The UPJŠ Academic Senate has resolved on these Study Rules of Procedure, which shall become, within the meaning of Section 15 paragraph 1 b) Law Act No. 131/2002 on Higher Education Establishments and on amendments to certain law acts as amended by subsequent regulations (hereinafter "LAHEE), the bylaw of Pavol Jozef Šafárik University in Košice (hereinafter the "University").

Part I
General provisions

Article 1
Introductory Provision

1. The study at the University is of university nature, and within the rules as defined by these Study Rules of Procedure, the students have the right to complete individual parts of any study programme at any unit of the University. Individual study programmes are carried out, and within the specified range administratively managed, at individual Faculties of the University or at University-wide units in accordance with the decision of the Accreditation Commission and the University Rector.

2. These Study Rules of Procedure regulate the rules of study at Bachelor, Magister, and doctoral study programmes at the University.

3. These Study Rules of Procedure of the University shall be binding for all the students, the University teachers (hereinafter the "teachers") and other staff who manage and provide the study at the University and its Faculties.

Article 2
Levels and Forms of Study at the University, Standard Length of Study

1. The University shall provide higher education at all three levels, i.e. the first one (Bachelor study programmes), the second one (Magister study programmes), and the third
one (PhD. study programmes), as well as in the joint study at the first two levels of study (e.g. in the doctoral study programmes), and shall also provide further education.

2. The University and its Faculties shall provide higher education in the study lines or in a combination of two study lines by studying in the accredited study programmes, whose list shall be published by the University in a manner as laid down in the relevant law act.

3. The proposal for study programmes implemented at the University shall be submitted by the Rector for approval to the University Academic Board after consultations at the University Academic Senate.

4. The proposal for the study programmes implemented at individual Faculties shall be submitted by the Dean of the Faculty for the approval to the Faculty Academic Board after consultations at the Faculty Academic Senate.

5. Higher education shall be carried out in the full-time form of study and in the part-time form of study. Both of the forms of study may be carried out either by presence, distance, or combined methods.

6. If the study programme is implemented in combination of two study programmes, then the study is defined as inter-disciplinary within the meaning of Section 51 paragraph 5 LAHEE implemented at one or several of the Faculties of the University.

7. The organisation of all the levels and forms of higher education at the University shall be based on a credit-based system of study.


9. The Faculties may also run the study of individual study subjects or parts of the study at other faculties, universities or institutions.

10. The standard duration of study at the University shall be determined as follows:

   a) the first-level study programme (the Bachelor's degree programme) for the minimum of academic three years to the maximum of four academic years in the full-time form study, in the minimum of three years to the maximum of five academic years in the part-time form of study;

   b) the second-level study programme (the Magister’s degree programme) in the minimum of one academic year and the maximum of three academic years in the full-time form study, in the minimum of two years to the maximum of four academic years in the part-time form of study;

   c) the doctoral study programme for the minimum of five years and the maximum of six years in the full-time form study;

   d) the PhD study programmes of three to four years in the full-time form study, in the minimum of five years in the part-time form of study.

11. The study programmes shall have their standard duration according to the approved accreditation.

**Article 3**

**Students**

1. The candidate admitted for study shall become a student of the University once enrolled in any of the higher education study programmes implemented at the University or its Faculties. S/he shall become a student as of the date of enrolment.

2. The student shall cease to be a student of the University:

   a) upon properly completing the study under any of the prescribed study programmes, whereas the date of completion shall be the date when the student meets the last of the
conditions prescribed for the proper completion of the last study programme for which s/he was enrolled;
b) if the student fails to complete the study within two years of the expiry of the standard
duration of study;
c) if the student is excluded from the study due to his/her failure to comply with the
requirements arising from the study programme and from the Study Rules of
Procedure of the University or those of the Faculty, respectively;
d) if s/he is excluded from the study based on a disciplinary measure taken;
e) if the study programme studied by the student is cancelled, unless the student accepted
an offer to resume his/her study under another study programme;
f) if the student leaves the study;
g) if the student suspends the study;
h) by the death of the student.

Article 4
Educational Employees

1. University teachers shall work in the positions of Professor, Visiting Professor, Associate
Professor, Senior Assistant, Assistant, and Tutor.
2. PhD. students in their full-time form of PhD. study may also participate in teaching.
Researchers and PhD. students in their part-time form of the PhD. study may also be
involved in teaching.
3. If so required in the implementation of the study programme, experts from research and
practitioners may also be engaged in teaching.

Article 5
Study Advisor, Coordinator

1. Study advisors shall operate at the University for rendering consultancy services to
students, in particular in drawing up their study plans. Study advisors from among the
University teachers shall be appointed and removed by the Rector or by the Dean, if the
study advisors are to operate within the Faculty.
2. To ensure student mobility, a University coordinator shall be appointed by the Rector of
the University; the former’s role shall be to organize, in cooperation with the Rector’s
Office of International Relations, the international cooperation in the field of education, in
addressing the tasks related to sending and receiving the students and rendering advisory
services on the possibilities of study.
3. For the purpose of carrying out the tasks as referred to in paragraph 2 above, the Dean of
the Faculty shall appoint a coordinator from among the University teachers; in case of
necessity, the Dean shall also appoint departmental, institutional or clinical coordinators.

