reasons of special consideration and based on a written request, the Dean may allow a student to enrol in subjects for more than one and a half times the standard subject load in a given academic year. The Dean's decision to allow or not to allow the student to enrol for more than one and a half times the standard subject load shall be final and may not be appealed.

²⁹ S 51 (8) of the Higher Education Act

- 6) The study programme includes a recommended study plan, which is designed so that by completing it the student meets the conditions for the successful completion of studies at the standard duration.
- 7) The study programme of doctoral studies consists of at least the study part, which ends with the dissertation examination, the scientific part, and the defence of the dissertation. In the case of a doctoral student who is registered for a dissertation topic announced by an external educational institution, the agreement between the university or faculty and this institution shall also include the conditions for carrying out the study part of the doctoral studies and the doctoral student's teaching activities.
- 8) Upon written request, the Dean may permit a student to study according to an individual study schedule in a given academic year if
 - a) he or she is an exceptionally talented student with an excellent academic record,
 - b) the student is a student with specific needs, taking into account the nature and extent of the student's specific needs,
 - c) the student has a long-term health problem,
 - d) the student is performing professional, artistic, or sporting representational duties,
 - e) the student is permanently caring for his or her own child or an adopted child under the age of six years; or
 - f) the student is a student sent by the faculty in the framework of academic mobility.
- 9) In case of studies according to an individual study schedule, the scope of exceptions and concessions from the faculty study schedule shall be determined by the Dean, while the scope of exceptions and concessions must correspond to the reasons according to Subsection 8 and may not provide an unjustified advantage and may not affect the required level of knowledge and skills. Before the beginning of the teaching part of the semester, the student is obliged to personally agree with the teachers of the relevant subjects the conditions of individual fulfilment of study obligations and the method of checking the study results. The scope of exceptions and concessions must correspond to the reasons for which the student requests permission to study according to the individual study schedule.
- 10) There is no legal right to study according to an individual study schedule in the relevant academic year. The Dean's decision to permit or not to permit study according to an individual study schedule is final and cannot be appealed. If the decision was based on false or incomplete information provided by the student, the Dean shall reverse the decision in proceedings of his/her own motion.

Art. 10

Conditions for reenrolment of subjects

- 1) Repeated enrolment in compulsory, compulsory elective and elective subjects is regulated by the Decree on the credit system of study.³⁰

³⁰ S 5 of the Decree on the credit system of study

- 2) A student may reenrol in a compulsory subject that he/she has failed within the course of his/her studies. After the second unsuccessful attempt to pass the compulsory subject, the student is expelled from the study.
- 3) A student may reenrol in a compulsory elective subject during his/her studies, which he/she has unsuccessfully completed, or he/she may enrol instead in another compulsory elective subject from among the compulsory elective subjects offered in the relevant study programme, from which he/she is obliged to choose a subject. After a second unsuccessful attempt to take the selected compulsory elective subject, the student is expelled from the study pursuant to Section 66(1)(c) of the Higher Education Act.³¹ If the student has achieved a sufficient number of credits for the proper completion of studies and has fulfilled the requirements of the subject composition of the relevant study programme, including the fact that he/she has taken the prescribed number of compulsory elective subjects from the given offer of compulsory elective subjects, he/she does not have to reenrol in a compulsory elective subject according to the first sentence.
- 4) When enrolling in the next part of the study, the student specifies a compulsory elective subject, which he/she enrolls in place of an unsuccessfully completed compulsory elective subject. If the student chooses another compulsory elective subject in place of the failed compulsory elective subject, the compulsory elective subject so designated shall be treated as a re-enrolled compulsory elective subject.
- 5) A student may reenrol in an elective subject during his/her studies, which he/she has passed unsuccessfully, or he/she may enrol in another elective subject or a compulsory elective subject from among the compulsory elective subjects not yet taken. If the student has achieved a sufficient number of credits, he/she does not have to enrol in any elective subject. If the student has not achieved a sufficient number of credits, he/she shall be expelled from the study after a second unsuccessful attempt to complete the selected elective subject.
- 6) A student must take the re-enrolled subject from the beginning, unless the student is credited with the attendance of the subject taken by the student in the previous academic year. A student shall be credited with the completed coursework for a compulsory subject or a compulsory elective subject without a separate application if:
 - a) the student has completed the course of instruction in the subject to the extent that guarantees sufficient preparation to pass the examination in the subject and has also fulfilled the conditions for attendance or compensation for nonattendance set out in these Rules of Study so that he/she can successfully complete the subject,
 - b) the failure to retake the course does not complicate the conduct of the continuous or combined examination; and
 - c) the Dean has not made a decision not to credit the student for the coursework taken.
- 7) Compliance with the conditions under Subsections (6)(a) and (b) shall be reviewed by the deputy head of the department or the deputy director of the institute. The Dean can

³¹ S 5 (4) of the Decree on the credit system of study

decide, on the proposal of the head of department or the director of the institute or the deputy head of department or the deputy director of the institute, and in relation to a particular student, group of students, or in relation to a particular subject or group of subjects, that the subject taken shall not be recognized. The decision under the preceding sentence shall be communicated by the study department by means of a notice on the faculty's website, a notice on the study department notice board, by email, or by other appropriate means. The decision shall be final and not subject to appeal.

- 8) In the case of the recognition of the coursework taken, the number of points obtained from the continuous evaluation linked to the coursework taken shall be retained, this being possible only in the case of a combined examination.

Art. 11 **Evaluation of study results**

- 1) In matters of evaluation of study results within the study of a subject, the teacher decides; in controversial issues, the head of the department that provides the teaching of the subject decides; in such cases, the study programme guarantor may have an advisory vote; if the teacher is also the head of the department that provides the teaching of the subject, the Dean of the faculty or, on his/her behalf, the vice-dean decides on the evaluation of the study results.
- 2) The evaluation of the study results is regulated by the Decree on the credit system of study.³² The evaluation of the study results of the student within the study of the subject is carried out mainly by³³
 - a) continuous checking of study results during the teaching part of a given study period (control questions, written tests, assignments for independent work, term papers, seminar report, etc.). (hereafter referred to as the "continuous evaluation"),
 - b) an examination for that period of study (hereafter referred to as the "examination",
 - c) by a combination of the two forms of examination referred to in (a) and (b) above - a combined evaluation of studies (hereafter referred to as the "combined evaluation").
- 3) The prerequisites for the completion of the subject are specified in the subject information sheet. Learning objectives and evaluation conditions are set out in the CU Internal Quality Assurance System.
- 4) At the beginning of the teaching part of the semester, the teacher shall publish in writing on the faculty's website or in other ways considered customary at the faculty the following:
 - a) the extent of compulsory attendance at the educational activities of which the subject is made; if, because of the nature of the teaching of the subject, it is not possible to determine the extent of compulsory attendance at the educational activities according to these Rules of Study, the method of substituting compulsory attendance

³² S 6 of the Decree on the credit system of studies

³³ S 6 (1) of the Decree on the credit system of studies

at the educational activities to the extent for which these Rules of Study require substitution of attendance at the educational activities

- b) the conditions referred to in Article 4(18)
 - c) specification of the method of evaluation of the study results
 - d) the dates of the continuous evaluation, the thematic headings of each continuous evaluation
 - e) information on alternative possibilities for fulfilling the conditions of the continuous evaluation, but which do not represent the overall continuous evaluation remedial term as referred to in Article 13(4),
 - f) information as to whether the achievement of the prescribed level of continuous evaluation or the prescribed extent of compulsory attendance at learning activities is a prerequisite for taking the examination.
- 5) Individual conditions under Subsection (4) need not be published by the teacher if they arise from these Rules of Study and from the subject information sheet.
 - 6) If, in the course of the semester, a need arises for a deviating solution to a condition under Subsection (4), that solution shall not be to the detriment of the students.
 - 7) If more than one teacher is involved in the teaching of a subject or if the teaching of a subject is carried out in more than one study programme, the conditions pursuant to Subsection 4 shall be published by the teachers by mutual agreement and may be published jointly for all teachers; the published conditions must be identical in content. The publication of information under this subsection may be replaced by the publication of the following information by the head of the department, the director of the institute or his/her deputy.
 - 8) The examiner or other teacher supervising the examination may require the student to produce a student ID card at the continuous evaluation or examination; if the student fails to produce a student ID card on request, the teacher may not examine the student or conduct the continuous evaluation.
 - 9) In the evaluation of study results in an examined subject, the content of this subject is examined according to the subject information sheet. The formulation of the essential questions or assignments, which are randomly selected or given to the student, must relate only to the subject under examination. To the extent appropriate, the teacher may also examine other institutes and contexts that are necessary to understand and explain the content of the subject under examination.
 - 10) If a student has demonstrably cheated in the evaluation of the study results or part of it in the subject, he/she shall be considered as if he/she had not successfully completed this control of study (examination) or part of it; he/she shall receive no points for it in the part of the continuous evaluation and shall be evaluated with the mark FX in the examination. This student may be removed by the teacher from the room in which the evaluation of the study results takes place.
 - 11) The student has the right not to accept the evaluation on the examination date. The student shall notify the teacher of the non-acceptance of the evaluation immediately

after the publication of the evaluation of the last part of the examination. If the examination was written, the student shall notify the teacher of the nonacceptance of the mark in writing by email no later than 48 hours after the publication of the results of the written part of the examination. Immediately after the non-acceptance of the mark, the teacher shall enter the mark FX into the AIS as the mark for the relevant examination period.

- 12) Subjects that a student has enrolled in and failed to complete, e.g. did not participate in the final evaluation or did not participate in the compulsory educational activities listed in the subject information sheet, and the teacher did not excuse his/her absence, are evaluated at the end of the respective examination period with the mark FX; for the registration in the AIS, the registration with the code X can also be used, which has the same effects as the evaluation with the mark FX for the purposes of this provision. If the relevant period of time has elapsed since the end of the examination period and a subject in which a student is enrolled and there is no indication of the student's mark in the AIS, the student shall be deemed to have failed the subject, and the study department shall enter a mark of FX in the AIS for that subject; the subject shall also be understood to include the subject listed on the study contract of a student on academic mobility after authorised corrections have been made.
- 13) The evaluation (mark, classification grade) reflects the quality of the acquisition of knowledge or skills in accordance with the aim of the subject, as stated in the subject information sheet. The evaluation (mark, classification grade) of physical education subjects reflects mainly the student's interest in the subject, the level of mastery of physical activities, and the effort to develop his/her physical culture.
- 14) Unless otherwise stated in the subject information sheet, the evaluation shall be carried out as follows:
 - a) according to a grading scale consisting of six grading levels, in addition to the evaluation of the dissertation examination and the dissertation defence:
 - i) A - excellent (outstanding results) = 1
 - ii) B - very good (above average results) = 1.5
 - iii) C - good (average results) = 2
 - iv) D - satisfactory (acceptable results) = 2.5
 - v) E - sufficient (results only meet the minimum criteria) = 3
 - vi) FX - Inadequate (results do not meet even the minimum criteria) = 4
 - b) by a pass or fail mark in the case of the evaluation of the dissertation examination and the defence of the dissertation.

