

# Internal Regulations of Comenius University, Bratislava

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## **Internal Regulation No. 4/2021**

adopted by the Scientific Board of Comenius University,  
Bratislava

### **Rules of the Admission Procedure at Comenius University, Bratislava**



**Year 2021**

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Comenius University, Bratislava (hereinafter referred to as "CU") on the basis of Section 15 (1) (b) of Act No. 131/2002 Z. z. on higher education institutions and on amendments to certain acts as amended (hereinafter referred to as the "Higher Education Act") after having discussed in the Academic Senate of CU on 16 December 2020 in accordance with Section 9 (1) (l) of the Higher Education Act and after approval by the Scientific Board of CU on 1 March 2021 pursuant to Section 12 (1) (b) of the Higher Education Act, issues the following Rules of the Admission Procedure at CU (hereinafter referred to as the "Rules of the Admission Procedure").

## **PART 1 INTRODUCTORY PROVISIONS**

### **Art. 1 Subject matter**

General rules of the admission procedure at CU are the subject of this directive.<sup>1</sup> The rules of the admission procedure are part of the internal quality assurance system of higher education.<sup>2</sup>

## **PART 2 RULES OF THE ADMISSION PROCEDURE**

### **Art. 2 Admission procedure**

- (1) The admission procedure is a process that enables an applicant who proves to meet the conditions set for admission to study to become a student of the chosen study programme at the Faculty of CU. An applicant who does not show the fulfilment of the basic conditions for admission to study at the time of verification of the same, may be admitted to study conditionally, provided that he/she shall show the fulfilment of the aforementioned conditions not later than on the date set for enrolment.<sup>3</sup>
- (2) Comenius University may admit applicants only for the study of the accredited study programmes, which have been listed in the register of study programmes.<sup>4</sup>
- (3) The principles for stipulating the number of admitted candidates are regulated by the Statute of CU.<sup>5</sup>
- (4) The Dean appoints at least one admission commission for each degree of university study. The admission commission assesses the applicant's abilities and prerequisites to study the chosen study programme and prepares a recommendation to the Dean. Particulars on the composition and activities of the admission commission are regulated by the internal regulations of the faculty.

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<sup>1</sup> Statute of CU Art. 52 (6).

<sup>2</sup> Higher Education Act S 15 (1) (b).

<sup>3</sup> Higher Education Act S 58 (1) (h).

<sup>95</sup> Higher Education Act S 27 (1) (h).

<sup>4</sup> Higher Education Act S 55 (6).

<sup>5</sup> Statute of CU Art. 50.

**Art. 3**  
**Conditions for admission to study**

- (1) The basic conditions for admission to study are regulated by the Higher Education Act.<sup>6</sup>
- (2) The faculty can stipulate additional conditions for admission to study for the individual study programmes (hereinafter referred to as "additional conditions for admission to study") in order to ensure that applicants with the necessary skills and prerequisites shall be admitted to study.<sup>7</sup>
- (3) Other conditions for admission to study are approved by the Academic Senate of the faculty.<sup>8</sup>
- (4) The faculty verifies the fulfilment of other conditions for admission to study by an admission exam, if it is designated as a part of the verification of study competences.<sup>9</sup>
- (5) The faculty shall publish in time, not later than on 20 September in the academic year preceding the academic year in which the study is to begin, in case of a bachelor study programme or a study programme pursuant to Section 53 (3) of the Higher Education Act and, in case of other study programmes, not later than two months before the last date set for the submission of applications, information on the admission procedure, which contain
  - a) deadline for submission of applications for study,
  - b) other conditions for admission to study,
  - c) the date and method of verifying the fulfilment of other conditions for admission to study,
  - d) if the admission exam is a part of the verification of study competences, also the form and framework content of the exam and the method of evaluating its results,
  - e) information on the number of applicants the faculty is about to admit for a respective study programme,<sup>10</sup>
  - f) other facts, if stipulated so by the internal quality assurance system of higher education in the faculty conditions.
- (6) The facts pursuant to subsection 5 shall be published on the official notice board of the faculty and in a bulk manner in accordance with a special regulation.<sup>11</sup> These facts cannot be subsequently modified until the termination of the admission procedure.<sup>12</sup> In the same way, the faculty also publishes
  - a) information on the amount of the fee for the admission procedure and on the payment method<sup>13</sup>,
  - b) a list of annexes that an applicant attaches to the application for study.