Part II
Organization of the Study

Article 6
Admission to Study

1. Any person shall be eligible to study at the University in a chosen study programme, if
s/he satisfies the conditions for admission to the study under LAHEE and any other terms
and conditions as determined by the University or the Faculty, if the chosen study programme is run at the Faculty.

2. Based on the opinion of the study programme guarantor, the Rector of the University or the Dean, if the study of the study programme is run at the Faculty, may recognize completing the study subjects by the candidate admitted for the study during their previous study, provided the following conditions are met:
   a) the content of the subject passed is identical with or sufficiently similar to the content of the subject in the study programme, to which the student is admitted;
   b) the period of not longer than five years has elapsed from the completion of the subject.

3. The admission procedure to study under the study programmes implemented at the University and the Faculties shall be governed by the rules under Section 58 LAHEE, paragraph 1 of this Article, and the admission procedure rules of the University and those of the relevant Faculty.

**Article 7**

**Study Programme, Study Plan**

1. The study programme shall mean a set of study subjects consisting in educational activities, these being mainly lecture, seminar, exercise, final assignment, project assignment, laboratory work, traineeship, field trip, field training, state examination, and a combination of the above, as well as a set of rules drawn up in such a way that the successful completion of those educational activities shall enable one to attain higher education under observing the above regulations.

2. The study programme shall in detail be specified by the particulars referred to in Section 51 paragraph 4 LAHEE.

3. The study plan shall be compiled by the student him/herself or with the assistance of the academic advisor from the offer of the study subjects contained in the study programme in such a way that the rules of the study programme and the provisions of these Rules of Procedure are complied with.

4. The recommended study plan shall become part of the study programme, the former being compiled in a way enabling the student who passes the same to satisfy the conditions for a successful completion of the study within the standard period of time.

**Article 8**

**Study Programme Subjects**

1. Educational activity shall be carried out in one or several forms (lecture, seminar, consultancy workshop, laboratory work, field trip, and the like), while the proportion of individual forms of teaching the subject in question shall be determined by the study programme.

2. Each subject shall be uniquely identified at the University by its name and code and shall be designed as a one-semester subject. The basic data on the nature of the subject shall be listed in the study subject information sheet under the structure as listed in Annex 1 to the Ministry of Education of the Slovak Republic Decree No. 614/2002 Book of Statutes on the credit-based system of study.

3. The study subjects included within the study programme shall be divided into the following types:
   a) the mandatory ones – their passing in full extent shall be a prerequisite for successful completion of the study programme or the entire study programme;
b) mandatory optional ones – these make the nature of study more complete and enable
the student – alongside with optional subjects - to customize their study plan to their
individual needs. Successful completion of a specified number of such study subjects,
or obtaining a specified number of credits for these study subjects according to the
choice of the student within the study programme structure shall be a condition
precedent to successful completion of a part of the study or of the entire study
programme.

c) elective ones – these shall include the remaining subjects which the student may sign up
to complete his/her study and obtain a sufficient number of credits in the relevant part
of the study.

4. Departments, institutes or clinics (hereinafter the “departments”) shall have the right to
specify, at their sole discretion, the signing-up of which study subjects is mutually
exclusive (define the mutually exclusive subjects).

5. The mandatory and mandatory optional study subjects shall, as a matter of rule, be taught
at the Faculty running the relevant study programme. Included within the mandatory and
mandatory optional study subjects may also be the subjects taught at another Faculty,
following the agreement between the Deans of those Faculties.

6. The student shall sign up the optional study subjects from among the offer of subjects
contained in their study programme, but also from the subject list of other study
programmes and other Faculties of the University within the framework of the applicable
rules (Article 8, paragraph 3c), Article 10, paragraph 7, Article 11, paragraph 4 of these
Rules of Procedure).

7. The study subjects contained in the study programme shall be divided according to their
complementarity into the following:
   a) study subjects without complementarity; signing up for such a subject is not
      conditioned by passing another subject;
   b) study subjects with complementarity, preconditioned by passing other study subjects -
      passing of such a study subject shall only be possible after passing another subject or
      other subjects – the prerequisite study subjects.