- 15) The subjects of doctoral studies related to the scientific and pedagogical part of doctoral studies are not evaluated with a mark; in the case of fulfilment of the conditions for passing the subject, the mark "passed" is recorded.
- 16) A subject is passed if the student has obtained a mark of grades A to E, a "passed" rating, or a "took part" rating is recorded. The student will receive credit only for a passing grade on the subject. A student shall be graded FX or fail if he/she has met the evaluation requirements set by the CU Internal Quality Assurance System in accordance with the assessment conditions in relation to the learning objectives specified in the subject information sheet of the subject only at a level not exceeding 60 % of the overall highest possible level of completion of the requirements for the subject, the state examination or the defence. Similarly, a student shall be evaluated with a grade of FX or fail if he/she has submitted a thesis in contravention of paragraph 7 or has submitted a thesis which does not meet the requirements set out in the CU Internal Quality Assurance System. For the other levels of evaluation, the following grading scale shall be set according to the level of fulfilment of the evaluation requirements set by the CU Internal Quality Assurance System in accordance with the conditions of evaluation in relation to the learning objectives set out in the subject information sheet. A for a level of at least 91 %, B for a level of at least 81 %, C for a level of at least 73 %, D for a level of at least 66 %, and E for a level of at least 60 %.
- 17) The teacher (teacher-examiner) is obliged, at the request of the student, to inform the student of the specific reasons why he/she marks him/her at a certain grade. If the student is examined in written form, he/she has the right to inspect his/her evaluated written expression (test, written thesis, seminar paper, etc.) on the day of the announcement of the examination results or on another date to be determined by the teacher, as a rule within 5 working days from the date of the announcement of the examination results. The teacher must allow the student to inspect the examination. The examiner must also justify why the student scored a certain number of points and under what specific conditions the student would have scored the full number of points but is not obliged to provide the student with a full and detailed solution to the question or assignment. If, during this review, the teacher determines that the student should have been marked at a different grade level, the educator shall change the marking in accordance with this finding. The student shall have the right to inspect his/her assessed written expression (test, written work, seminar paper, etc.) on the day of the announcement of the examination results or on another date to be determined by the teacher, no later than 5 working days after the date of the announcement of the examination results.
- 18) The date, time, place, and manner of announcing the results of the evaluation of a particular examination shall be communicated by the teacher to the students not later than before the commencement of that examination.
- 19) The examiner must record in the AIS the marking of oral examinations on the day of the examination and, in the case of written examinations, within three working days of the date of the examination.

- 20) The relevant department or institute shall archive students' written work, which forms part of the subject evaluation, in accordance with the CU Registry Regulations and the CU Registrar's Plan for a period of three years.
- 21) In the case of oral examinations, the examiner shall record the marks on an ongoing basis in a suitable record sheet, and the student shall have the right to consult the record sheet after the examination has been marked to the extent of the data relating to the student. The correctness of this record shall be confirmed by the examiner's signature. The deputy heads of departments and directors of institutes shall submit to the Study Department on the working day following the end of the examination period all the records referred to in this paragraph for all the examiners of the department or institute concerned.
- 22) Subject mark sheets shall be submitted to the Study Department after the last student has taken the examination, but no later than one week after the end of the relevant examination period. Details of the recording and archiving of evaluation results shall be laid down by measure of the Dean.
- 23) The student is entitled to object to the accuracy of the recorded mark within 5 working days of the date of recording of that mark if he/she believes that a different mark has been recorded in the AIS from that actually awarded or communicated to him/her. Until the end of the examination period, the student shall address any objections to the examiner and, after the end of the examination period, to the Head of the Study Department.
- 24) After fulfilling the last study obligation in a semester or academic year, but no later than the end of the examination period, the student is obliged to check the correctness and completeness of the marks entered in the AIS.
- 25) The deputy head of department or the deputy head of institute shall ensure that prompt remedial action is taken and that action is taken to rectify deficiencies where the Study Department identifies and reports to the deputy head of department or the deputy head of institute any differential or missing marks identified in the review of study results.
- 26) After submission of the statements, the Study Department may only make changes to the evaluation so recorded on the basis of a written request from the relevant deputy head of department or the deputy director of institute; this request shall be attached to the relevant statement.
- 27) To assess a student's overall academic performance in a defined period of time³⁴ a weighted study average is used.³⁵
- 28) The weighted study average is used mainly for the overall result of duly completed studies, for other conditions of admission to studies, for priority enrolment of subjects due to capacity constraints, for deciding on the award of incentive scholarships from the state budget and scholarships from the CU's own resources, for selecting students for

³⁴ V The defined period is usually a semester, an academic year or the entire period of study of a given study programme.

³⁵ S 6 (7) of the Decree on the credit system of study

academic mobility and for allocating accommodation in the CU's accommodation facilities.

Art. 12 Examination

- 1) Examinations shall be held during the examination period of each semester; the examination may also be held in the last week of the teaching part of the semester (preterm), and examination dates outside the examination period may also be set for examinations in the external form of study so that the examination is held during the teaching part of the semester after the teaching of the subject has been completed. Details of the timetable of the examination period, details of the announcement of the dates of the examination before the examination period, and the dates of the examination outside the examination period as referred to in the first sentence shall be regulated for the semester in question by a measure adopted by the Dean. Examination dates can also be set outside the examination period to mitigate the effects of circumstances in society that have had a significantly adverse impact on student studies and in the context of the individual timetable for the fulfilment of study obligations pursuant to Article 9(8) to (10).
- 2) The examination shall be conducted by oral examination, written examination, assessment of practical skills and presentation skills, or a combination thereof.
- 3) If the examination is oral, the student has the right to at least 10 minutes of written preparation before answering. The oral examination shall be open to the public. The written examination shall be conducted under the supervision of a teacher and the student shall have the right to have adequate time to prepare the written examination with respect to its required content. The results of the written examination shall be communicated by the examiner to the students no later than three working days after the date of the examination.
- 4) Examination questions are published at the beginning of the semester on the faculty's website; if new legal regulations are adopted during the semester, the relevant questions are adjusted from time to time, but not later than 3 weeks before the end of the teaching part of the semester. In the case of simulated practical cases and other practical assignments, only a summary of the topics shall be published. In an oral examination, the student shall draw questions from among those published, or, in a written examination with open questions, the teacher determines the questions to be answered in writing from among those published. When a simulated practical case or other practical assignment is being examined or the examination is conducted by the online presentation method, the teacher may himself or herself determine the specific simulated practical case, practical assignment, or question. If the examination is in the form of written test questions or in the form of questions in a foreign language, the understanding of which is part of the assessment of the student's foreign language proficiency, only the subject headings of the questions shall be published.
- 5) The department shall announce the dates for the examinations and the number of places within them so that it is at least one quarter greater than the number of students who are

required to take the examination. In the case of a compulsory subject which, according to the syllabus, is taught in the teaching part of the semester preceding the relevant examination period, the department shall announce the dates through the AIS system in each week of the examination period and the number of places within them so that it is at least 140% of the number of students who are required to take the examination. Departments shall, at least one month before the start of the examination period in the summer term examination period for a subject taught in the winter term of the same academic year, announce through the AIS the dates and the number of places within them so that they are at least equal to the number of students who have not yet passed the winter term examination, announcing at least two such dates which are at least one week apart and at least one of the dates shall be set in the first week of that examination period. Departments shall announce, via the AIS system, at least one month before the start of the examination period in the examination period of the winter semester for a subject taught in the summer semester of the same academic year, the dates and the number of places within them in such a way that they are at least equal to the number of students who are re-enrolled in the subject and have fulfilled the conditions for taking the examination under Article 10(6) to (8). The Dean of the Faculty may also determine a higher number of dates and places for each examination period. For each examination period, the Dean of the Faculty may determine the distribution of examinations in individual subjects within the days of the week so that, as far as possible, there is no overlap in the students' study in the same semester.

- 6) The department is entitled to add any number of dates to the dates announced from time to time during the examination period. Already published dates may be changed only for compelling reasons, which shall be communicated to students in advance via the AIS system, the departmental website, or other appropriate means; however, the examination shall not take place later than 3 working days after the date scheduled as the examination date.
- 7) Students register for the examination electronically through the AIS system. A student may enrol or deregister no later than 1 day before the date of the examination; on a shorter date, the student is entitled to do so if the examiner sets a shorter time limit. A student may not be registered for two or more examination dates in the same subject at the same time; this does not apply to past dates. During the last teaching week of the semester in question, the department may announce an examination date.
- 8) The achievement of a prescribed level of continuous evaluation or a prescribed level of compulsory attendance at learning activities may be a condition for passing the examination. If a student fails to meet the prescribed level of continuous evaluation or the prescribed extent of compulsory participation in educational activities and fails to make up for them in accordance with the provisions of these Study Rules, he/she shall be awarded a mark of FX in the subject concerned without the possibility of taking the examination.
- 9) The result of the examination, which includes the results of the continuous evaluation, shall be evaluated with a mark according to Section 6 (3) of the Decree on the credit system of studies. In the case of a combined examination as referred to in Article 14, the

credit rate for the results of the continuous evaluation shall be as set out in the subject information sheet.

- 10) If a student has registered for an examination date, has not opted out, and has not attended, the student is obliged to apologise via university email to the relevant teacher prior to the examination or no later than three working days after the examination date. If the student fails to do so, or if the teacher does not acknowledge the apology, the student will be graded FX for that examination.
- 11) If a student has been graded FX on the first examination date, they are entitled to two correction dates; in the case of a repeatedly enrolled course, students are entitled to two correction dates.
- 12) If a student does not receive a mark of A to E, passed or completed in a given academic year, the subject shall be deemed to have not been completed.
- 13) The student has the right to request that the final examination option be taken by examination by committee; this also applies to the written form of evaluation, in which the written output is evaluated by a committee. When reenroling in a subject, a student may request a commission examination on the last two examination dates.³⁶ A written request for a commission examination together with relevant reasons, shall be submitted by the student to the Dean; the request must be submitted no later than five days before the last day of the examination period in question. The Dean, on the proposal of the head of the department or the director of the institute, appoints an examination commission of at least three members; the chair of the examination commission is normally the teacher of the subject concerned; where possible, the preferred members of the commission are the teachers of the subject concerned. The Dean may directly delegate the composition of the commission to the head of the department or the director of the institute. The examination before a commission may be held without the student's request on any examination date.
- 14) Every student has the right to be informed of the marking of his/her examination, of the errors, and of the correct way of dealing with them to the extent provided for in Article 11(16).
- 15) A student may not take two or more examinations in the same subject on the same day by registering for the same date. If a student takes two or more examinations in the same subject on the same day by registration for the same term, the examination in that subject on that day in that term is deemed to be marked with an FX mark.

Art. 13 Continuous evaluation

- 1) If a student fails to appear for the pre-announced written part of the continuous evaluation or the part of the continuous evaluation that takes the form of a presentation

³⁶ The commission form of examination is a change only in the form of the examination, not in the number of remedial dates.

of the student's work, the teacher may assign an alternate date for that part of the continuous evaluation. If the teacher fails to do so, the student shall be regarded as having failed part of the continuous evaluation. The teacher shall set an alternative date for this part of the continuous evaluation if the student proves that, for objective and compelling reasons, he or she was unable to participate in this form of examination.

- 2) If the student meets the criteria for passing the subject set out in the subject information sheet (e.g. achieves the total number of points required to pass the subject), he/she must be credited with successful completion of the subject, regardless of whether he/she scored lower or no points in a particular part of the continuous evaluation.
- 3) If a student fails to meet the criteria for passing the subject set out in the subject information sheet (e.g., does not achieve a sufficient number of points required to pass the subject), he/she is assessed with a mark of FX and has the right to two remedial terms; in the case of a repeatedly enrolled subject, the student has the right to two remedial terms. The FX mark according to the previous sentence shall be recorded no later than the last day of the teaching part of the semester.
- 4) The remedial terms under Subsection 3 replace the continuous evaluation as a whole; therefore, the points obtained by the student in the continuous examination earlier shall not be added to the result of the continuous evaluation.
- 5) The teacher shall determine and implement, by the end of the examination period of the semester in which the subject has been taught, remedial continuous evaluation dates and the number of places within them to be at least equal to the number of students who have not yet completed the subject. Where a subject has been taught in the winter term and at the end of its examination period there are still students who have not passed the subject, the teacher shall proceed in accordance with the first sentence of this provision in the summer term.
- 6) The student shall register for the remedial continuous evaluation term electronically. Without the consent of the teacher, the student may withdraw from the continuous remedial evaluation at the latest two days before the date of the remedial evaluation; later, the student may withdraw only with the consent of the teacher.
- 7) If a student has registered for a remedial continuous evaluation, has not opted out of it, and has failed to attend, he/she is obliged to apologise in writing or by email to the teacher within 5 working days at the latest. If he fails to do so, he will be treated as if he had failed the continuous remedial evaluation.
- 8) The teacher may also set alternative dates for part or parts of the continuous evaluation. The marks obtained by the student in the subject for the other parts of the continuous evaluation, in addition to the replaced parts of the continuous evaluation, shall be added to the results of that part or parts of the continuous evaluation.
- 9) The subject areas tested on the remedial continuous evaluation dates shall be the same as the subject areas of the original continuous evaluation. The form of the remedial continuous evaluation dates may be determined by the teacher differently from the

original continuous evaluation (e.g., a written examination may be replaced by a seminar paper or vice versa).