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<sup>6</sup> Higher Education Act S 56.

<sup>7</sup> Higher Education Act S 57 (1).

<sup>8</sup> Higher Education Act S 27 (1) (h).

<sup>9</sup> Higher Education Act S 57 (3) (b), the first sentence.

<sup>10</sup> Higher Education Act S 57 (5).

<sup>11</sup> Act No. 211/2000 Z. z. on free access to information and amendments of some acts (The Freedom of Information Act).

<sup>12</sup> Statute of CU Art. 52 (5).

<sup>13</sup> Higher Education Act S 92 (12).

**Art. 4**  
**Study application form**

- (1) The admission procedure for an applicant begins with the receipt of his/her written application for study to the faculty implementing the relevant study programme.<sup>14</sup> The application for study shall be submitted
  - a) in paper form on a template published on the website of the Ministry of Education, Science, Research and Sport of the Slovak Republic, or
  - b) in electronic form without an advanced electronic signature, using an information system that allows the candidate to verify its registration in the information system from the date of its submission to the date of the termination of the admission procedure; The applicant is not obliged to print out the application for study submitted in this way and sign it by hand.
- (2) Consent to the processing of personal data is an integral part of the application. The data specified in the application for study to the extent defined by the Higher Education Act<sup>15</sup> may be processed by the faculty for the purposes of the admission procedure and enrolment and provided to other legal entities and natural persons for statistical purposes.<sup>16</sup>
- (3) An applicant with special needs, who requires appropriate adjustments and support services during the admission exam, shall send, together with the application for study, a request to adapt the form of the admission exam<sup>17</sup> with a specification of the required adjustments and support services, accompanied by the relevant specialised documentation.<sup>18</sup> An integral part of the application for study of an applicant with special needs is the consent of the person concerned to the processing of personal data specified in the application.<sup>19</sup>
- (4) If the application for study is not duly completed, if it does not contain the required annexes, or if there are reasonable doubts about the payment of the fee for the admission procedure in the required manner, the faculty shall invite the applicant to remedy the deficiencies within the specified period. If the applicant does not remedy the deficiencies within the specified period of not less than eight days, the application for study shall be considered void.

**Art. 5**  
**Admission exam**

- (1) The faculty can stipulate that the admission exam is a part of the verification of study competences pursuant to Art. 3 (4) of the Rules of the Admission Procedure.
- (2) If the admission exam is a part of the admission procedure for the bachelor study or for the study of a study programme pursuant to Section 53 (3) of the Higher Education Act,

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<sup>14</sup> Higher Education Act S 58 (2).

<sup>15</sup> Higher Education Act S 58 (3).

<sup>16</sup> Higher Education Act S 58 (4).

<sup>17</sup> Internal Regulation No. 23/2014 Directive of the Rector of Comenius University on providing a generally accessible academic environment for students with special needs, Annex No. 4.

<sup>18</sup> Internal Regulation No. 23/2014 Directive of the Rector of Comenius University on providing a generally accessible academic environment for students with special needs Art. 8 (5).

