



File No. FIL001945/2021-105905

In Košice on 27 April 2021

**Decision No. 2/2021 of the Dean of the Faculty of Arts
of Pavol Jozef Šafárik University
on organisation of examination period and state examinations
at the Faculty of Arts of Pavol Jozef Šafárik University
in the academic year 2020/2021**

In accordance with the provision of Section 33 of Act No. 131/2002 Coll. on Universities and on amendments of and supplements to certain acts as amended, Article 5(1)(i) of the Statute of the Faculty of Arts of Pavol Jozef Šafárik University and following Rector's Order No. 7/2021 to clarify the implementation of teaching and implementation of work activities at UPJŠ in Košice in the period from 29 April 2021 (hereinafter referred to as the "Rector's Order")

I hereby issue

the following Decision:

Article I

1. Teaching process in summer semester of the academic year 2020/2021, examination period and state examinations at the Faculty of Arts of Pavol Jozef Šafárik University in Košice (hereinafter referred to as the "Faculty of Arts of UPJŠ") shall take place in line with the original Schedule of the academic year 2020/2021 at the Faculty of Arts of UPJŠ in Košice <https://www.upjs.sk/public/media/11846/HAR-2020-21-AJ.pdf> .

Article II

Teaching Process and Examination Period

On point 13 of the Rector's Order: Teaching in summer semester of the academic year 2020/2021 from 29 April 2021 and examination period in summer semester of the academic year 2020/2021 will be implemented as follows:

1. Lectures, seminars and other forms of educational activities will be implemented only by the distance method.
2. All final theses of bachelor and magister level of study shall be prepared and submitted for opposition in electronic form in compliance with the Rector's Decision No. 9/2021 (Rector's Decision No. 9/2021 on submission of final theses for the 1st, 2nd, and the conjunct 1st and 2nd levels of university education and on conclusion of license agreements in the academic year 2020/2021). The instructions on filling out and signing of license agreements are included in Article III of the above Rector's Decision No. 9/2021.
3. The examinations shall be conducted by distance method, usually via videoconference or other means of information and communication technology without physical presence. If a student does not have the technical equipment necessary to take the state examination via videoconference, or in other cases of special consideration that prevent him/her from taking the state examination via videoconference, s/he should immediately notify the examiner and the head of the respective department of the Faculty of Arts of UPJŠ by sending an email with the subject *Application for change of form of state examination*. The application must contain the name, surname, degree of study, study programme, subject of state examination, and brief justification of the application. The students shall be notified of the technical requirements for taking the state examination, the date and method of delivery of the necessary documents as well as the conditions for the technical verification of the connection as soon as possible by an e-mail message from the examiner after the agreement with the head of the respective department. The examiners and students may appear for the state examination conducted by distance method from the premises of the Faculty of Arts of UPJŠ only provided that they are regularly tested according to Covid automat, or are exempted from testing on the basis of completed vaccination in compliance with the decree of the Public Health Authority of the Slovak Republic.

Article III State Examinations

1. The state examinations at the Faculty of Arts of UPJŠ shall be conducted by distance method, usually via videoconference or other means of information and communication technology without physical presence. If a student does not have the technical equipment necessary to take the state examination via videoconference, or in other cases of special consideration that prevent him/her from taking the state examination via videoconference, s/he should immediately notify the Dean of the Faculty of Arts, the head of the respective department of the Faculty of Arts, and the head of the Student Administration Office (Ing. Jana Quitková), and for doctoral study, s/he shall notify the person in charge of doctoral study (Bc. Eva Lengeňová), by sending an email with the subject *Application for change of form of state examination*. The application must contain the name, surname, degree of study, study programme, subject of state examination, and brief justification of the application. The students shall be notified of the technical requirements for conducting the state examination, the date and method of delivery of the necessary

documents as well as the conditions for the technical verification of the connection as soon as possible by e-mail message from the head of department after approval of the Dean of the Faculty of Arts of UPJŠ. The examiners and students may appear for the state examination taken by distance method from the premises of the Faculty of Arts of UPJŠ only provided that they are regularly tested according to the Covid automat or are exempted from testing on the basis of completed vaccination in compliance with the decree of the Public Health Authority of the Slovak Republic.