- 10) Except in exceptional cases, the continuous evaluation assessment shall be carried out by the teacher who taught the student in the seminar (exercise) or practical exercise, and the teacher will record the same in the AIS.
- 11) The student has the right to request that the final remedial option of the continuous evaluation be carried out by means of a commission examination; this also applies to the written form of evaluation, in which the written output is evaluated by a commission. The student must make the request to the deputy head of the department or the deputy of the director of the institute at least three working days before the date of the remedial term of the continuous evaluation. The commission shall be appointed by the head of the relevant department or the director of the relevant institute.

Art. 14 Combined evaluation

- 1) In the case of combined evaluation, the proportion of continuous evaluation and examination shall be determined by the subject information sheet in such a way that the aggregate sum of their percentages is 100%.
- 2) The provisions of Article 13 shall apply to continuous evaluation in the framework of the combined examination. If a student achieves at least 60 % of the continuous evaluation marks in the combined evaluation, he/she may take part in the examination; otherwise, he/she may not take part in the combined examination. If a student fails to meet the criteria for passing the continuous evaluation in the combined evaluation and is unable to take part in the examination, the FX mark will be awarded only after the time allowed for the completion of the subject has elapsed (normally after the end of the examination period of the summer term).
- 3) The provisions of Article 12 shall apply to the combined evaluation examination.
- 4) The teacher shall give students the first remedial dates for the continuous evaluation in the combined evaluation so that students can take the regular combined evaluation examination at the end of the examination period after teaching the subject in question. The student has the right to refuse the assessment of the continuous evaluation in the combined evaluation. Refusal means that the next term is a remedial term for the continuous evaluation assessment of the combined evaluation.
- 5) The teacher may set and implement remedial dates for continuous evaluation in the combined examination with students also on the same day that the same students take part in the regular examination in the combined examination in the given subject. This shall be without prejudice to Subsection 2.

Art. 15

Uncommented legislation and other sources for evaluating study results

- 1) In all forms of evaluation of study results, including the evaluation of state examination subjects, students have the right to use uncommented legal regulations in written form, to consult them, and to handle them during examinations and during the time allocated for preparation. This provision shall not apply to the subjects for which the subject information sheet expressly excludes it.
- 2) If provided in the subject information sheet, students have the right to use any scientific and professional publications and electronic information resources in all forms of evaluation of study results, including the evaluation of state examination subjects.
- 3) The evaluation of student study results using uncommented legislation or other sources under Subsection (2) includes mainly the examination of the following:
 - a) the theoretical knowledge,³⁷
 - b) the interpretation of terms,
 - c) orientation in the legislation and relating the context of its individual provisions,
 - d) case law and basic knowledge drawn from application practice,
 - e) simulated practical cases and situations (or studies).
- 4) The prerequisite for the control of study (examination) under this article is the teaching of the necessary knowledge and skills.

Art. 16

Control study stages

- 1) The control of the study within the study programme (hereafter referred to as the "control stage of the study") is carried out by checking the number of credits obtained for the completed subjects.³⁸
- 2) In order to continue his/her study, a full-time student in a bachelor study programme and in a master study programme with a standard length of study of three years must demonstrate the acquisition of a minimum number of credits in the control stages of the study as follows:
 - a) 12 credits at the end of the first semester of study,
 - b) 30 credits at the end of the first year of study,
 - c) 70 credits at the end of the second year of study
 - d) 90 credits at the end of the third year of study,
 - e) 130 credits at the end of the fourth year of study.

³⁷ Theoretical knowledge does not mean only the wording of the legal provision itself.

³⁸ S51 (4)(j) of the Higher Education Act

- 3) In order to continue his/her study, an external student in a bachelor study programme must demonstrate the acquisition of a minimum number of credits in the control stages of the study as follows:
 - a) 15 credits at the end of the first year of study,
 - b) 40 credits at the end of the second year of study.
- 4) In order to continue his/her study, a full-time student in a master programme with a standard length of study of two years must demonstrate the acquisition of a minimum number of credits in the control stages of the study as follows:
 - a) 12 credits at the end of the first semester of study,
 - b) 30 credits at the end of the first year of study,
 - c) 80 credits at the end of the third year.
- 5) In order to continue his/her study, an external student in a master study programme must demonstrate the acquisition of a minimum number of credits in the control stages of his/her study as follows:
 - a) 15 credits at the end of the first year of study,
 - b) 40 credits at the end of the second year of study.
- 6) The entire semesters in which a full-time student's study has been interrupted shall not be included in the length of studies for the purposes of the control stage of study.
- 7) In the academic year during which part of his/her studies have been interrupted, a student in an external form of study is obliged to fulfil the conditions of the control stage of his/her studies appropriately.
- 8) For the purposes of the control stages of study, credits for subjects whose completion has been credited according to Article 21 shall also be included in the number of credits obtained.

Art. 17
Bachelor thesis and diploma thesis

- 1) Each study programme includes a final thesis, which, together with its defence, constitutes a single subject; the defence of the final thesis is one of the state examinations.³⁹
- 2) The final thesis is a bachelor thesis when studying according to a study programme of the first degree, a diploma thesis when studying according to a study programme of the second degree, or a study programme according to Section 53 (3) of the Higher Education Act.
- 3) The bachelor thesis should demonstrate the student's ability to independently acquire theoretical and practical knowledge and use it. The thesis is to demonstrate the student's

³⁹ S 51 (3) first sentence of the Higher Education Act

ability to independently acquire theoretical and practical knowledge based on the current state of the art or science and to creatively apply, use, and develop it.

- 4) The final thesis is prepared in the Slovak language. With the consent of the Dean of the faculty, the thesis may be written and defended in a language other than the Slovak language. In the case of a thesis written in a language other than the state language, it shall include an abstract in the state language; this does not apply if it is in Czech, which is considered equivalent to the state language for these.⁴⁰
- 5) The thesis topics must be set in such a way as to enable the student to work on the selected issue in sufficient depth within the scope specified for the type of thesis and, at the same time, to limit the production of theses on the same topic and with similar content.
- 6) The topic of the bachelor thesis is chosen by the student in the academic year preceding the year in which he/she is to graduate. The student chooses the topic of his/her diploma thesis in the first year of study. The period in which the student chooses the final thesis topic according to the first and second sentences, as well as the procedure for selecting topics and applying for topics, shall be determined by the measure of the Dean.
- 7) The thesis supervisor prepares the thesis assignment. The student is required to cooperate with the thesis supervisor in the preparation of the assignment; the thesis supervisor is not responsible for delays if the student does not provide sufficient assistance in the preparation of the assignment. The assignment must be delivered to the student no later than at the beginning of the academic year following the academic year referred to in Subsection 6. The thesis assignment shall be approved by the head of the department or the director of the institute in which the thesis supervisor is assigned no later than 31 October of the academic year referred to in the preceding sentence. If the student will write the thesis in a language other than the state language, the assignment will be prepared in the state language and in the language in which the thesis will be written. In justified cases, with the consent of all persons involved (author, thesis supervisor, person authorised to approve the assignment), the content of individual points of the assignment may be changed. The data in the assignment at the time of submission of the thesis are binding and must be identical with the data given in the thesis.
- 8) The basic elements that must be met by the final thesis, the method of its submission, originality control, archiving, and accessibility are regulated by a special internal regulation of CU.⁴¹
- 9) The final thesis is prepared by the student under the guidance of the thesis supervisor. The student is obliged to consult with the thesis supervisor about the content and form of his/her thesis in the time stages determined by the thesis supervisor. If the student does not hand in the final version of the thesis to the thesis supervisor by the specified deadline,

⁴⁰ S 51 (3) second and third sentences and S 51 (4) (p) of the Higher Education Act.

⁴¹ Internal Regulation No. 12/2013 Directive of the Rector of CU on the basic requirements of theses, rigorous theses and habilitation theses, control of their originality, preservation and access to them at CU, as amended.

the supervisor is not required to check the thesis properly before handing it in. The thesis supervisor will prepare a written review of the thesis and propose a mark for it.

- 10) The final thesis is reviewed by an opponent. The opponent shall draw up a written review on the thesis and propose a mark for it.
- 11) In the case of bachelor and diploma theses, the review of the supervisor of the thesis and the review of the opponent shall also include a proposal for the evaluation of the thesis with a mark of A to FX. The review of the thesis supervisor shall include a statement on the results of the thesis originality protocols, by which he/she shall assess the admissibility of the conformity found. The originality protocols shall be attached to the thesis supervisor's review.
- 12) The student who has prepared the final thesis has the right to get acquainted with the reviews on the final thesis (with the reviews of the thesis supervisor and the thesis opponent) no later than three working days before the defence of the thesis.
- 13) If the supervisor of the thesis or the opponent are not members of the examination commission for the state examinations, they are invited to the defence of the thesis and have the right to express their opinion during the evaluation of the thesis.

Art. 18 **State examination**

- 1) The state examination is generally regulated by the Higher Education Act.⁴²
- 2) The state examination is considered a subject of the study programme.⁴³
- 3) The state examination may consist of components; the components of the state examination shall not be considered as subjects of the study programme and shall not be assigned credits.
- 4) Unless the study programme specifies otherwise, a student may take the state examination as follows:
 - a) after obtaining at least the number of credits necessary to achieve the required number of credits for the proper completion of studies after obtaining credits for the successful completion of all state examinations; and
 - b) after successful completion of compulsory subjects, compulsory elective subjects, and elective subjects in the composition determined by the study programme in addition to the state examination or state examinations,
 - c) if he or she is not the subject of disciplinary proceedings; and
 - d) has settled all financial obligations to the faculty and the university, in particular tuition fees and fees related to studies.

⁴² S 63 of the Higher Education Act

⁴³ S 3 (4) of the Decree on the credit system of studies

- 5) The dates of state examinations are set by the Dean in accordance with the faculty study schedule. If the Dean allows it, students may express their interest in taking the state examination within a certain range of dates by electronic pre-enrolment.
- 6) The right to examine in the state examination shall be vested in university teachers holding the positions of professors and associate professors and other experts approved by the faculty scientific board. At least two members of the commission shall be university teachers holding the position of professor or associate professor; in the case of bachelor study programmes, at least one member of the commission shall be a university teacher holding the position of professor or associate professor.
- 7) The composition of the commission and its chairman shall be determined by the Dean from among the persons authorised to examine.
- 8) The examination commission for state examinations shall have at least four members.⁴⁴ The chairman of the examination commission shall be a university teacher holding the position of professor or associate professor. The examination commission shall have a quorum if its chairperson and at least two other members are present:
- 9) For the state examination component, the student draws questions from among the published questions. If a simulated practical case or other practical assignment is being tested, or if the examination is administered by the online presence method, the teacher may determine the specific simulated practical case or practical assignment or question.
- 10) The evaluation of the state examination or part thereof shall be decided by the examination commission by consensus. If the examination commission fails to reach a consensus, the marking of the state examination or part thereof shall be decided by voting. This vote shall be taken in public and shall be taken in the order determined by the chair of the examination commission with the chair of the commission casting the final vote. In the event of a tie, the chair of the examination commission shall have the casting vote.
- 11) The conduct of the state examination and the announcement of the results shall be public. The decision of the commission on the results of the state examination takes place at a closed meeting of the commission.
- 12) The questions for a given part of the state examination shall be published at least 30 days before the date of the part of the state examination. In the case of simulated practical cases and other practical assignments, only a summary of the topics shall be published.
- 13) A student has the right to at least 15 minutes of written preparation before answering any part of the state examination.
- 14) The examination commission shall make a record of the course and results of the state examination in the AIS; the chair of the commission shall be responsible for the execution of this record. It shall then be printed from the AIS and, after being signed by all members

⁴⁴ S 63 (6) of the Higher Education Act

of the examination commission, delivered to the study department no later than on the first working day following the state examination.