<sup>19</sup> Higher Education Act S 58 (5), the second sentence.

the verification of knowledge may not exceed the content of the complete secondary education.<sup>20</sup>

- (3) The admission exam may be divided into several parts and can take place on one day or more days.
- (4) Except for talent (prerequisite) exams, the admission exam is a written exam as a rule; if required by the nature of the study programme, it may be supplemented by an oral part or a practical part of the admission exam.
- (5) At least one ordinary term and, as a rule, one alternative term must be set for performing the admission exam<sup>21</sup>. An alternative term for the admission exam may be granted by the Dean to the applicant if so requested in writing<sup>22</sup>. The reason for approving an alternative term may in particular be
  - a) sudden illness,
  - b) study abroad, if preparing for study at CU, or
  - c) the applicant's participation in the admission exam at another faculty or university.
- (6) The faculty shall send the applicant an invitation to the admission exam not later than 28 days before the exam; if the admission exam is divided into several parts, the faculty shall send the applicant an invitation not later than 28 days before the date of its first part.
- (7) The Dean shall appoint at least a three-member examination commission to perform the admission exam. At least two members of the examination commission must be present at the admission exam or part thereof.
- (8) Before the admission exam or its part, the applicant's identity shall be verified with an identity card or other proof of identity (for example a passport).
- (9) A written record shall be kept of the course of the admission exam of each applicant, which is part of the admission procedure documentation. The admission procedure documentation also includes
  - a) a completed and evaluated written part of the applicant's admission exam with the result (number of points obtained) and signed by the person who evaluated the written part of the admission exam or entered the data into the information system,
  - b) a record of the oral exam, if it was part of the admission exam, containing the questions put to the applicant, the result of the exam, the date and signatures of the members of the examination commission, or
  - c) a record of the talent (prerequisite) exam, if it was part of the admission exam, containing the tasks assigned to the applicant, the result of the exam, the date and signatures of the members of the examination commission.
- (10) The evaluation of the written part of the admission exam must be anonymous, i.e. the person who evaluates the written part of the admission exam must not know which applicant wrote the relevant written part of the admission exam.

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<sup>20</sup> Statute of CU Art. 51 (6).

<sup>21</sup> Statute of CU Art. 52 (3).

<sup>22</sup> The written form of the legal act is regulated by S 40 (3) and (4) of Act No. 40/1964 Z. z. Civil Code as amended.

- (11) The Dean or the examination commission shall interrupt the applicant's admission exam or a part thereof if
- a) the applicant commits cheating or an act contrary to the rules announced at the beginning of the admission exam; the results of the interrupted admission exam shall not be evaluated, no alternative term of the admission exam shall be provided to the applicant and his/her admission exam is considered unsuccessful,
  - b) in its course, there are some circumstances identified which breach the equality of applicants taking part in the admission exam; the results of the interrupted admission exam or a part thereof shall not be evaluated, the admission exam or a part thereof shall be repeated on an alternative term or another term stipulated by the Dean.
- (12) The faculty without undue delay
- a) shall make available the results of the individual parts of the admission exam and the overall result of the admission exam to the applicant through the academic information system, and
  - b) shall publish the results of the admission exam of all applicants on the website of the faculty and on the official notice board of the faculty in the form: applicant's code, overall result of the admission exam; the results shall be published according to the individual study programmes and ranked by applicants' codes.

#### **Art. 6**

#### **Decision on the result of the admission procedure**

- (1) The procedure and decision-making on the result of the admission procedure is not governed by the general regulation on administrative proceedings.<sup>23</sup>
- (2) The Dean<sup>24</sup> shall decide on admission to study for the study programme based on the proposal of the admission commission.
- (3) The decision on the result of the admission procedure must be made in writing within 30 days from the date of verification that the conditions for admission to study were met. It must contain an operative part, reasoning, instruction on the possibility of how to apply for a review of the decision. It must be delivered to the applicant personally. To an applicant whose current place of residence is unknown, it shall be delivered by posting the decision on the official notice board of the faculty for 15 days. The last day of this period is considered the day of delivery.<sup>25</sup> Particulars of the content of the decision on the result of the admission procedure can be found in Annex No. 1 of the Rules of the Admission Procedure. A template of the decision on admission to study can be found in Appendix No. 2 of the Rules of the Admission Procedure. A template of the decision on non-admission to study can be found in Appendix No. 3 of the Rules of the Admission Procedure.
- (4) The decision on the result of the admission procedure shall be delivered in paper form via the postal company to the address of the permanent residence specified by the applicant

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<sup>23</sup> Act No. 71/1967 Z. z. on administrative proceedings (Administrative Procedure Code) as amended.