8. The following rules shall apply for passing the prerequisites and the complementary study
subjects:
   a) If the student fails to complete the pre-requisite with assessment in the relevant
      academic year, s/he may apply for the deletion of the complementary study subject in the
      enrolment sheet in the first week of the follow-up semester at the latest, otherwise the
      study subject shall be assessed in the AIS2 by a grade "X – not rated" (equivalent to "FX"
      with a weight of 4 to calculate the weighted average).
   b) If complementarity of the relevant semesters of the re-enrolled prerequisites and the
      follow-up study subject in the relevant academic year allows the completion of the follow-
      up study subject, the student shall have the right to repeatedly sign-up that study subject
      no later than the first week of the semester, and fully attend the teaching of that study
      subject.
   c) If the student properly passes the study subject concerned, but failed to be assessed or
      failed to meet the conditions for registering for the test date, the student shall once again
      fully complete the classes in that mandatory study subject after the re-enrolment, the
      teacher decides otherwise. The teacher may decide whether it is possible to waive his/her
      attendance in contact teaching at the second signing-up the study subject based on the
      results of the continuous assessment during the first signing-up the study subject
      concerned.
9. The final degree thesis shall be part of any study programme, whose thesis, including its defence, shall form a single study subject. The defence of the final thesis shall become part of the state examination study subjects.

**Article 9**

**Credit-based System of Study**

1. The credit-based system of study allows one to assess, by awarding the credits, the student’s workload associated with passing individual units contained in the study programme – the study subjects (hereinafter referred to as "study subjects"), shall be instrumental in opening the University from within, shall promote mobility of students, and provide the student with the opportunities to participate in shaping his/her own study plan.

2. Credits are numerical values assigned to the study subject, which characterise the quantity of the workload necessary for attaining the prescribed results of education. The standard workload of the student in the full—time of study for the entire academic year shall be expressed by a number of 60 credits, i.e. 30 credits per semester. The standard workload of the student in the part—time of study for the entire academic year shall be expressed by a number of 48 credits maximum, depending on the standard duration of study in the relevant study programme and the number of credits required for its completion. The recommended method for awarding the credits to study subjects in the formation of the study programmes shall be specified in greater detail in Amendment No. 1 to these Study Rules of Procedure.

3. The total number of credits required for the proper completion of study shall be determined as follows:
   a) 180 credits for the three-year Bachelor study
   b) 240 credits for the four-year Bachelor study
   c) 60 credits for the one-year Magister study
   d) 120 credits for the two-year Magister study
   e) 180 credits for the three-year Magister study
   f) 240 credits for the four-year Magister study
   g) 360 credits for the doctoral study
   h) 180 credits for the three-year full-time and its corresponding part-time PhD. study
   i) 240 credits for the four-year full-time and its corresponding part-time PhD. study

4. The student shall be awarded the credits after successful completion of the study subject. Credits may only be awarded once for the given study subject during the course of the study.

5. Credits awarded for passing the study subject shall be accumulated for the student. Obtaining the necessary number of credits in the structure as specified according to the study programme shall be one of the preconditions for the continuation of study in the verification stage of study.

6. If the student passes part of the study at another faculty or another higher education establishment in the Slovak Republic or abroad based on the agreement of study, the credits awarded shall be recognized (transferred) based on the transcript of results, which will be prepared by the faculty or the higher education establishment at which the student has earned them.
Article 10
Study Time Schedule

1. The academic year shall start on the 1st September of the current year and end on the 31st August of the following year.
2. The academic year shall be divided into the winter semester and the summer semester and the winter holidays and the main holidays.
3. Each semester shall consist of the teaching part and the examination period. The examination period is intended for final verification of the knowledge of students in the relevant study subject within the extent as provided in the information sheet of the study subject, updated in every case for the relevant academic year.
4. The teaching part of the semester shall consist of 14 teaching weeks, and the examination period shall last for at least 5 weeks. In justifiable instances, the Rector or the Dean, if the study is run at the Faculty, may modify the study time schedule in any other way.
5. After discussion with the Faculty Deans, the University Rector shall determine a uniform study time schedule for the following academic year no later than four months before its commencement.
6. At the time of the holidays, it shall be possible to implement specialized field trainings, field trips, courses, and physical-training courses.
7. If the student signs-up another subject at another Faculty, s/he shall complete it in accordance with the duration of the semester at the Faculty, at which the subject is taught.