- 15) If a student is unable to attend the date of a state examination or a part thereof for which he/she has registered due to serious reasons, he/she is obliged to apologise in writing to the Dean in advance or no later than three working days after the date of the state examination or a part thereof, if there were serious obstacles that prevented him/her from apologising in advance. If a student fails to appear for the state examination or part thereof on the specified date without an excuse or if the Dean does not accept the student's excuse, the student shall be marked with a mark of FX for that date of the state examination.
- 16) The individual parts of the state examination are always assessed separately. If a student has been awarded a mark of FX in the regular term of the state examination or its parts, he/she has the right to two remedial terms. The student may take the remedial terms of the state examination or part of it as follows:
 - a) on remedial dates for state examinations in the relevant academic year; or
 - b) on the dates for the state examinations in any of the following academic years; in such a case, the student shall reenrol in the state examination as a subject of the programme of study; Article 10(2) and (3) shall not apply

Art. 19 **Overall result of study**

- 1) The overall result of a properly completed bachelor or master degree or shall be assessed by two grades:
 - a) passed with honours
 - b) passed.
- 2) The overall result of the study duly completed shall be graded as a pass with honours
 - a) if the student has achieved a study average of less than or equal to 1.30 for the entire course of study, including state examinations; the study average is considered the weighted study average, the calculation of which includes all subjects enrolled by the student,⁴⁵ and
 - b) if the student has passed the regular terms of the state examinations with marks of A or B only, the number of marks of A not being less than the number of marks of B.
- 3) If the conditions of Subsection 2 are not met, the overall result of the duly completed study shall be graded as pass.
- 4) CU shall issue a diploma with honours to a graduate who has duly completed his/her study with an overall pass with honours.

⁴⁵ S 6 (7) of the Decree on the credit system of study

Art. 20

Change of study programme within the Faculty of Law, Comenius University

- 1) A student has the right to apply for a change of study programme within the same field of study; a change of study programme within the same field of study shall not be made by means of an admission procedure.
- 2) A student's application to change the form of study is an application to change the study programme.
- 3) Students may apply for a change of study programme after the end of the winter semester of the first year of study or always at the beginning of the academic year; students may also apply for a change of the form of study from full-time to external and for a change of the doctoral study programme outside these periods, provided that such a change will not be associated with unreasonable organisational and technical complications. A student applying for a change of study programme must demonstrate compliance with the following:
 - a) the conditions of the control phase of the study in the original programme of study; and
 - b) other conditions of admission for transfer which are in force for the academic year in question.
- 4) The Dean decides on a student's application for a change of study programme after the opinion of the guarantor of the relevant study programme. If the original study programme and the new study programme are studied at different faculties, the consent of both respective Deans is a prerequisite for the change of study programme.
- 5) Recognition of the completion of subjects when changing the study programme within the Faculty of Law of Comenius University is governed by Art. 21.
- 6) The student is obliged to fulfil the conditions set out in the study programme he/she is studying after the change in order to complete his/her study properly.

Art. 21

Recognition of completion of subjects

- 1) Recognition of completion of a subject is the awarding of a subject grade and the subsequent acquisition of an appropriate number of credits which are assigned to the subject, based on the part of the study completed in the past.
- 2) A student who has previously studied at a university and his/her studies have not been properly completed, a student applying for transfer, and a student applying for a change of study programme within the Faculty of Law, Comenius University may apply for recognition of the completion of subjects as follows:
 - a) if no more than four years have elapsed from the date of the evaluation, in the case of subjects of bachelor degree programmes or master programmes other than those referred to in Section 53(3) of the Higher Education Act, or no more than five years have elapsed, in the case of subjects of master programmes referred to in Section

- 53(3) of the Higher Education Act; and
- b) if they are part of the study according to the current study programme as compulsory subjects or compulsory elective subjects or are equivalent in content to compulsory subjects or compulsory elective subjects in the study according to the current study programme.
- 3) It is not possible to recognize the following:
 - a) a completion of state examinations
 - b) a defended thesis and subjects related to the preparation of the thesis, regardless of whether it has been defended or not
 - c) subjects from another level of higher education
 - 4) A student may apply for recognition of completion of subjects before the beginning of the teaching part of the winter semester of the academic year or within two weeks of enrolment in the study or of enrolment in the study after interruption of studies. Upon request, the student shall attach to the application the information sheets of the subjects he/she has successfully completed and other supporting documents proving the completion of the given subject; the student is not obliged to submit these information sheets and supporting documents if he/she has completed the subject at the Faculty of Law, CU.
 - 5) In one academic year, a student may be credited with the completion of subjects for which the sum of the credits assigned to them in the study according to the current study programme is not greater than 50; this does not apply if the student is admitted to the study on transfer from another university or if there has been a change in the study programme according to Article 20.
 - 6) The Dean decides on the recognition of the completion of subjects after the opinion of the head of the department or the director of the institute at which the teaching of the subject for the recognition of the completion of which the student applies is carried out. This statement may be waived if recognition is for the same subject that the student has taken in the past and the conditions for taking the subject and its content have not changed significantly.
 - 7) The Dean's decision on whether or not to recognize the completion of courses is final and cannot be appealed.

Art. 22

Transfer of academic mobility credits

- 1) Transfer of credits is the process of counting credits acquired during a part of studies at another higher education institution in the Slovak Republic or at a higher education institution abroad (hereafter referred to as "academic mobility") in the number of credits counted by the student according to Section 4 (3) of the Decree on the Credit System of

Studies. The basic elements of credit transfer are regulated by the Decree on the credit system of studies.⁴⁶

- 2) The rules and conditions for sending students on academic mobility are governed by specific internal regulations of Comenius University⁴⁷ and the terms and conditions of academic mobility programmes.
- 3) Academic mobility is formally conditional on a study contract.⁴⁸ The study contract⁴⁹ includes mainly the proposed study plan in the receiving university and the recognition of the corresponding part of the studies in the sending faculty. The study contract and its amendments shall be signed by the Dean or the Vice-Dean authorised by him/her after prior written approval of the study programme guarantor. The subjects to be taken by the student at the receiving higher education institution based on the study contract shall become part of the student's study plan.
- 4) If a course taken at the receiving university has a non-integer number of credits, the number of credits earned is mathematically rounded to a natural number when transferring credits.
- 5) A subject taken at the receiving university that is comparable in content and scope to the subject at the sending faculty and which the student has taken as part of an approved academic mobility,
 - a) shall be automatically recognised as completed in place of the relevant compulsory subject, compulsory elective subject, or elective subject from the programme of study to which the student has been admitted, if it has been specified in the study contract in the section governing the recognition of the corresponding part of the study at the sending faculty
 - b) may be accepted by the Dean as taken in lieu of the relevant compulsory subject or compulsory elective subject from the programme of study to which the student has been admitted, based on a written request from the student, if the conditions in (a) are not met.
- 6) A subject whose completion has been recognised under paragraph 5 shall be indicated in the Diploma Supplement with zero credits and a note indicating that its completion has been replaced by the completion of the subject at the receiving university as part of the academic mobility. The number of credits obtained for the subject taken at the receiving university shall be determined by the number of credits indicated in the transcript of results; the grade for the subject taken at the receiving university shall be converted into the grading scale used by CU in accordance with Section 6(3) of the Decree on the credit-based system of studies.

⁴⁶ S 7 of the Decree on the credit system of study.

⁴⁷ For example, Internal Regulation No.3/2016 Directive of the Rector of CU on the competence of CU and its faculties in the framework of the European Community Erasmus+ programme..

⁴⁸ S 7 (1) and (2) of the Decree on the credit system of study.

⁴⁹ A specimen of the study contract is given in Annex 3 of the Decree on the credit system of study.

- 7) Unless the terms and conditions of the relevant academic mobility programme, the study contract or Subsection 5 provide otherwise, the faculty shall recognise the subjects taken at the receiving university within the framework of the academic mobility as elective subjects for the student.
- 8) The provisions of this article shall also apply appropriately to a student who takes only some subjects at an institution of higher education abroad during the relevant part of the academic year based on an internship, summer school, or other similar educational activity approved by the sending faculty.

Art. 23 **Interruption of studies and reenrolment**

- 1) The study of a study programme may be interrupted on student's written request, usually for a complete part of the study (semester, academic year).⁵⁰
- 2) A student's study may be interrupted for a maximum of one year without giving a reason.
- 3) In cases of serious health reasons, serious social or personal circumstances, maternity leave, or parental leave, studies may be interrupted for a maximum of three years.
- 4) If a student's study is interrupted more than once, the total period of interruption may not cumulatively exceed three years.
- 5) Interruption of study is authorised by the Dean.⁵¹ The decision whether or not to allow the interruption of study shall contain the particulars referred to in Article 40(2), including the precise duration of the interruption of study; the instruction shall specify the date or dates on which reenrolment may be effected (hereafter referred to as the "reenrolment "). The Dean's decision whether or not to authorise the interruption of study shall be final and may not be appealed.
- 6) A student who applies for an interruption of studies and has not met the conditions of the control stage of the study may not be granted an interruption of study.
- 7) If a student discontinues his/her studies during the winter semester, the registration of subjects for the summer semester will be cancelled. In the case of interruption of studies for serious health reasons, serious personal reasons, or other reasons worthy of special consideration, the Dean may, at the request of the student, authorise the cancellation of the enrolment of the subjects not taken also for the semester in which the studies were interrupted; the cancellation of the enrolment of the subjects shall be stated in the decision on the authorisation of the interruption of studies.
- 8) If a student interrupts his/her studies outside the teaching part of the semester, all marks obtained in the study of the subject up to the date of the request for interruption of studies shall be recorded. Subjects for which the student has received a mark of FX or no mark up to the date of application for interruption of studies and for which enrolment has

⁵⁰ S 64(1) of the Higher Education Act.

⁵¹ S 64(2) of the Higher Education Act.

not been cancelled shall be considered as reenrolled subjects on reenrolment. When reenrolling in subjects, the procedure for reenrolment shall be as set out in Article 10. In the event of interruption of studies for serious health reasons, serious personal reasons, or other reasons of special consideration, the Dean may, at the request of the student, authorise the cancellation of the enrolment of subjects not taken; the cancellation of the enrolment of subjects shall be stated in the decision authorising the interruption of studies.

- 9) A student who interrupts his/her studies ceases to be a student on the date specified in the decision authorising the interruption of studies.
- 10) A student whose studies have been interrupted becomes a student on the date of reenrolment.⁵² Reenrolment is also enrolment in the next part of the study. The period of interruption of studies shall be administratively extended until the day preceding the date of reenrolment.
- 11) If a student does not reenrol, the faculty shall invite the student in writing to reenrol within ten working days of receipt of the invitation.⁵³ The provisions of Article 40(3) and (4) shall apply to the service of the invitation.
- 12) If a student does not reenrol within the specified period of time after receiving a notice to reenrol and does not request an extension of that period of time for medical reasons that prevent him or her from attending the reenrolment, the day on which he or she should have reenrolled shall be deemed to be the day on which the student abandoned his or her studies.⁵⁴
- 13) If a student delivers a written declaration of abandonment of studies after the written invitation pursuant to paragraph 10, the period of interruption of studies shall be administratively extended until the date on which the faculty receives the student's written declaration of abandonment of studies.