2. The state examination on the regular date as specified by the Schedule of study at the Faculty of Arts of UPJŠ may be taken by a student only after s/he fulfils the obligations as laid down in the study programme. Students shall apply for the state examination until the deadline defined in the Schedule of the Faculty of Arts of UPJŠ: <https://www.upjs.sk/public/media/11846/HAR-2020-21-AJ.pdf> . The PhD students shall apply for the dissertation examination or defence of dissertation thesis on the basis of an invitation letter from Bc. Eva Lengeňová from the Department of Science, Research and PhD Study at the Faculty of Arts of UPJŠ.
3. The heads of departments shall notify the students of the dates of state examinations, technical requirements for taking the state examination, the deadlines and method of delivery of the necessary documents as well as the conditions for technical verification of the connection via AIS (Notices for students) until 10 May 2021. The above does not prevent students from continuously preparing for the state examinations according to the published topics of state examinations.
4. If a student cannot appear for the state examination at the specified date for serious reasons, s/he may apply for withdrawal from the state examination date. The student may justify his/her absence from the state examination in writing within three working days of the specified date of the state examination.
5. Each state examination board (hereinafter referred to as the “Board”) at the Faculty of Arts of UPJŠ shall include a technical manager who is either invited by the chair of the Board or the nominated member of the Board shall discharge also the tasks of the technical manager. The instructions of the technical manager of the Board shall be binding upon the students at the time of preparing and taking the state examinations.
6. The technical manager of the Board in cooperation with the network administrator of the Faculty of Arts of UPJŠ shall make an audio recording of the state examination.
7. The technical manager of the Board shall demonstrably notify each person attending the state examination, before its commencement, of the production and subsequent archiving of an audio recording in advance by email or in other verifiable form in accordance with clause 2 of Rector’s Decision No. 10/2020 on stating the conditions for the production and archiving of the sound recordings of state examinations carried out via videoconference.
8. The archiving and deletion of recordings shall be carried out by the network administrator of the Faculty of Arts of UPJŠ in accordance with Rector’s Decision No. 10/2020 on stating the conditions for the production and archiving of the sound recordings of state examinations carried out via videoconference.
9. If a student is unable to connect on the specified date and time and by specified technical means to the state examination, it shall be considered a serious reason and the chairman

of the Board or a member of the Board nominated by the chairman shall specify how the state examination is to continue, depending on the circumstances and specificities of the state examination.

10. If the state examination is conducted via videoconference and the connection is lost or its quality is not sufficient for the Board to evaluate the content of the state examination, the chairman of the Board or a member of the Board nominated by the chairman shall set an alternative date and time for the student – on the same day if possible. The Board shall decide whether the student will continue in the already started state examination and whether it will take into account the previous content of the state examination in the evaluation. If the state examination fails to be repeated, it shall be considered a serious reason. If the Board or other employees of the University, the Faculty of Arts of UPJŠ find out that the student violates the legal regulations, the Student Code of Ethics or other internal regulations of the University and the Faculty of Arts of UPJŠ, they will propose disciplinary action in accordance with the Student Disciplinary Code of the Faculty of Arts of UPJŠ in Košice.

Article IV Graduation Ceremony

1. The graduation ceremony for graduates of 2nd level of study will be held with the participation of a limited number of invited persons only. The guidelines will be issued, taking account of the current epidemiological situation at the time of graduation ceremony. The graduation ceremony for graduates of 1st level of study is scheduled to be held in person, but without the presence of family members or invited persons until further notice.

Article V Final Provisions

1. The executive management staff shall make their employees familiar with the duties resulting from this Decision.
2. This Decision comes into force on the day of its signing by the Dean of the Faculty of Arts of UPJŠ and takes effect on 29 April 2021.
3. **If the epidemiological situation deteriorates unexpectedly, I hereby reserve the right to repeal some provisions hereof.**

prof. PhDr. Oľga Orosová, CSc.
Dean of the Faculty of Arts
Pavol Jozef Šafárik University