Article 11
Enrolment and Completion of Study Subjects

1. Enrolment shall take place on the dates as set out by the University and the Faculties time schedules for a period of one academic year.
2. Enrolment shall be mandatory for the student. If the student fails to appear for enrolment for the next period of study or fails to appear on re-enrolment after suspension, the University shall prompt the student in writing to appear within a period of ten working days from the date of receipt of the letter of invitation to do so. If the student fails to appear for enrolment within the prescribed period of time after receiving the letter of invitation or fails to apply for an extension of this time limit, the date by which the student was supposed to enrol for the following period of study or on which the student was supposed to re-enrol, shall be considered the date on which the student left the study.
3. The University shall distinguish between the provisional enrolment and the administrative enrolment. By making his/her provisional enrolment the student declares his/her interest in studying the selected study subjects in the following academic year. The administrative enrolment is a confirmation of the student advancing in the next year of study after satisfying the conditions for the resumption of his/her study. At the same time, the above shall also indicate a more detailed specification of the provisional enrolment after verification of the capacity and time possibilities of the selected study subjects being taught, as well as of the possibilities of the student.
4. Based on the proposals of the heads of departments and guarantors of the study subjects, the University Faculties shall determine and publish the minimum and the maximum number of students for given study subject in the relevant academic year before the date of provisional enrolment. If the study subject enrolled by the student has a limited capacity (due to spatial capacity, lack of staff, or other reasons), it shall be necessary to allow the students their enrolment in the following order:
a) students of their own faculty, for whom the study subject is mandatory;
b) students of other University Faculties, for whom the subject is mandatory;
c) students of other universities who sign up for the study subject under the study agreement;
d) students of their own Faculty, for whom the study subject is mandatory optional;
e) students of other University Faculties, for whom the study subject is mandatory optional under the agreement between the Faculties;
f) students of their own Faculty, for whom the study subject is elective;
g) students of other University Faculties, for whom the study subject is elective;
h) students of other universities, for whom the study subject is elective.

5. If after the application of the distribution according to paragraph 4 of this Article the number of those interested in the study subject exceeds the fixed capacity, the signing up for the study subject by the student shall be decided by the opinion of the teacher – the study subject guarantor.

6. Within each of the categories referred to in paragraph 4 of this Article, preference shall be given to the students with a higher number of the completed years of study.

7. The signed-up mandatory study subject that has not been successfully completed may be signed-up once again during the study. After a second unsuccessful attempt to complete the mandatory subject of study, the student shall be excluded from the study pursuant to Section 66 paragraph 1 c) LAHEE.

8. The mandatory optional subject, signed-up, but not completed, may be signed-up once again, or any other study subject may be selected from the offer of the mandatory optional study subjects. After a second unsuccessful attempt to complete the chosen mandatory optional study subject, the student shall be excluded from the study under Section 66 paragraph 1 c) LAHEE.

9. The elective study subject signed-up and not passed may be signed-up once again, or any other optional subject may be chosen, or with a sufficient number of credits, not to sign-up any of the elective study subjects.

10. If the student opts for another mandatory optional study subject or an elective study subject instead of the not completed signed-up study subject, that study subject shall be considered repeated.

11. Each semester, the student shall sign-up the study subjects in such a credit value and in such a structure (mandatory, mandatory optional, and elective) that at each study verification stage s/he may qualify for the continuation of study. In one academic year, the student at the first level of study and the second level of study shall sign-up the study subjects for at least 40 and no more than 90 credits in each of the study programmes.

12. The Rector or the Faculty Dean, if the study programme is run at the Faculty, may decrease the limit for the number of credits and if the sum total of the credits awarded during the study and the credits awarded for the study subjects signed-up in the relevant academic year exceeds the number of credits necessary for the successful completion of study.

13. The lower limit of the number of credits that a student shall sign-up in the longer-than-standard year of study shall be determined by the number of credits the mandatory study subjects and the mandatory optional study subjects missing for the successful completion of the study. In the event the student fails to successfully complete any of the above study subjects, s/he may continue in his/her study for still another year in the longer-than-standard duration by signing-up the study subjects not completed, unless this is in conflict with Section 65, paragraph 2.

14. The lower limit of the number of credits that the student shall be obliged to sign-up in the event of the repeated admission to the study or after coming to the study from another
higher education establishment, and based on the recognition of the credits awarded from
the preceding study, shall be determined by the number of credits of the mandatory study
subjects and the mandatory optional study subjects missing for the successful completion
of the study. If case of failing in any of the study subjects signed-up, the student shall
repeatedly sign them up in the next academic year.

**Article 12**

**Educational Activity**

1. Educational activity shall be carried out in form of lectures, exercises, practical exercises,
clinical exercises, seminars, colloquia, field trips, specialized traineeships, annual project
assignments, courses, and supervised self-access study.

2. In addition to teaching under the study plan in the study programme, the University
teachers shall afford individual consultation to students, for which the former shall reserve
a reasonable period of time of at least two teaching hours a week. The consultation hours
for the relevant semester shall be published for the students no later than in the first week
of the relevant semester. Individual consultations do not replace teaching.

3. The study subject of the study programme may be taught in several forms simultaneously.
Unless otherwise stated in the study programme, the form of teaching shall be determined
by the teacher.

4. At the beginning of each semester, the teacher shall provide the updated information sheet
for their study subject. Further, the same shall communicate the terms and methods of
continuous verification of the knowledge of students and the form of passing the
examination. The teacher shall release the above information no later than by the end of
the second week from the beginning of the semester, and the criteria specified shall not be
altered during the semester.