<sup>24</sup> Higher Education Act S 58 (6).

<sup>25</sup> Higher Education Act S 58 (7).

in the application for study; this shall be without prejudice to the obligation of the faculty to deliver the decision on the result of the admission procedure to the electronic mailbox pursuant to a special regulation on the electronic form of the exercise of public authority.<sup>26</sup>

- (5) The effects of the delivery of the decision on the result of the admission procedure pursuant to subsection 3 shall occur on the day of
  - a) receiving the decision by the applicant or the person authorized by him/her to accept consignments,
  - b) returning the undelivered consignment to the faculty, even though the applicant did not learn about it,
  - c) refusing to accept the consignment by the applicant.
- (6) The Dean may issue a decision on conditional admission to study to an applicant who does not show the fulfilment of the basic conditions for admission to study at the time of verification of the same. The operative part of the decision must include the condition for admission to study and the period within which the given condition is to be met. A template of the decision on conditional admission to study can be found in Annex No. 4 of the Rules of the Admission Procedure. If the applicant not later than on the date set for enrolment
  - a) shows the fulfilment of the basic conditions for admission to study, the Dean shall issue a certificate of the fulfilment of the basic conditions for admission to study and the applicant is deemed to be duly admitted to the chosen study programme; A template of the certificate of fulfilment of basic conditions for admission to study can be found in Annex No. 5 of the Rules of the Admission Procedure,
  - b) fails to show the fulfilment of the basic conditions for admission to study, the Dean issues a decision by which the decision on conditional admission to study is revoked and he/she decides not to admit the applicant to study of the chosen study programme.
- (7) A copy of the decision on the result of the admission procedure is part of the applicant's admission procedure documentation.
- (8) The faculty without undue delay, shall publish an anonymised list of the admitted applicants on the faculty website and on the official notice board of the faculty, either a complete list of the admitted applicants or a list of the admitted applicants according to the individual study programmes. The way of publishing the list of the admitted candidates is stipulated by the Dean. If the faculty publishes a complete list of the admitted applicants, it indicates the following data: the applicant's code and the study programme for which the applicant was admitted. If the faculty publishes a list of the admitted applicants according to individual study programmes, it only indicates the codes of the admitted applicants.
- (9) The information published pursuant to subsection 8 must contain the note "The list of the admitted applicants is for information only, the decision of the Dean on the result of the admission procedure, which will be delivered to the applicant personally, is decisive."

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<sup>26</sup> Act No. 305/2013 Z. z. on the electronic form of governance conducted by public authorities and on amendments and supplements to other acts (e-Government Act).

## **Art. 7**

### **Applicant's inspection of the admission procedure documentation**

- (1) Any applicant has the right to inspect the documentation of his/her admission procedure upon request.<sup>27</sup> The applicant shall submit a written request for inspection of the admission procedure documentation to the Dean
  - a) within seven days from publishing the list of the admitted applicants on the website of the faculty, or
  - b) forthwith upon receipt of the decision on non-admission to study.
- (2) Inspection of the admission procedure documentation means that the applicant can read the documentation and make copies thereof. The documentation can be inspected solely in the dedicated faculty premises and in the presence of persons authorized by the Dean.
- (3) If the applicant finds that his/her written part of the admission exam has been incorrectly evaluated or a mistake has been made in determining the number of points obtained, he/she shall notify the person present at the inspection in accordance with subsection 2 and indicate him/her in the request for a review of the decision on non-admission to study.