Art. 24

Proper completion of study

- 1) Proper completion of study is regulated by the Higher Education Act.⁵⁵
- 2) The study shall be duly completed by graduation according to the relevant study programme. The date of completion of the studies shall be the date on which the last of the conditions prescribed for the proper completion of the study of a given study programme is met.

⁵² S 69(1) of the Higher Education Act.

⁵³ S 66 (3) of the Higher Education Act.

⁵⁴ S 66(4) of the Higher Education Act. The day on which the student abandoned his/her studies shall be the last day of the ten-day period referred to in Subsection 10.

⁵⁵ S 65 of the Higher Education Act.

- 3) Study according to a study programme may not exceed its standard length (Section 51(4)(h) of the Higher Education Act) by more than two years.

Art. 25
Other termination of study

- 1) In addition to the proper completion of study, the Higher Education Act also provides for other ways of termination of study,⁵⁶ namely
 - a) by leaving studies,
 - b) by failing to complete studies within the time limit set pursuant to Section 65(2) of the Higher Education Act,
 - c) by expulsion from studies for failure to meet the requirements arising from the study programme and the rules of study of the university,
 - d) by expulsion from studies pursuant to Section 72(2)(c) of the Higher Education Act,
 - e) by cancellation of the study programme if the student does not accept the offer of the university to continue his/her studies in another study programme,
 - f) by death of the student.
- 2) A student may leave his/her studies on the basis of his/her own decision by a written declaration in a documentary form addressed to the Dean.
- 3) Leaving of studies is also understood as
 - a) failure to appear for enrolment in the next part of the study pursuant to Section 66 (3) and (4) of the Higher Education Act,
 - b) failure to appear for reenrolment pursuant to Article 23(10); or
 - c) transfer of a CU student to another university.⁵⁷
- 4) The faculty shall issue a statement of the results of the studies to a person who has completed the study programme pursuant to Section 66(1) of the Higher Education Act.⁵⁸

PART THREE
SPECIAL PROVISIONS ON DOCTORAL STUDIES

Art. 26
Basic provisions

- 1) 1) The third degree study programme is a doctoral study programme.⁵⁹

⁵⁶ S 66 of the Higher Education Act.

⁵⁷ S 59 (6) of the Higher Education Act

⁵⁸ S 67(5)(a) of the Higher Education Act.

⁵⁹ S 2(5) of the Higher Education Act.

- 2) Doctoral study programmes at the faculty are carried out mainly in the field of law.⁶⁰ An external educational institution with which the faculty has concluded an individual agreement on doctoral studies of a doctoral student can also participate in the implementation of the doctoral study programme.⁶¹
- 3) The rules for the organisation of doctoral study are regulated by the Higher Education Act.⁶²
- 4) The organisation of doctoral study is subject to the following provisions:
 - a) Articles 3, 4, 6, 11(14) to (16), 20, 24 and 25 equally
 - b) Articles 5, 7 to 14, except Articles 11(14) to (16), 21 and 22 appropriately.

Art. 27
Scientific field commission

- 1) The faculty establishes a scientific field commission for each field of study and programme commissions for study programmes of a certain content focus. If the doctoral study is carried out in cooperation with an external educational institution, the external educational institution shall be adequately represented on the relevant scientific field commission.⁶³
- 2) The scientific field commission shall consist of a chairman and at least four other members. At least one of the members of the scientific field commission must have the scientific-pedagogical title of professor, the scientific rank of doctor of sciences, or must have been awarded the scientific qualification degree I. The other members of the scientific field commission may be
 - a) visiting professors,
 - b) university teachers and researchers with the scientific-pedagogical title of associate professor,
 - c) university teachers and researchers with the academic degree of Ph.D., the scientific rank of CSc., in Catholic theology with the academic degree of ThDr.,
 - d) university teachers and researchers with a scientific qualification grade IIa, or
 - e) qualified professional practitioners holding one of the academic degrees, scientific and pedagogical titles, or scientific ranks referred to in this subsection.
- 3) The rules for the establishment of scientific field commissions shall be laid down in an internal regulation of the faculty, which shall be issued by the Dean after approval by the faculty's scientific council. Programme commissions for individual study programmes or groups of study programmes within the same field of study shall be established as advisory and consultative bodies of the scientific field commission. The chair of the

⁶⁰ S 2 (7) of the Higher Education Act

⁶¹ Directive of the Rector of CU No. 4/2004 Agreements with an external educational institution in the provision of doctoral study (model arrangements).

⁶² S 54 of the Higher Education Act

⁶³ S 54 (17) of the Higher Education Act

scientific field commission shall consult with the relevant chair of the programme commission on individual issues related to the programme of study in question.

- 4) In particular, the scientific field commission monitors and evaluates doctoral study in a given field of study⁶⁴ and approves the doctoral student's individual study plan,⁶⁵ reviews the negative opinion of the chair of the scientific field commission on the dissertation and proposes to the Dean the members of the examination commission for the defence of the dissertation and the opponents of the dissertation, if the proposal is not made by the chair of the scientific field commission.
- 5) The chair of the scientific field commission shall mainly exercise the following activities:
 - a) approve dissertation topics
 - b) propose to the Dean the chairperson and members of the examination commission for the dissertation examination
 - c) propose to the Dean an opponent of the written thesis for the dissertation examination
 - d) propose dissertation opponents to the Dean
 - e) propose to the Dean the composition of the examination commission for the defence of the dissertation
 - f) propose to the Dean the chairperson and members of the admission commission for the admission examination for doctoral study
 - g) expresses an opinion on the doctoral candidate's request for permission to defend the dissertation and examines the fulfilment of the content and formal requirements for the dissertation
 - h) invites the doctoral candidate to remedy deficiencies in the prescribed requirements of the dissertation or in the application for permission to defend the dissertation
 - i) expresses an opinion on the transfer of credits within the framework of the doctoral student's academic mobility
 - j) expresses an opinion on the recognition of the completion of subjects when changing the study programme of doctoral study and when changing the form of doctoral studies
- 6) The chair of the scientific field commission shall inform the members of the scientific field commission informally in advance of the actions he plans to carry out in the exercise of his competence. If at least a quarter of the members of the scientific field commission so propose or the chair of the scientific field commission so decides, the scientific field commission shall express its opinion on the specific action of the chair of the scientific field commission. The chair of the programme commission shall inform the members of the programme commission informally in advance of the actions which he/she intends to take in the exercise of his/her competence. If at least a quarter of the members of the programme commission so propose or the chairman of the programme commission so decides, the programme commission shall give its opinion on the specific action taken by the chair of the programme commission.

⁶⁴ S 54 (17) first sentence of the Higher Education Act

⁶⁵ S 54(8) of the Higher Education Act

Art. 28
Dissertation supervisor

- 1) The rules for the approval of supervisors shall be regulated by a specific internal regulation of CU.⁶⁶
- 2) 2) The supervisor shall mainly exercise the following activities:
 - a) professionally guide the doctoral student during the doctoral studies
 - b) in cooperation with the doctoral student, draw up the doctoral student's individual study plan and submit it for approval to the chair of the scientific field commission
 - c) manage and professionally guarantee the fulfilment of the doctoral student's individual study plan and shall control the fulfilment of the doctoral student's pedagogical activities
 - d) determine the focus of the dissertation project and refines the topic of the dissertation together with the doctoral student
 - e) award the doctoral student a specified number of credits for the completed stages of individual study of scientific literature and the scientific part of the individual study plan, if they have been defined in the individual study plan
 - f) submit to the Dean the annual evaluation of the doctoral student
 - g) submit to the Dean a proposal for the expulsion of a doctoral student from doctoral studies, mainly for non-performance of his/her duties or for the performance of his/her duties at an insufficient qualitative level (the submission of a proposal under this point is not a condition for the expulsion of a student from doctoral studies),
 - h) express an opinion on a doctoral student's request for interruption of studies and on a doctoral student's request for a change of the doctoral study programme or for a change of the form of doctoral study
 - i) recommend the doctoral student in case of his/her interest in a study stay in other domestic or foreign institutions of science, research, technology, education or art (the above is not a condition for the completion of the stay
 - j) arrange for the doctoral student to consult with other experts as necessary,
 - k) take part in the doctoral dissertation examination of the doctoral student and have the right to express his/her opinion during its evaluation
 - l) prepare the dissertation report and the working characteristics of the supervised doctoral student
 - m) participate in the defence of his/her doctoral thesis and has the right to express his/her opinion during the evaluation of the thesis

Art. 29
Schedule of doctoral studies

- 1) Doctoral study
 - a) commences at the beginning of the winter semester of the academic year,
 - b) can commence⁶⁷ also at the beginning of the summer semester of the academic year.

⁶⁶ Internal Regulation No.19/2018 Directive of the Rector of CU determining the rules for the approval of supervisors of doctoral studies at CU.

⁶⁷ S 61 (3) second sentence of the Higher Education Act

- 2) Doctoral studies are conducted according to an individual study plan under the guidance of a supervisor. A condition for the proper completion of doctoral studies is the passing of the dissertation examination, which is one of the state examinations, and the defence of the dissertation. The dissertation is the final thesis.⁶⁸ The dissertation, together with its defence constitutes one subject; the defence of the dissertation is one of the state examinations.⁶⁹
- 3) Doctoral studies consist of a study part and a scientific part.⁷⁰
- 4) The study part of the doctoral studies consists mainly of lectures, seminars, and individual study of the professional and scientific writing necessary in terms of the focus of the dissertation.⁷¹ The study part ends with the passing of the dissertation examination.
- 5) The scientific part of the doctoral study consists of individual or team scientific work of the doctoral student, which is related to the topic of the doctoral thesis; the scientific part of the doctoral study is professionally supervised by the supervisor.⁷²
- 6) Doctoral studies in full-time form include the performance of pedagogical activities or other professional activities related to pedagogical activities to the extent of not more than four hours per week on average per academic year in which teaching takes place.⁷³
- 7) If a doctoral student has applied for a dissertation topic announced by an external educational institution, he/she performs the scientific part of the doctoral study and the obligations of the study part of the doctoral study agreed with the faculty in this external educational institution. The faculty concludes an individual agreement on the doctoral study of the doctoral student with the external educational institution. It shall address issues related to the doctoral student work at the external educational institution, including the reimbursement of the costs of the external educational institution and the conditions for the performance of teaching activities or other professional activities related to teaching activities pursuant to Subsection 6.
- 8) The standard length of doctoral study and the number of credits, the achievement of which is a condition for the proper completion of study, are specified in the accreditation file of the doctoral study programme.
- 9) The credit system of study shall apply appropriately to doctoral study programmes.⁷⁴

⁶⁸ S 54 (3) of the Higher Education Act

⁶⁹ S 51 (3) first sentence of the Higher Education Act

⁷⁰ S 54 (8) first sentence of the Higher Education Act

⁷¹ S 54 (9) of the Higher Education Act

⁷² S 54 (10) of the Higher Education Act

⁷³ S 54 (11) of the Higher Education Act

⁷⁴ S 9 of the Decree on the credit system of study

Art. 30
Individual study plan and credit system of study

- 1) The individual study plan consists of a study part and a scientific part and includes the dates by which the doctoral student must complete the individual courses and the dissertation examination.
- 2) The individual study plan is prepared by the supervisor and submitted for approval to the scientific field commission;⁷⁵ the supervisor draws up an individual study plan in cooperation with the doctoral student. The approved individual study plan is part of the doctoral student's study documentation.
- 3) The doctoral student earns credits for the following areas of activity during his/her studies:
 - a) subjects of the study part of doctoral studies
 - b) passing of the dissertation examination
 - c) independent creative activity in the field of science, research, or art (publishing, completion of a stage of research work defined in the individual study plan, etc.), which is related to the topic of the dissertation
 - d) teaching activities for the faculty (conducting exercises, seminars, etc.) or other practical activities carried out at the faculty or at a related establishment, if required by the nature of the study
 - e) the dissertation and its defence
- 4) The doctoral student must earn credits in the composition determined by the program of study.