5. In addition to the provisions in paragraph 4 above, the teacher may determine the scope of
mandatory participation in the classes taught. In case the student fails to meet the
conditions of the mandatory participation in the teaching, the teacher shall proceed as
follows:

a) If a student misses part of his/her participation for serious reasons in the mandatory
classes taught, the scope of which may be substituted, the teacher shall determine the
student an alternative method of study. If the classes missed cannot be substituted for
serious reasons, the student shall sign-up the study subject once again, and his/her first
signing-up shall be cancelled.

b) If the student misses mandatory classes taught without a good reason, the teacher may
choose to determine an alternative method of teaching, or the student shall sign-up the
study subject once again. If the study subject is signed-up for a second time, the
student may not continue in his/her study.

**Article 13**

**Study Results Assessment**

1. Assessment of the study results of the student within the study of the subject shall be
made in any of the following forms:

a) the day-to-day verification of the study results during the teaching part of the given
period of study (verification questions, written tests, assignments for independent
work, semester projects, report at the workshop, etc.); or

b) the examination for the specified period of study; or
c) the combination of continuous verification during the teaching period of the semester with an examination for the specified period of the semester. In such a case, the proportion of individual ways of verification the study shall be set out in the study subject information sheet in such a way that the sum total of their percentage proportions shall make up for 100%.

2. The particular way of verification of the study results of the student shall be contained in the study subject information sheet.

3. Completion of the study subject shall, as a matter of rule, be assessed by awarding a grade. The grade shall express the quality of knowledge attained or skills acquired in accordance with the study subject objectives referred to in the study subject information sheet.

4. In selected subjects, credits may be awarded without an assessment grade. In these cases, the term "completed" shall be entered in the relevant records instead of a grade.

5. The grading scale shall be employed at the University for the assessment of the study results, which shall consists of the following six degrees:
   a) A – excellent (excellent results) (numerical value 1)
   b) B – very good (above average results) (1.5)
   c) C – good (average results) (2)
   d) D – satisfactory (acceptable results) (2.5)
   e) E – sufficient (results meet the minimum criteria) (3)
   f) FX – failed (requires further work) (4)

6. The study subject shall be deemed successfully completed once the student earns a grade from A to E. The student shall only be awarded the credits for the successfully completed study subject.

7. If the assessment of the study results in study of the study subject is made under paragraph 1c) of this Article, the study subject shall contain explicit information on what result of the continuous verification of the study shall entitle the student to sign up for the examination. In case of non-compliance with this limit, the examination shall not be allowed, and the student shall be assessed by the grade FX at the end of the teaching part of the semester.

8. The dates of the semester examinations as announced by the teacher shall be listed as evenly distributed throughout the entire examination period.

9. The student, who was assessed by the grade FX at the semester examination, shall have the right to two re-sit dates. In the repeated signing-up for the study subject, the student shall be entitled to a single re-sit date.

10. The student shall participate in the regular dates of all the examinations by the end of the examination period in the semester in which s/he passed the classes of the relevant study subjects. The teacher shall not be required to publish any re-sit dates beyond the examination period. Examining beyond the examination period is allowed, unless the Faculty Study Rules of Procedure explicitly prohibit the publication of examination dates at the time of the holidays or during the semester.

11. In the event the student fails to appear for any examination date of the study subject signed-up in the regular examination period, then the study subject without assessment shall be credited in the calculation of the weighted average in the AIS2 with a weight of 4 (X – not assessed). The study subject shall be regarded as unsuccessfully completed and its next signing-up shall be regarded as the second signing-up.

12. If the Faculty Study Rules of Procedure enable the examiner to list the date at the time of the main holidays, the full-time student may sign up for the date only if s/he meets the conditions for advancing in the next year of study by the end of the examination period.
13. If the student failed to appear for the examination for serious reasons, s/he may excuse his/her absence with the examiner after the examination date at the time as specified in the Study Rules of Procedure.
14. Teachers shall register the student’s assessment grade in the AIS2 immediately on the date of assessment, or in case some time is required for assessing the compliance with the conditions for the granting the assessment grade, on the date which the teacher shall notify in advance. Other provisions specifying in greater detail the meaning of this paragraph may be defined in the Faculty Study Rules of Procedure.
15. The student shall have the right not to accept the assessment grade that varies within the B to E interval inclusive. In that case, the student’s performance shall be assessed by the grade FX, and provided s/he still has any unused re-sit dates left, s/he may subscribe to any of the vacant dates.
16. At the written request of the student or that of the examiner, the Rector or the Dean of the Faculty, if the study programme is run at the Faculty, may determine taking the examination on a re-sit date before board of examiners consisting of at least three members, which any of the former two shall appoint from among the teachers. The examination before the board may be applied for no later than within three working days after the date of taking the examination on the previous date.
17. The weighted study average shall be employed for the assessment of the student’s overall study achievements for the period defined.
18. The weighted study average shall be calculated in such a way that the products of the number of credits and the numerical assessment shall be added together (under paragraph 5 of this Article) for all the study subjects signed-up by the student and the result shall be divided by the total number of credits earned by student for the relevant period. For the study subjects, which the student signed-up for and didn't complete, the numerical assessment of 4 shall be included into the weighted study average. The study subjects not assessed by a grade shall not be included within the weighted study average.
19. The weighted study average for the entire study shall be calculated by analogy to what is referred in paragraph 13 of this Article, while only successfully completed study subjects shall be included within the calculation.
20. The weighted study average shall be considered especially in competition selections enforced by the premises capacity options of teaching, in deciding on the award of scholarships, in the allocation of accommodation in student halls of residence, and the like.