## **Art. 8**

### **Review of the decision on the result of the admission procedure**

- (1) The applicant may submit a request for a review of the decision on the result of the admission procedure. The request shall be submitted to the Dean who issued the decision within eight days from the date of receipt of the decision.<sup>28</sup>
- (2) The Dean shall examine the applicant's objections indicated in the request for the review of the decision. If it is proven that the applicant has been harmed by an incorrect evaluation of the admission exam, the Dean in cooperation with the examination commission is obliged to remedy the deficiency and include the applicant in the ranking list according to the corrected number of points obtained.
- (3) Changes in the admission procedure documentation must be made on a commission basis and a written record must be drawn up of them signed by the members of the examination commission.
- (4) The Dean after a change in the admission procedure documentation pursuant to subsection 3
  - a) shall confirm the decision on non-admission to study, changing the reasoning of the decision on non-admission to study, if it is proven that the applicant does not meet the conditions for admission to study for the relevant study programme even after the change in the admission procedure documentation, or
  - b) shall annul the decision on non-admission to study and issue the decision on admission to study if it is proved that the applicant has met the conditions for admission to study for the relevant study programme after the change in the admission procedure documentation.
- (5) The Dean may grant the request himself/herself if he/she finds that the decision was issued in violation of the Higher Education Act, the Internal Regulations of CU or the

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<sup>27</sup> Higher Education Act S 58 (11).

<sup>28</sup> Higher Education Act S 58 (8), the first and the second sentence.

faculty, or other conditions for admission to study.<sup>29</sup> Otherwise, he/she shall forward the request to the Rector within 15 days from the date of its receipt, together with the attached file material and the written opinion on the applicant's statements and objections.

- (6) The Rector shall change the decision if it was issued in violation of the Higher Education Act, the Internal Regulations of CU or the faculty, or other conditions for admission to study. Otherwise, the request shall be rejected and the original decision shall be confirmed.<sup>30</sup>
- (7) The Rector's decision pursuant to subsection 6 must contain an operative part, reasoning, instruction that it is not possible to file a request for a review.
- (8) A reply to the applicant for the review of the decision must be sent within 30 days of receipt of the request for the review of the decision on non-admission to study to the faculty.<sup>31</sup>
- (9) The decision on non-admission to study against which the student did not file a request for the review of the decision shall take effect on the day of the expiry of the eight-day period pursuant to subsection 1.
- (10) The Rector's decision on the request for the review of the decision on non-admission to study shall take effect on the day of its delivery to the applicant in accordance with the provisions of Art. 6 (3) to (5).

#### **Art. 9**

##### **Applicant's right to enrol in the study and its termination**

- (1) By notifying the decision on admission to study, the applicant acquires the right to enrol. The date, place and method of enrolment of the admitted applicant shall be determined by the faculty and it shall notify him/her thereof.<sup>32</sup>
- (2) The faculty has the right to request information from the admitted applicants whether they enrol in the study.<sup>33</sup>
- (3) The right of the applicant to enrol in the study, who was admitted to study conditionally according to Art. 6 (6), shall expire if, at the latest on the day set for enrolment, he/she does not show the fulfilment of the basic conditions for admission to study.<sup>34</sup>

#### **Art. 10**

##### **Admission procedure in case of transfer of a student from another university**

- (1) CU may, under the conditions of subsection 4, allow enrolment to a student who has been admitted to the study programme of the relevant degree in the same field of study or in a related field of study at another university if so requested in writing (hereinafter referred

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<sup>29</sup> Higher Education Act S 58 (8), the third sentence.

<sup>30</sup> Higher Education Act S 58 (8), the fifth and the sixth sentence.

<sup>31</sup> Higher Education Act S 58 (8), the tenth sentence.

<sup>32</sup> Higher Education Act S 59 (1).

<sup>33</sup> Higher Education Act S 58 (9).