Art. 31
Annual appraisal of a doctoral student

- 1) The control stage of doctoral studies is the end of each year of study.
- 2) Unless the study programme stipulates otherwise, in order to continue doctoral studies, the student must obtain the following number of credits:
 - a) in the full-time form of doctoral studies, at least 30 credits in each year of study
 - b) in the external form of doctoral studies, at least 20 credits in each year of study
- 3) At the end of each year of study, the supervisor submits to the Dean an annual appraisal of the doctoral student's fulfilment of the individual study plan (hereinafter referred to as the "doctoral student's annual appraisal") with a statement as to whether or not he or she recommends the doctoral student's continuation in studies. In doing so, the supervisor shall assess the status and level of implementation of the doctoral student's individual study plan, compliance with deadlines, and, if necessary, submit a proposal for modification of the doctoral student's individual study plan. On the basis of the doctoral student's annual appraisal, the Dean decides whether the doctoral student may continue his/her studies as well as on any changes to his/her individual study plan.

⁷⁵ S 54 (8) of the Higher Education Act

- 4) Failure to comply with the conditions of the control stage of doctoral studies referred to in Subsections 2 and 3 or failure to comply with the conditions of the individual study plan shall be grounds for the supervisor to submit a proposal to the Dean in the doctoral student's annual appraisal for the expulsion of the doctoral student from the studies pursuant to Section 66(1)(c) of the Higher Education Act.

Art. 32
Dissertation examination

- 1) A doctoral student in the full-time form of doctoral study shall register for the dissertation examination no later than 18 months after the beginning of the study. A doctoral student in the external form of doctoral study shall register for the dissertation examination no later than 24 months after the beginning of his/her studies. The period of interruption of the doctoral student's study shall not be included in the time limit for registration for the doctoral examination.
- 2) The doctoral student is obliged to submit a written thesis for the dissertation examination (hereafter referred to as the "written thesis") together with the application for the dissertation examination. A condition for granting consent to take the dissertation examination is the acquisition of at least 60 credits and the completion of the subjects of the study part of the doctoral studies in the composition determined by the study programme and the individual study plan.
- 3) The application for the dissertation examination and the written thesis shall be submitted in written form to the Dean through the Doctoral Studies Office. Details of the requirements for the application for the dissertation examination and the method of its submission shall be published by the faculty on the faculty's website and in other ways deemed customary by the faculty. The doctoral candidate may withdraw the submitted written thesis and the application for the dissertation examination at the latest one day before the announced date of the dissertation examination.
- 4) The written thesis consists of theses (project) of the dissertation, which include the following:
 - a) dissertation objectives
 - b) theoretical foundations of the future dissertation solution
 - c) the current state of knowledge on the dissertation topic
 - d) analysis of the methodological approach to solving the dissertation problem
 - e) the state of the dissertation work in progress
- 5) The written work is assessed by an opponent. The opponent shall draw up a written report on the written work and propose a pass or fail grade for the written work. The doctoral candidate has the right to get acquainted with the evaluation of the written thesis at the latest three working days before the date of the dissertation examination.
- 6) The Dean appoints the opponent of the written thesis on the proposal of the chairperson of the thesis commission. The opponent shall be selected from among experts in the field of study of the doctoral student. The opponent may have the following qualification:

- a) an expert with a third-level university degree who is not working in a training establishment
 - b) an expert with a third-level higher education qualification working at the training institute if he or she does not have a joint publication with the doctoral candidate
- 7) The dissertation examination consists of the following:
- a) the part consisting of the discussion on written thesis, and
 - b) the part in which the doctoral student has to demonstrate theoretical knowledge from a range of topics according to the focus of the dissertation
- 8) The dissertation examination is held before the examination commission for state examinations. The right to sit for the dissertation examination shall be granted to university teachers who serve as professors and associate professors and other experts approved by the scientific board of the faculty.⁷⁶ The chair and members of the examination commission are appointed by the Dean on the proposal of the chair of the scientific field commission. At least one member of the examination commission shall not be from the supervising department. The examination commission must have at least four members.
- 9) If a doctoral candidate has applied for a dissertation topic announced by an external educational institution, the dissertation examination shall take place before an examination commission in which the members from the higher education institution designated pursuant to Subsection (8) and the members designated by the external educational institution shall normally be represented in parity.⁷⁷
- 10) The opponent of a written thesis may be a member of the examination commission if he/she is a person authorised to examine at the state examination and has been appointed as a member of the examination commission by the Dean on the proposal of the scientific field commission. If the opponent is not a member of the examination commission, he/she is invited to the dissertation examination and has the right to express his/her opinion during the evaluation of the dissertation examination.
- 11) A supervisor cannot be a member of the examination commission. The supervisor is invited to the dissertation examination and has the right to express his/her opinion during the evaluation of the dissertation.
- 12) The examination commission shall have a quorum if an absolute majority of the members of the examination commission, including the chairperson of the examination commission and a member of the examination commission who is not from the doctoral student's training institution, are present.
- 13) The dissertation examination and the announcement of its results are public. The decision of the examination commission on the result of the dissertation examination shall take place at a closed meeting of the examination commission.

⁷⁶ S 63 (3) of the Higher Education Act

⁷⁷ S 54(13) of the Higher Education Act

- 14) The dissertation examination shall be evaluated as a whole with a pass or fail grade. The individual parts of the dissertation examination are not evaluated separately.
- 15) Minutes of the dissertation examination shall be drawn up. The minutes shall be signed by the chairperson and the members of the examination commission present at the dissertation examination.
- 16) The faculty shall issue the doctoral candidate a written confirmation of the result of the dissertation examination.
- 17) If a doctoral student has been evaluated with a failing grade in the dissertation examination, he/she has the right to one remedial term.
- 18) A grade of failure in the remedial term of the dissertation examination is a reason for the expulsion of the doctoral student from studies pursuant to Section 66 (1) (c) of the Higher Education Act.

Art. 33

Application for permission to defend the dissertation

- 1) A doctoral student may apply for permission to defend his/her dissertation if he/she
 - a) has obtained sufficient credits to constitute, together with the defence of the dissertation, the required number of credits for the completion of the study programme according to the conditions of accreditation of the study programme; and
 - b) has satisfied the conditions set out in the individual study plan.
- 2) A request for permission to defend the dissertation shall be submitted in writing to the Dean. The application shall be submitted in sufficient time so that the defence of the dissertation can take place no later than on the day of completion of the standard length of study, as a rule by 31 March of the calendar year in question. The Dean may, in cases of special consideration, set a later deadline by which the dissertation must be submitted in order to enable the defence to take place before the end of the standard period of study. The Dean shall lay down the details of the application and the procedure for its submission by means of a measure.
- 3) The doctoral student shall attach to the application the following:
 - a) the dissertation in a specified number of copies
 - b) a summary of the main results of the dissertation, usually two standard pages
 - c) copies of all publications and other elaborations in one copy, if they are not part of the dissertation; if the doctoral student attaches the output from the CU publication database, he/she does not have to submit copies of publications,
 - d) a list of published works with full bibliographical data and unpublished scientific works or public and non-public exhibitions of the doctoral student's artistic works and performances, as well as responses to them and, where appropriate, their reviews

- e) a reasoning of the differences between the original and the submitted dissertation, if the doctoral candidate submits a new dissertation in the same field of doctoral study after an unsuccessful defence; and
- f) other documents, if the internal regulation of the faculty so provides

Art. 34 **Essentials of dissertation**

- 1) The essential elements that a dissertation must meet, the method of its submission, the originality check, archiving, and accessibility are regulated by a special internal regulation of CU.⁷⁸
- 2) A doctoral student may also submit as a dissertation a self-published work of which the doctoral student is the sole author.
- 3) The doctoral student submits his/her dissertation for defence in the Slovak language. With the consent of the Dean of the faculty and the chair of the scientific field commission, the doctoral candidate may submit his/her dissertation in a language other than Slovak. In this case, an abstract in Slovak is a mandatory part of the dissertation.

Art. 35 **Preparation of dissertation defence**

- 1) Upon receipt of a request for permission to defend the dissertation, the Dean shall immediately forward the doctoral student's request together with the dissertation to the chair of the scientific field commission. The chair of the scientific field commission shall, within 15 days, state whether the dissertation corresponds in its level and form with the requirements set for a dissertation and whether he/she recommends it for defence. If the opinion of the chair of the scientific field commission is positive, he/she shall propose to the Dean the composition of the examination commission for the defence of the dissertation and three opponents of the dissertation. If the chair of the scientific field commission does not propose to the Dean the composition of the examination commission and the opponents, the proposal shall be made by the scientific field commission. If the opinion of the chair of the scientific field commission is negative, the fulfilment of the requirements for the level and form of the dissertation shall be examined by the scientific field commission. If the opinion of the scientific field commission is also negative, the Dean shall decide to return the dissertation to the doctoral student to revise it in accordance with the opinion of the scientific field commission.
- 2) If the chair of the scientific field commission finds that the doctoral student's application for permission to defend the dissertation or the dissertation does not meet the prescribed

⁷⁸ Internal Regulation No. 12/2013 Directive of the Rector of CU on the basic requirements of final theses, rigorous theses and habilitation theses, control of their originality, preservation and access to them at CU, as amended.

content and formal requirements regulated by the specific internal regulations of CU⁷⁹, he/she will invite the doctoral student to remedy the deficiencies in a specified period of time.

- 3) A doctoral student may withdraw the submitted dissertation and the request for permission to defend it no later than at the time of publication of the notice of the dissertation defence pursuant to Subsection 11. The Dean shall decide on the further course of action, as well as on the resolution of any disputed issues, on the proposal of the scientific field commission.
- 4) The defence of the dissertation is held before the examination commission for state examinations. The right to examine at the defence of the dissertation shall be vested in university teachers acting as professors and associate professors and other experts approved by the scientific council of the faculty.⁸⁰ The chairperson and members of the examination commission are appointed by the Dean on the proposal of the scientific field commission.
- 5) If a doctoral student has applied for a dissertation topic announced by an external educational institution, the defence of the dissertation shall take place before an examination commission in which the members from the university designated pursuant to Subsection 4 and the members designated by the external educational institution are normally represented in parity. The examination commission shall have at least four members.⁸¹
- 6) A dissertation opponent may be a member of the examination commission if he/she is a person authorised to examine at the state examination and has been appointed as a member of the examination commission by the Dean on the proposal of the scientific field commission. If the opponent is not a member of the examination commission, he/she is invited to the defence of the dissertation and has the right to express his/her opinion during the evaluation of the dissertation.
- 7) The supervisor cannot be a member of the examination commission. The supervisor is invited to the defence of the dissertation and has the right to express his/her opinion during the evaluation of the dissertation.
- 8) Upon receipt of all reviews from the opponents of the dissertation, the Dean shall immediately forward the doctoral student's application for the defence of the dissertation together with all the requisites, including the reviews of the opponents, to the chairperson of the examination commission.
- 9) Within 15 days after receiving the materials according to the previous subsection, the chair of the examination committee shall propose to the Dean the time and place of the

⁷⁹ Internal Regulation No. 12/2013 Directive of the Rector of the CU on the basic requirements of theses, rigorous theses and habilitation theses, control of their originality, storage and accessibility at CU, as amended, Internal Regulation No. 23/2021 Internal Quality Assurance System of Higher Education of Comenius University in Bratislava

⁸⁰ S 63 (3) of the Higher Education Act

⁸¹ S 54 (13) of the Higher Education Act

dissertation defence. The place and time of the dissertation defence shall be determined by the Dean.

- 10) The Dean shall invite in writing the members of the examination commission, the opponents, the supervisor, and the doctoral student to the defence of the dissertation.
- 11) The faculty shall publish a notice on the faculty's website and on the faculty's official notice board no later than 14 days before the date set for the defence of the dissertation about the time and place of the defence of the dissertation, containing information on where and how interested persons can get acquainted with the dissertation.
- 12) Anyone may submit suggestions, comments, or statements on the dissertation to the chair of the examination commission before the dissertation defence. At the defence of the dissertation, the doctoral student shall take a position on the suggestions, comments, or statements submitted.