**Article 14**

**Study Verification Stages**

1. If the student wishes to continue in their study, s/he shall:
   a) obtain a minimum of 40 credits at the end of the first year at the first level of study;
   b) obtain a minimum of 90 credits for each of the four consecutive semesters.
2. To advance in the second year of study at the Bachelor level and in the doctoral study programme, the full-time student in the first year of study shall be obliged to obtain at least 40 credits. The credits for the subjects recognized from the previous study shall not be included upon verifying of the compliance with this condition, unless otherwise specified in the Faculty Study Rules of Procedure.
3. The full-time student shall qualify for advancing in the next year of study by the end of the examination period of the summer semester, unless otherwise specified in the Faculty Study Rules of Procedure. In case of non-compliance with the above conditions, s/he will have the study terminated under the meaning of Section 66 paragraph c) LAHEE.
4. The study for the previous academic year in the full-time study shall be closed on 31st August of the relevant year.

**Article 15**

**State examinations**

1. Passing a state examination or state examinations shall be one of the preconditions for the successful completion of the study programme.
2. The state examination shall generally be composed of parts (study subjects) of the state examination.
3. The state examination on the regular date as specified by the study time schedule may only be taken by the student after his/her fulfilment of the obligations as laid down in the study programme. The student shall apply for the state examination in advance within the deadline as notified by the Faculty.
4. The state examination shall be taken before the Board of Examiners (hereinafter "the Board").
5. The right to examine at the state examination shall be vested with the university teachers working in the positions of Professors and Associate Professors and relevant specialists approved by the Academic Board; in the Bachelor study programmes, the above right shall also be vested with the university teachers in the positions of senior assistants (Section 63, paragraph 3 LAHEE) with the third-level of university education.
6. The Rector or the Dean of the Faculty, if the study programme is run at the Faculty, shall appoint the members of the Board and its chairperson from among the persons authorized to examine. The Board shall consist of a minimum of four members.
7. The procedure of the state examinations and the announcement of the results shall be public. The decision-taking of the Board on the results of the state examination shall be carried out at a non-public Board meeting.
8. Individual parts (study subjects) of the state examination shall be assessed by the grading levels between A and FX.
9. The overall assessment of the state examination shall be "passed with honours", "passed", "failed".
10. The state examination shall be assessed by the grade of "passed with honours", if the student was assessed by the grades A or B in the parts of the examination, whereas the number of assessment grades A shall exceed the number of assessment grades B.
11. The state examination shall be assessed by the grade of "passed" once the student fails to meet the criteria referred to in paragraph 10 of this Article, and was not assessed by the grade "failed" (FX) in any of its parts.
12. If any part of the state examination was assessed by the grade "failed" (FX), the overall assessment of the state examination shall be "failed ".
13. If the student cannot attend the state examination on the specified date for serious reasons, s/he may apply for unsubscribing from the date of the state examination. The student may apologize in writing for his/her failure to appear at the state examination within two working days following the date specified for taking the state examination.
14. If the student fails to appear for the state examination without an excuse or fails the same, and is awarded the grade FX as a result, s/he may sit for it on the next date as specified in the time schedule. The student shall only repeat the part of the state examination, from which s/he was awarded the grade "failed" (FX). Any part of the state examination or the entire state examination may only be repeated twice at most, within two years from the lapse of the standard duration of the study at the latest.
Article 16
Final Degree Thesis

1. The final degree theses shall include the Bachelor degree thesis, the diploma degree thesis, and the dissertation thesis.
2. The student shall pass over his/her final degree thesis in accordance with the Rector’s Directive on Bibliographic Registration, Keeping, Making Available, and Essentials Requirements of the Final Degree Theses and Their Constituents.
3. The student, who has drawn up the final degree thesis, shall have the right to become acquainted with the reviews on the same (the thesis supervisor review and the second reader review) no later than three days before the date of the degree thesis defence.
4. The final degree thesis, alongside with the defence of the final degree thesis, shall form the state examination subject.
5. If the student is allowed to choose from among several specializations within the state examination, the theme of his/her final degree thesis shall be in accordance with the specialization chosen.
6. The defence of the final degree thesis shall not be divided into parts. The result of the defence of the final degree thesis shall be assessed by the assessment grades between A and FX.
7. In addition to the members of the Board, the final degree thesis supervisor and the final thesis second reader shall, as a matter of rule, participate in the final degree thesis defence.