<sup>34</sup> Higher Education Act S 59 (3), the second sentence.

to as "transfer").<sup>35</sup>

- (2) A student can apply for a transfer at the beginning of the academic year at the earliest after successful completion of the first year of study and meeting the conditions for the promotion to the next year of study according to the rules set at the university from which the student wants to transfer.
- (3) The transfer shall take place in the form of the admission procedure.
- (4) The conditions for admission to study in case of transfer shall be approved by the Academic Senate of the faculty on the proposal of the Dean. The conditions for admission to study in case of transfer may differ from other conditions for admission to study, which were required to be met by applicants from secondary schools or graduates of a certain degree study programme when admitting to a higher level of study. If the faculty has not approved special conditions for admission to study in case of transfer, other conditions for admission to study valid for the relevant academic year will apply in case of transfer.
- (5) The student shall enclose with the transfer request a transcript of records of the study at the university from which he/she wishes to transfer and, if necessary, the information sheets of the subjects he/she has successfully completed.
- (6) The faculty shall decide on the transfer request of a student from another university within 30 days of the receipt of all documents used for such a decision.<sup>36</sup> The Dean shall decide on the transfer request following the opinion of the guarantor of the relevant study programme.
- (7) On the day of enrolment according to subsection 1, the student becomes a student of CU and his/her previous studies are considered left on the day preceding the day of enrolment. The faculty shall notify the university where the student left the study, within three working days of the enrolment, which student and in which study programme it allowed the enrolment, and the enrolment date.<sup>37</sup>
- (8) Recognition of credits and completion of subjects in case of transfer are subject to the Study Regulations of CU or the study regulations of the faculty of CU if issued.

### **PART 3 SPECIAL PROVISIONS ON DOCTORAL STUDIES**

#### **Art. 11 Admission procedure for doctoral studies**

- (1) The conditions for admission to doctoral studies are subject to the provisions of Art. 2 and Art. 3 (1) to (3).
- (2) The admission procedure for doctoral studies always includes an admission exam.<sup>38</sup>
- (3) The faculty shall publish in time, not later than two months before the last day set for the

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<sup>35</sup> Higher Education Act S 59 (4).

<sup>36</sup> Higher Education Act S 59 (5).

<sup>37</sup> Higher Education Act S 59 (6).

<sup>38</sup> Higher Education Act S 57 (3).

submission of applications for doctoral studies

- a) information on the admission procedure according to Art. 3 (5)
  - b) dissertation topics that can be applied for in the admission procedure.<sup>39</sup>
  - c) other facts, if stipulated so by the internal quality assurance system of higher education in the faculty conditions.
- (4) A supervisor is designated for each of the listed dissertation topics. The applicant for doctoral studies applies for one of the listed topics.<sup>40</sup>
- (5) The faculty shall also include topics assigned by an external educational institution among the listed dissertation topics; together with the listed topic, the name of the external educational institution shall be stated. An external educational institution may also publish the dissertation topics separately.<sup>41</sup>
- (6) The facts pursuant to subsections 3 to 5 shall be published on the official notice board of the faculty and in a bulk manner in accordance with a special regulation.<sup>42</sup> These facts cannot be subsequently modified until the termination of the admission procedure.<sup>43</sup> In the same way, the faculty also publishes
- a) information on the amount of the fee for the admission procedure and on the payment method,<sup>44</sup>
  - b) a list of annexes that an applicant attaches to the application for doctoral studies.
- (7) Art. 4 applies to the submission of an application for doctoral studies. The annexes to the application for doctoral studies include
- a) curriculum vitae,
  - b) certified copies of evidence of formal qualifications; the applicant who has completed a Master's degree at the same faculty to which he/she is applying for doctoral studies shall submit copies of evidence of education; an applicant who has completed a Master's degree at one of the faculties of CU and is applying for doctoral studies at another faculty shall submit copies of evidence of education together with their originals for inspection and verification to the study department staff of the faculty,
  - c) a list of the published articles or a list of the results of other professional or artistic activities and reviews of these works and activities, if any,
  - d) other documents stipulated in other conditions of admission to study.
- (8) Art. 5 applies *mutatis mutandis* to the admission exam for doctoral studies.
- (9) The faculty shall send the applicant an invitation to the admission exam not later than 14 days before the exam, and shall also inform him/her of its content focus.
- (10) The admission exam for doctoral studies shall take place in front of an admission commission, which consists of a chairman and at least two members. The chairman and members of the admission commission are appointed and removed by the Dean on the

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<sup>39</sup> Higher Education Act S 54 (5), the first sentence.