Art. 36

Dissertation opponents and their reviews

- 1) The Dean appoints opponents of the dissertation on the proposal of the scientific field commission. The opponents shall be selected from among experts in the field of study of the doctoral student. There may be no more than one opponent from a faculty or an external educational institution at which the supervising department is located; without prejudice to the provisions of Subsection 3.
- 2) The dissertation is assessed by three opponents. At least one opponent must have the scientific-pedagogical title of professor, the scientific rank of doctor of sciences, or have been awarded the scientific qualification degree I. The other opponents may be persons who meet the qualification requirements for a member of the scientific field commission pursuant to Article 27(2).
- 3) The opponent of the dissertation cannot be a close person⁸² of the doctoral student. There may be no more than one opponent from the supervisor's or supervising department.
- 4) The Dean sends the dissertation to the opponents together with a request for a review.
- 5) The opponent shall submit his/her written review to the Dean and return the dissertation no later than 30 days after its receipt. If the opponent cannot prepare the review, he/she shall notify the Dean without undue delay. If the opponent does not return his/her review within the time limit referred to in the first sentence, the Dean shall appoint a new opponent.
- 6) The opponent's review contains an objective and critical analysis of the merits and shortcomings of the submitted dissertation, is brief, and does not repeat its content. In particular, the opponent in his/her opinion shall express his/her views on the following:

⁸² S 116 of Act No. 40/1964 Coll. Civil Code as amended

- a) the relevance of the chosen topic
 - b) the chosen methods of processing
 - c) the results achieved, indicating what new insights the dissertation brings
 - d) contribution to the further development of science
 - e) whether or not the dissertation has met its stated objective
- 7) The opponent assesses the dissertation according to the state of development of the doctoral field of study at the time when the doctoral student submitted the request for permission to defend the dissertation. At the end of the written review, the opponent shall decide whether he/she recommends the dissertation for defence and shall propose a classification grade of pass or fail.
- 8) The fulfilment of the requirements of the opponent's review pursuant to Subsections 6 and 7 shall be assessed by the chairman of the examination commission. If the opponent's review does not meet the above conditions, the Dean shall return it to the opponent for completion or reworking on the proposal of the chair of the examination commission. At the same time, he or she shall set a deadline for resubmission that shall not exceed 15 days. If the opponent fails to submit his/her review within the time limit set and fails to do so even five days after having received the renewed invitation, the Dean shall appoint a new opponent.

Art. 37 **Dissertation defence**

- 1) The successful defence of the dissertation represents the end of the doctoral studies. The defence of the dissertation demonstrates the ability and readiness to perform independent scientific and creative activities in the field of research or development or independent theoretical and creative artistic activities.⁸³
- 2) The dissertation defence may also take place at a foreign university with which CU has concluded an agreement on joint dissertation defences, whereby the dissertation defence commission is usually composed of members from the Slovak side and members appointed by the foreign university in parity.⁸⁴
- 3) The defence of the dissertation may take place only in the presence of at least two-thirds of all members of the examination commission and at least two opponents of the dissertation. Members of the examination commission and opponents are also considered present if they are connected to the participants of the dissertation defence, who are in direct physical contact with each other, by means of an online video link; this does not preclude the entire dissertation defence from being conducted online by means of a presence-based method of study. If, for serious reasons, one of the three opponents is unable to attend the dissertation defence and proposes a pass grade in the report, the defence may take place without his/her presence. The opinion of the absent opponent shall be read out in full at the dissertation defence.

⁸³ S 54 (14) of the Higher Education Act

⁸⁴ S 54 (19) and (20) of the Higher Education Act

- 4) The course of the dissertation defence and the announcement of its results are public.
- 5) If it is not necessary for the course of the dissertation defence to inform the supervisor, the opponent, or the examination commission of data, the disclosure of which is excluded in the dissertation, in particular because it is a trade secret of a third party, a classified fact or a personal data, the doctoral student may, subject to compliance with the conditions according to special regulations, include these data in special non-public documentation, which is not a part of the dissertation, and which is intended exclusively for the supervisor, the opponent, and the examination commission.⁸⁵
- 6) The dissertation defence takes place in the form of a scientific debate between the doctoral student, the dissertation opponents, members of the examination commission, and other participants on the knowledge gained and the contribution of the dissertation. During the dissertation defence, the reasonableness and plausibility of the conclusions and proposals contained in the dissertation shall also be examined.
- 7) Dissertation defence procedure is as follows:
 - a) the chair of the examination commission shall give a brief curriculum vitae of the doctoral candidate, announce the topic of the doctoral thesis, essential information from the supervisor's report, an overview of the doctoral candidate's scientific or artistic works and the responses to them
 - b) the doctoral student shall briefly state the essential content of his/her dissertation, its conception, results, and contribution
 - c) the opponents of the dissertation shall present the substantive content of their reviews; in the absence of an opponent, the chair of the examination commission or a member of the examination commission authorised by him/her shall read his/her review in full
 - d) the doctoral student shall take a position on the reviews of the opponents of the dissertation, mainly he/she shall comment on all suggestions and comments and answer their questions
 - e) the chair of the examination commission shall inform the participants in the defence of any further suggestions, comments, or statements and open a discussion in which all participants in the defence may participate; the discussion shall verify the accuracy, validity, scientific or artistic originality, and relevance of the knowledge contained in the dissertation
 - f) during the discussion, the doctoral candidate shall answer all questions and take a position on all suggestions and comments made by the participants at the dissertation defence
- 8) The decision of the examination commission on the result of the dissertation defence will take place at a closed meeting of the examination commission in the presence of the dissertation opponents and the supervisor. At the closed meeting, the course of the defence and the possibility of using the results of the dissertation in practice will be evaluated. Voting shall be by secret ballot; if only some members of the examination commission who, as instructed by the physically absent member of the examination

⁸⁵ S 62a (2) of the Higher Education Act.

commission, shall complete the ballot paper, show it on camera to the physically absent member of the commission, who, if he or she clearly confirms that this is his or her expression of will, shall place the ballot paper in the voting box by the physically present member of the examination commission.

- 9) A quorum of the examination commission shall be present if at least two-thirds of all members of the examination commission, including the chair of the examination commission, are present.
- 10) The defence of the dissertation is evaluated by the classification grade pass or fail. The overall result of the duly completed doctoral study shall be evaluated by the grade pass.
- 11) Minutes of the dissertation defence shall be drawn up. The minutes shall be signed by the chair and the members of the examination commission present at the dissertation defence.
- 12) If a doctoral student has been evaluated with a failing grade in the dissertation defence, he/she has the right to one remedial term.
- 13) Failure to pass the classification grade at the remedial term of dissertation defence is a reason for the expulsion of the doctoral student from studies pursuant to Section 66 (1) (c) of the Higher Education Act.

Art. 38 Interruption of doctoral study

- 1) The interruption of doctoral study is covered by Article 23.
- 2) The supervisor shall comment on the application for interruption of the doctoral student's study.
- 3) The interruption of study of a doctoral student who has applied for a dissertation topic announced by an external educational institution shall be allowed by the Dean after a positive opinion of the director (statutory representative) of the external educational institution.⁸⁶
- 4) During the interruption of the doctoral student's study, the performance of the doctoral supervisor's function is also suspended.

⁸⁶ S 64(3) of the Higher Education Act

PART FOUR
PROCEEDINGS IN MATTERS OF ACADEMIC RIGHTS AND OBLIGATIONS

Art. 39

Commencement of proceedings in matters of students' academic rights and obligations

- 1) According to the Higher Education Act, the academic self-government bodies of the faculty have the right to decide on behalf of CU on matters related to the academic rights and obligations of students enrolled for studies under study programmes conducted at the faculty.⁸⁷
- 2) Proceedings concerning the academic rights and obligations of students are administrative proceedings. Proceedings and decisions concerning the academic rights and obligations of students are not subject to Act No. 71/1967 Coll. on Administrative Proceedings, as amended.⁸⁸
- 3) Proceedings in the matter of expulsion from studies for failure to meet the requirements arising from the study programme and the study regulations shall commence on the date of the issuance of the decision on expulsion from studies.
- 4) Proceedings concerning the change of the study programme within the CU, proceedings concerning the recognition of the completion of subjects, proceedings concerning the transfer of credits, proceedings concerning the authorisation of interruption of study and proceedings concerning the change of the form of doctoral study shall commence on the day when the student has submitted a written request for the issuance of the relevant decision. The request must contain basic identifying information about the student, the merits of the matter to be decided, and the grounds for the request.
- 5) If the application does not contain the necessary information for a decision, the Dean shall invite the student to complete the application or provide the necessary explanation within a reasonable period, but not less than eight days. If the student fails to complete the application within the time limit, the Dean shall reject it.
- 6) An informal communication from a student requesting an adjustment of a particular issue related to his/her studies shall not be considered a request for action on matters of academic rights and responsibilities and may be handled in an informal manner. If a student is not satisfied with such a disposition of his or her informal communication, he or she may file a request for academic rights and responsibilities proceedings on the same issue.
- 7) The Dean shall determine which submissions and applications shall be made exclusively electronically and may determine the manner and form of electronic submissions and applications.

⁸⁷ S 23 (1) (c) and S 55 (9) of the Higher Education Act

⁸⁸ S 108 (1) of the Higher Education Act

Artl. 40
Particulars of the decision and its service

- 1) The Dean shall issue a decision in proceedings under Article 39(4) within 30 days of receipt of a complete application. This time limit shall not include the time during which the student has been given time to complete the application or to submit the necessary explanation pursuant to Article 39(5). If the Dean does not make a decision within the 30-day period, the student may request that the Rector declare the Dean's obligation to act and decide on the matter.
- 2) Unless otherwise provided for in the Rules of Study, decisions in proceedings concerning the academic rights and obligations of students must be made in writing, and must contain a statement with reference to the relevant provision of a generally binding legal regulation, an internal regulation of the CU or an internal regulation of Faculty of Law, CU, a statement of reasons on the basis of the established factual situation, and an instruction on the remedy.
- 3) A decision in proceedings concerning the academic rights and obligations of students shall be delivered in paper form to the student in his/her own hands at the faculty or at any other place where he/she can be reached, with an acknowledgement of receipt; this shall be without prejudice to the faculty's obligation to deliver the decision to an electronic mailbox pursuant to a special regulation on the electronic form of exercise of public authority. If such service is not possible,
 - a) the decision in proceedings under Article 39(3) shall be served by the post undertaking at the address for service of documents notified by the student to the faculty,⁸⁹ by registered post in the student's own hand with acknowledgement of receipt;
 - b) the decision in proceedings under Article 39(4) shall be served by registered mail, return receipt requested.
- 4) The effect of service of a decision in proceedings relating to the academic rights and obligations of students under subsection (3) shall take effect on the date of
 - a) the receipt of the decision by the student or by a person authorised by the student to receive deliveries,
 - b) the return of the undelivered parcel to the faculty, even if the student has not become aware of it,
 - c) denial of acceptance of the delivery by the student.
- 5) Decisions in proceedings concerning the academic rights and obligations of students, except for decisions on exclusion from studies, decisions on interruption of studies, decisions on change of study programme and decisions on change of the form of doctoral study, may be made in electronic form and sent to the student at the electronic mail address assigned to him/her by CU; this is without prejudice to the obligation of the faculty to deliver the decision to the electronic mailbox according to the special regulation on the electronic form of the exercise of public authority.

⁸⁹ S 71 (3) (c) of the Higher Education Act

- 6) Decisions in proceedings concerning the academic rights and obligations of students which have granted a student's application in full need not contain reasons; this does not apply to decisions on expulsion from studies, decisions on interruption of studies, decisions on a change of study programme and decisions on a change of the form of doctoral study.
- 7) A decision that is not subject to appeal may be changed or reversed by the Dean, on his or her own initiative or on the initiative of another, if it was based on incorrect or incomplete evidence, and such a change or reversal may not be prejudicial to the rights of the student unless the student caused the incorrectness or incompleteness of the evidence for the decision.
- 8) If the issued decision contains clerical, numerical, or other obvious errors, the Dean shall correct it at any time, even without a motion, and shall notify the student concerned of the correction.