Article 17
Study Overall Assessment

1. The overall result of the successfully accomplished study at the first level and the second level of study shall be assessed by two grades:
   a) passed with honours,
   b) passed.
2. If during the entire study of the study programme at the first level or at the joint first and second levels the student attains a better weighted study average than 1.5 or, respectively, attains a better weighted study average for the whole study of the study programme (excluding the assessment of the state examination subjects) and passes the state examination (state examinations) with the assessment of "passed with honours" on the regular date of the examination, s/he shall be assessed under paragraph 1 a) of this Article.
3. If the conditions contained in paragraph 2 of this Article are not met, the student shall be assessed under paragraph 1 b) of this Article.

Article 18
Completion of Study

1. The student shall complete his/her study by completing his/her study in accordance with the relevant study programme. The duration of the study shall not exceed the standard duration of the study by more than two years.
2. The date of the completion of the study shall be the date on which the last of the preconditions as prescribed for the proper completion of the relevant study programme is met.
3. The University Diploma, the Diploma Supplement, and the Certificate of the State Examination shall be a proof of the proper completion of the study and of awarding the corresponding academic degree.
4. The University Diploma, the Diploma Supplement, and the Certificate of the State Examination shall be issued by the University. The University Diploma shall be, as a matter of rule, handed over to the student at the graduation ceremony.

5. In addition to proper completion of the study, the study shall also be terminated for the reasons as referred to in Article 66 1) LAHEE.

6. The student's study shall be terminated by the exclusion of the student from the study for his/her failure to comply with the requirements arising from the study programme and from the Study Rules of Procedure of the University, even in case the period of study of the student exceeds the standard duration of the study, and if despite the notice from the Rector or from the Dean of the Faculty, once the study is run at the Faculty, the student fails to cover the prescribed tuition fees within the relevant deadline. The Rector may, at the request of the student, determine a substitute deadline for the payment of the tuition fees.

**Article 19**

**Suspension of Study**

1. The student may suspend his/her study (even repeatedly) within the meaning of paragraphs 2 and 3 of this Article as follows:
   a) at the Bachelor study level in a summary duration of a maximum of two academic years,
   b) at the Magister level for a maximum of one academic year,
   c) at the joint level of study for a maximum of three academic years.

2. The full-time student may suspend his/her study without giving any reason before the commencement of any semester for whole semesters. The study may be suspended at any time for serious reasons. The condition for the suspension without giving any reason shall include an instance when the full-time student has completed the study subjects from the previous semester signed-up for the second time.

3. The student shall be required to re-enrol for the study after the suspension in the week before the commencement of the semester in which s/he wishes to resume his/her study.

4. Within the meaning of Section 69, paragraph 1 LAHEE, the student shall not be a UPJŠ student within the period of the suspension of study, and that period of time shall not be included within the standard duration of the study. In the event of an immediate suspension of the study for serious reasons, the student may be allowed, at his/her request, to transfer the study subject in the enrolment sheet created after the re-enrolment for the study. In the event the transfer of all of the study subjects is inevitable in the current semester, that semester shall not be included within the standard duration of the study. Re-enrolment for the study is possible within the period of time as specified in paragraph 3 above.

5. Suspension of study shall be approved by the Rector or by the Dean, if the study programme is run at the Faculty.

**Article 19a**

**Transfers of Students**

1. Under the transfer one shall understand the enrolment of the student of another university or UPJŠ in the study programme of the same level in the same or the related field of study offered by the Pavol Jozef Šafárik University in Košice.

2. The student may apply for the transfer with the UPJŠ Rector or the Dean of the Faculty, if the study programme is run at the Faculty. An application for enrolment may not be
brought by the student who, at the time of filing the application, has his/her study suspended.

3. The application for transfer shall be submitted by the student in writing upon fulfilment of any conditions defined by his/her higher education establishment for the advancement in the next year of study, but not later than 31st August of the relevant year. Included in the application shall be a transcript of his/her academic achievements in his/her previous study confirmed by his/her higher education establishment, information sheets or syllabi of the study subjects passed, and a confirmation that s/he is currently a student at the higher education establishment.

4. The Rector or the Dean, if the study programme is run at the Faculty, shall decide on the student’s application within 30 days of receiving the application. When deciding on the application, the former shall also consider the capacity and a written statement of the guarantor of the relevant study programme.

5. If the Rector or the Dean, if the study programme is run at the Faculty, grants the application of the student, the former shall, at the same time, inform the student of the date of enrolment and of the study subjects the completion of which in the previous study is recognized for the completion of the study programme by its guarantor.

6. The student shall become a student of UPJŠ as of the date of enrolment to the study under paragraphs 1-6 of this Article, and his/her previous study shall be considered left on the day preceding the day of enrolment.

7. The Department of Higher Education or the Faculty Department of Study Affairs, if the study programme is run at the Faculty, shall notify the higher education establishment at which the student left his/her study, within three working days of the enrolment date, which student and in what study programme the enrolment and the date of enrolment has been enabled.