<sup>40</sup> Higher Education Act S 54 (5), the second and the third sentence.

<sup>41</sup> Higher Education Act S 54 (6).

<sup>42</sup> Act No. 211/2000 Z. z. on free access to information and amendments of some acts (The Freedom of Information Act).

<sup>43</sup> Statute of CU Art. 52 (5).

<sup>44</sup> Higher Education Act S 92 (12).

proposal of the chairman of the scientific field commission.

- (11) If the applicant for doctoral studies chooses the dissertation topic announced by an external educational institution, the external educational institution must also agree to his/her admission to doctoral studies. The admission exam on the dissertation topic announced by the external educational institution shall take place in front of the admission commission, in which members of the faculty and members appointed by the director of the external educational institution are represented. The members of the admission commission from the faculty are appointed by the Dean. The admission exam can be held on the premises of the external educational institution with the participation of the faculty representatives in agreement with the faculty and the external educational institution.<sup>45</sup>
- (12) The admission commission shall evaluate the result of the admission exam in a closed session. If several applicants have applied for the same dissertation topic and the nature of the topic precludes it to be solved by several applicants, their ranking shall be determined based on their success in the admission exam. When determining the ranking, the admission commission also takes into account the scope and quality of the applicant's publishing activities and the results of his/her other professional or artistic activities.
- (13) Minutes shall be taken of the admission exam for doctoral studies and its result. The admission commission shall submit a proposal for the admission of the successful applicant to the Dean.
- (14) Along with the admission of the applicant to doctoral studies, the faculty shall determine the supervisor and the dissertation topic<sup>46</sup>, and the department<sup>47</sup>, to which the doctoral student is assigned (hereinafter referred to as the "supervising department"). The supervising department is usually the department of the supervisor.
- (15) Art. 6 to 9 shall apply to the decision on the result of the admission procedure for doctoral studies, the applicant's inspection of the admission procedure documentation for doctoral studies, the review of the decision on the result of the admission procedure for doctoral studies and the applicant's right to enrol in doctoral studies.
- (16) The admission procedure in case of transfer of a doctoral student from another university is covered by Art. 10.

## **PART 4 COMMON, TRANSITIONAL AND FINAL PROVISIONS**

### **Art. 12 Common and transitional provisions**

- (1) The faculty is obliged to deposit the admission procedure documentation for at least 25 years from the date of completion of the study.<sup>48</sup>

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<sup>45</sup> Higher Education Act S 54 (7).

<sup>46</sup> Higher Education Act S 54 (5), the fourth sentence.

<sup>47</sup> The organizational structure of the faculty (external educational institution) and the names of workplaces are usually regulated in the Organizational Rules of the Faculty (Organizational Rules of the external educational institution).

<sup>48</sup> Higher Education Act S 55 (9).

- (2) The conditions for admission to study determined in accordance with Section 57 (5) of the Higher Education Act for the academic year 2021/2022 shall remain the same.
- (3) If the peculiarities of the study at the faculty require a more detailed adjustment of the rules of the admission procedure, the faculty shall issue the rules of the admission procedure of the faculty. The rules of the admission procedure of the faculty must comply with these Rules of the Admission Procedure. The rules of the admission procedure of the faculty are a part of the internal quality assurance system of higher education at CU in the faculty conditions.

**Art. 13**  
**Final provisions**

- (1) The annexes to the Rules of the Admission Procedure include:

Annex No. 1	Particulars of the content of the decision on the result of the admission procedure,
Annex No. 2	Template of the decision on admission to study,
Annex No. 3	Template of the decision on non-admission to study,
Annex No. 4	Template of the decision on conditional admission to study,
Annex No. 5	Template of the certificate of fulfilment of basic conditions for admission to study.

- (2) The Rules of the Admission Procedure shall enter into force and effect on the day of their approval by the Scientific Board of CU.

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