Art. 41

Request for a review of a decision on expulsion from studies

- 1) A student may apply for a review of a decision to exclude him/her from studies. The application shall be submitted to the Dean who issued the decision within eight days from the date of receipt of the decision. A timely application shall have a suspensive effect.
- 2) A request for a review of a decision to exclude a student from study must include the name of the student making the request, the name of the decision sought to be reviewed, a proposal as to how the matter is to be decided, and the reasons for the decision. The application must be accompanied by supporting documents and information in the student's possession that substantiate the student's allegations. The application may not be directed solely against the statement of reasons without challenging the operative part of the decision.
- 3) Upon receiving a request for review of a decision on expulsion from studies, the Dean shall examine whether the requirements under Subsection (2) have been fulfilled. If the application does not comply with the prescribed requirements, the Dean shall invite the student to complete the application and shall allow the student a reasonable period, but not less than eight days, to complete the application. If the application is submitted after the time limit referred to in Subsection 1 has expired or if the student fails to complete the application within the time limit, the Dean shall reject it.
- 4) The Dean may grant the request if he/she finds that the decision was issued in violation of a generally binding legal regulation, an internal regulation of CU or an internal regulation of the faculty. Otherwise, he/she shall forward the application to the Rector within 15 days from the date of its receipt, together with the attached file material and a written opinion on the applicant's comments and objections.
- 5) The Dean's written opinion shall contain the comprehensive results of the proceedings to date, in particular details of all the actions taken, an opinion on the timeliness of the application and on compliance with the prescribed application formalities. In the report,

the Dean shall state his/her opinion on all the applicant's objections, together with the relevant evidence, as well as his/her view as to the completeness and correctness of the established facts of the case, and the legal opinion on which the contested decision is based.

- 6) The Rector's procedure for reviewing a decision on expulsion from studies is governed by the Rules of Study of CU.

Art. 42
Validity of decision

- 1) A decision in a proceeding concerning the academic rights and obligations of students which cannot be appealed becomes final on the date of service according to Article 40.
- 2) A decision on expulsion from studies, against which the student has not made an application for review of the decision, shall enter into force on the date of the expiry of the eight-day period referred to in Article 41(1).
- 3) A decision on expulsion from studies against which the student has submitted a request for review of the decision and the Rector has upheld the original decision shall enter into force on the date of delivery of the Rector's decision in accordance with the provisions of Article 41(6).

PART FIVE
CANON LAW

Art. 42a

- 1) In providing programs of study in Canon Law, the faculty seeks to improve and elevate through scholarly inquiry its own subjects, especially those that are directly or indirectly related to Christian Revelation and directly serve the mission of the Catholic Church, to present systematically the truths contained therein, to educate students in its own subjects to a high professional standard and in accordance with Catholic doctrine, to prepare them adequately for the exercise of their tasks, and to promote the permanent or continuing formation of priests in the Church.⁹⁰

Art. 42b
Special provisions on studies in Canon Law

- 1) Once ecclesiastical accreditation has been obtained for programmes of study in Canon Law, the rules relating to study set out in this article shall also apply.
- 2) The faculty is also an ecclesiastical faculty in the provision of teaching of the study programme Canon Law, and from the point of view of Canon Law it is governed by the

⁹⁰ Apostolic Constitution *Veritatis Gaudium* on Universities and Ecclesiastical Faculties (hereinafter "*Veritatis Gaudium*") . Art. 3, S 1a 2

Apostolic Exhortation *Veritatis Gaudium* of Pope Francis, issued on 29 January 2018, and the norms of the Code of Canon Law (hereafter referred to as "CIC") (canons 815-820 CIC). According to the can. 817 CIC, the Faculty awards academic degrees in the Canon Law program that have canonical effects in the Catholic Church.

- 3) The state examination in the study program "Canon Law" is also an ecclesiastical examination, provided that the faculty obtains the necessary authorization from the Catholic Church to do so.
- 4) The academic degree "Master" in Canon Law corresponds to the academic degree "Iuris Canonici Licentiatum" awarded in Pontifical Universities.⁹¹
- 5) All academic degrees in the Canon Law programme are awarded in the name of the High Priest of Rome.⁹²
- 6) In cases of violation of church discipline, the student may appeal to the Grand Chancellor of the faculty.
- 7) In the case of a disciplinary offence committed by a student of the Canon Law study programme, the Rules of Disciplinary Procedure of CU shall be followed. The chair of the faculty Disciplinary Commission for Students shall inform the Grand Chancellor of the faculty of the commencement of the disciplinary proceedings and invite him/her to a meeting at which the misconduct in question will be discussed.
- 8) If the Grand Chancellor discovers a violation of church discipline on his own or another's initiative, he shall refer the matter to the appropriate ecclesiastical authority for disciplinary action, or, if there is no such authority, he shall take disciplinary action himself.
- 9) The proceedings for a disciplinary offence under Subsection (7) and the proceedings for a breach of ecclesiastical discipline shall be separate proceedings and the measures shall be imposed separately and independently of each other.

PART SIX COMMON, TRANSITIONAL AND FINAL PROVISIONS

Art. 43 Common provisions

- 1) The general regulations on occupational health and safety and the working conditions of women shall apply to a student who participates in practical education and practice.⁹³
- 2) Unless otherwise provided in these Rules of Study, documents shall be delivered to the student in paper form to the student's address listed in the CU Central Database of

⁹¹ *Veritatis Gaudium*. Art. 46 and 79

⁹² Apostolic Constitution *Sapientia Christiana* on Studies in Ecclesiastical Universities and Faculties, Art. 6.

⁹³ Act No. 311/2001 Coll., the Labour Code as amended

Persons or in electronic form to the student's e-mail address assigned by CU or a CU faculty.

Art. 44

Mitigating of the rigidity of the Rules of Study

- 1) In cases of special consideration, on the basis of a written request from a student, the Dean may
 - a) grant exemptions from the deadlines of the faculty study schedule,
 - b) grant an exemption from the control stages of study,
 - c) grant an exemption from the maximum length of interruption of studies,
 - d) allow for interruption of studies if the student has not met the requirements of the control stage of study; or
 - e) forgive a missed deadline according to these Rules of Study.
- 2) There is no legal entitlement to a waiver and forgiveness of a missed deadline under Subsection (1), and the Dean's decision is not subject to an application for review.

Art. 45

Conflicting provisions

- 1) The rules of study of interfaculty study programmes shall be governed by the rules of study of the faculty at which the student is enrolled for study according to the study programme, with the exception of the rules governing the evaluation of learning outcomes (Article 11) and the rules governing examinations (Articles 12 to 14), which shall be governed by the provisions of the rules of study of the faculty which provides the teaching of the relevant subject. If a faculty does not have its own rules of study, the rules on the evaluation of learning outcomes and the rules on examinations shall be governed by the CU Rules of Study.
- 2) If a student of another faculty enrolls in a subject at the Faculty of Law, CU, the rules governing the evaluation of study results (Article 11) and the rules governing the examination (Articles 12 to 15) shall be governed by the provisions of the Rules of Study of the Faculty of Law, CU. If a student of the Faculty of Law enrolls in a subject at another CU faculty, the rules governing the evaluation of the learning outcomes and the rules governing the examination shall be governed by the provisions of the Rules of Study in force for that faculty.
- 3) If a student of another faculty of CU enrolls in a subject at the faculty, the teaching of the subject and the evaluation of learning outcomes within the study of the subject are governed by the faculty study schedule of the Faculty of Law, CU. If a student of another faculty enrolls in a subject at the Faculty of Law, the teaching of the subject and the evaluation of the learning outcomes within the study of the subject shall be governed by the faculty study schedule of the Faculty of Law, CU.

Art. 46
Special provisions for the academic year 2020/2021

- 1) In the academic year 2020/2021, the following special provisions of the Rules of Study are included in the Rules of Study in order to mitigate the impact of the COVID-19 pandemic on the teaching process.
- 2) In the academic year 2020/2021, Sections (3) to (6) shall apply to the control stages of the study.
- 3) In order to continue his/her studies, a full-time student in a bachelor study programme must demonstrate the acquisition of a minimum number of credits in the control stages of study referred to in Subsection (1), as follows:
 - a) 6 credits at the end of the first semester of study
 - b) 20 credits at the end of the first year of study
 - c) 60 credits at the end of the second year of study
- 4) In order to continue his/her studies, a student of an external form of study in a bachelor study programme must demonstrate the acquisition of a minimum number of credits in the control stages of the study referred to in Subsection (1), as follows:
 - a) 10 credits at the end of the first year of study
 - b) 35 credits at the end of the second year of study
- 5) In order to continue his/her studies, a full-time student in a master study programme must demonstrate the acquisition of a minimum number of credits in the control stages of the study referred to in Subsection (1), as follows:
 - a) 6 credits at the end of the first semester of study
 - b) 20 credits at the end of the first year
 - c) 50 credits at the end of the second year of study
- 6) In order to continue his/her studies, a student of an external form of study in a master study programme must demonstrate the acquisition of a minimum number of credits in the control stages of the study as follows:
 - a) 10 credits at the end of the first year of study
 - b) 35 credits at the end of the second year of study

Art. 47
Transitional and final provisions

- 1) The conditions of the control stages of study, the conditions for the state examinations and the subjects of the state examinations, the method of evaluation of the dissertation examination, and the defence of the dissertation of students enrolled for study before 31 August 2020 shall remain in accordance with the Rules of Study of the faculty in force before these Rules of Study and with the Rules of Study of CU in force until 31 August

2020. In the case of the control stages of studies and the conditions for the state examinations and the subjects of the state examinations, these Rules of Study shall also apply to students enrolled before 31 August 2020 if these Rules of Study are more favourable to the students.

- 2) The conditions of admission to study determined according to Section 57(5) of the Higher Education Act for the academic year 2020/2021 shall be maintained in accordance with the Rules of Study of CU and effective until 31 August 2020 and the previous Rules of Study of the Faculty of Law of CU.
- 3) The Rules of Study of Comenius University in Bratislava, Faculty of Law, approved by the Academic Senate of the Faculty on 8 October 2008 and by the Academic Senate of Comenius University in Bratislava on 22 October 2008, as amended by Appendix No. 1, Appendix No. 2, Appendix No. 3, Appendix No. 4, Appendix No. 5, Appendix No. 6 and Appendix No. 7, shall be repealed as of the date of entry into force of these Rules of Study.
- 4) These Rules of Study shall enter into force on the date of their approval by the Academic Senate of CU and shall take effect in the following calendar month after their approval by the Academic Senate of CU, except for Article 2(5), first sentence, which shall enter into force on 1 September 2021. These Rules of Study shall also apply to facts and relationships occurring after 1 September 2020 until the entry into force of these Rules of Study, if these Rules of Study provide a greater range of rights for students or are more favourable to students.
- 5) Appendix No. 1 of these Rules of Study was approved by the Academic Senate of the Faculty on 10 February 2022.
- 6) Appendix No. 1 to these Rules of Study was approved by the Academic Senate of Comenius University in Bratislava on 9.3.2022.
- 7) Appendix No. 1 to these Rules of Study shall enter into force and effect on the date of approval by the Academic Senate of Comenius University in Bratislava on 9 March 2022.

doc. JUDr. Peter Lukáčka, PhD.
Chair of the Academic Senate of the Faculty of
Law, CU

doc. JUDr. Eduard Burda, Ph.D.
Dean of the Faculty of Law, CU

prof. PhDr. Zlatica Plašienková, PhD.
Chair of the Academic Senate of CU

prof. JUDr. Marek Števček, PhD.
Rector of CU