Article 20
Academic Information System and Administration of Study

Administrative acts associated with signing-up of individual study subjects, listing the examination dates, signing-up for examinations, entering the assessments of the study subjects, publication of the study subject information sheets, model study subject syllabi, and publication of the timetable, shall preferably be implemented via the UPJŠ Academic Information System.

Part III
Further Provisions

Article 21
Doctoral Examinations

1. Graduates from the study programmes, having been awarded the degree of "Magister", may sit for a doctoral examination, which includes the defence of the doctoral degree thesis in the study line, in which they have obtained their university education, or in the related line of study.

2. The University confers the following academic degrees:
   a) Doctor of Philosophy (PhDr.) in the social sciences, fine-arts, and medical study programmes;
   b) Doctor of Pedagogy (PaedDr.) in the teacher training study programmes;
   c) Doctor of Law (JUDr.) in the law study programmes;
d) Doctor of Natural Sciences (RNDr.) in the natural sciences study programmes.

4. The rules for passing the doctoral examinations shall be determined by the Rector in the "Rules of Performing the Doctoral Examination and Defence of the Doctoral Degree Thesis at UPJŠ in Košice" or by the Dean of the Faculty, if the performance of the doctoral examination is organised at the Faculty.

**Article 22**

**Appraisals and Rewards**

1. The Rector of the University may grant an appraisal associated with granting a lump-sum scholarship to the students who:
   a) were attaining excellent study results during their study;
   b) developed an excellent final degree thesis;
   c) manifested an exemplary civilian stance or performed an exemplary deed;
   d) represented the University in an exemplary way.

2. The rules for granting the reward by the Rector and the associated lump-sum scholarship shall be governed by the University Scholarship Code and the by-law issued by the Rector.

3. The Deans of the Faculties may grant the student enrolled in the study programme run at the Faculty appraisals and rewards pursuant to the Faculty internal regulations.

**Article 23**

**Transitional and Final Provisions**

1. These Study Rules of Procedure were approved at the meeting of the Academic Senate of UPJŠ in Košice on 20/03/2008 as a separate internal regulation of the University.

2. These Study Rules of Procedure shall enter into force as of the date of their registration by the Ministry. It shall become effective as of the date of delivery of the decision to the University upon its registration by the Ministry.

3. On the date of entry into force of the new Study Rules of Procedure of Pavol Jozef Šafárik University in Košice, the Study Rules of Procedure of Pavol Jozef Šafárik University in Košice of 15/02/2007 as amended shall be repealed.

4. Amendment No. 1 entered into force on 03/06/2010.

5. Amendment No. 2 entered into force on 01/09/2013.

6. The provisions of Article 2, paragraph 10, Article 9, paragraph 2, Article 16 paragraph 4 of the Amendment No. 2 shall apply to the students of the University and its Faculties admitted to the study in the academic year 2013/2014. The study of the students, who became the students prior to the provisions of Article 2, paragraph 10, Article 9, paragraph 2, Article 16, paragraph 4 becoming effective, shall be governed by the provisions of the previously effective Study Rules of Procedure.

Assoc. Prof. JUDr. Imrich Kanárík, CSc., m.p. 
President
Academic Senate
Pavol Jozef Šafárik University
in Košice

Prof. MUDr. Ladislav Mirossay, DrSc., m.p.
Rector
Pavol Jozef Šafárik University
in Košice
Annex No. 1

I. Rules for the Allocation of Credits to Study Subjects

Procedure for the allocation of credits:

A. The number of credits shall unfold from the number of hours of contact teaching (from the number of hours prescribed for the study subject in one week = the number of weekly hours calculation)

\[ A = \text{the number of weekly hours} \]

B. The number of credits shall also evolve from the fact whether a study subject is assessed on the basis of the continuous work during the semester, or whether a preparation for the examination and its successful passing is also necessary for its completion.

- When the study subjects are completed by taking an examination, 1 credit shall be added to A
- When the study subjects are completed without taking an examination, 0 shall be added to A.

\[ B = A + \text{the assessment method} \]

C. Finally, the number of credits shall evolve from the estimated amount of extracurricular work (self-access preparation) required for the completion of the study subject.

- The estimated amount of extracurricular work is substandard (a more systematic preparation is not required and is not verified at all during the semester) = 0
- The estimated amount of extracurricular work is standard = 1
- The longer-than-standard continuous self-access preparation is required = 2

\[ C = B + \text{estimated quantity of the extracurricular work} \]

Particular requirements for extracurricular work (outputs, assignments) shall be listed in the study subject information sheet.

1. One and the same study subject may not be assessed by a different number of credits in different study programmes.

2. For the items that are not part of the contact teaching, but form part of the study programmes and are assessed by awarding the credits, specifications of credits shall apply as determined at individual Faculties.