

Minimum numbers of credits in the control stages of studies

A. Bachelor's degree programmes with a standard length of studies of three years

Control stage of studies	Number of credits
at the end of the first semester	15 credits
at the end of the first year of studies	40 credits
at the end of the second year of studies	80 credits
at the end of the third year of studies	120 credits
at the end of the fourth year of studies	160 credits
at the end of the fifth year of studies	180 credits

B. Bachelor's degree programmes with a standard length of studies of four years

Control stage of studies	Number of credits
at the end of the first semester	15 credits
at the end of the first year of studies	40 credits
at the end of the second year of studies	80 credits
at the end of the third year of studies	120 credits
at the end of the fourth year of studies	160 credits
at the end of the fifth year of studies	200 credits
at the end of the sixth year of studies	240 credits

C. Master's degree programmes with a standard length of studies of one year

Control stage of studies	Number of credits
at the end of the first semester	15 credits
at the end of the first year of studies	40 credits
at the end of the second year of studies	40 credits
at the end of the third year of studies	60 credits

D. Master's degree programmes with a standard length of studies of two years

Control stage of studies	Number of credits
at the end of the first semester	15 credits
at the end of the first year of studies	40 credits
at the end of the second year of studies	80 credits
at the end of the third year of studies	100 credits
at the end of the fourth year of studies	120 credits

E. Master's degree programmes with a standard length of studies of three years

Control stage of studies	Number of credits
at the end of the first semester	15 credits
at the end of the first year of studies	40 credits
at the end of the second year of studies	80 credits
at the end of the third year of studies	120 credits
at the end of the fourth year of studies	160 credits
at the end of the fifth year of studies	180 credits

F. Study programmes pursuant to Section 53 (3) of the Higher Education Act with a standard length of studies of five years

Control stage of studies	Number of credits
at the end of the first semester	15 credits
at the end of the first year of studies	40 credits
at the end of the second year of studies	80 credits
at the end of the third year of studies	120 credits
at the end of the fourth year of studies	160 credits
at the end of the fifth year of studies	200 credits
at the end of the sixth year of studies	240 credits
at the end of the seventh year of studies	300 credits

G. Study programmes pursuant to Section 53 (3) of the Higher Education Act with a standard length of studies of six years and doctoral degree programmes with a standard length of studies of six years

Control stage of studies	Number of credits
at the end of the first semester	15 credits
at the end of the first year of studies	40 credits
at the end of the second year of studies	90 credits
at the end of the third year of studies	135 credits
at the end of the fourth year of studies	180 credits
at the end of the fifth year of studies	225 credits
at the end of the sixth year of studies	270 credits
at the end of the seventh year of studies	315 credits
at the end of the eighth year of studies	360 credits

General rules governing enrolment, assessment and keeping records of study results at the Comenius University faculties

Article 1

Details of initial enrolment and enrolment for the next part of studies

- (1) The initial enrolment and enrolment for the next part of studies are administratively ensured by the Study Department.
- (2) The enrolment process shall be carried out by:
 - a) entering the student's data in the Academic Information System (in particular the student's personal data, the student ID card data, consent to the disclosure of the student's personal data to third parties),
 - b) specifying the subjects the student wishes to take in the forthcoming period of studies (academic year or semester); this information shall be entered by the student on the enrolment sheet in the Academic Information System,
 - c) confirming the enrolment sheet in the Academic Information System and signing the Study Plan Protocol,
 - d) handing over the student ID card; this act is the final part of the enrolment process and is carried out after the successful completion of the previous acts.
- (3) The enrolment for studies shall be entered in the Academic Information System and on study certificates as at the date of the enrolment for studies. If the enrolment for studies takes place before the beginning of the academic year in which the studies of an applicant admitted to studies are to commence, the commencement of studies shall be entered as at 1 September in accordance with Section 69 (2) of the Higher Education Act.
- (4) Enrolment for the next part of studies shall take place by
 - a) concluding the previous part of studies in accordance with the rules and conditions for the establishment of study plans of the relevant study programme,
 - b) checking and making changes to the student's data in the Academic Information System (in particular, the student's personal data, the student ID card data, consent to the disclosure of the student's personal data to third parties),
 - c) specifying the subjects the student wishes to take in the forthcoming period of studies (academic year or semester); this information shall be entered by the student on the enrolment sheet in the Academic Information System,
 - d) confirming the enrolment sheet in the Academic Information System and signing the Study Plan Protocol,
 - e) renewing the validity of the student ID card with a prolongation mark; this act is the final part of the enrolment process for the next part of studies and is carried out after the successful completion of the previous acts.

- (5) The enrolment for the next part of studies or re-enrolment shall be entered in the Academic Information System and on study certificates as at the date of enrolment for the next part of studies.
- (6) The student has the right to make modifications to his/her study plan (cancellation or change of enrolled subjects) by the end of the second week of the teaching part of each semester, without giving any reason. Modification of the study plan is implemented by confirming the modified enrolment sheet in the Academic Information System and by signing the Study Plan Change Protocol.
- (7) The student may be represented by a person authorised by him/her in writing when carrying out acts which are personally carried out at the Study Department in the course of the initial enrolment or enrolment for the next part of studies.
- (8) Immediately after completing the initial enrolment or enrolment for the next part of studies, students are obliged to validate their student ID cards in the university terminal.

Article 2

Details of the assessment and keeping records of study results

- (1) Scope of authority of the Study Department:
 - a) it archives the Subject Assessment Reports signed by the relevant teachers,
 - b) it prints out the Report on the Fulfilment of Study Obligations from the Academic Information System and checks study results after the end of the examination period of the summer semester.
- (2) Scope of authority of the department:
 - a) it supplies and updates for the Study Department a list of internal and external teachers and their signature specimens,
 - b) it archives students' written work which is part of the subject assessment, in accordance with the CU Registrar's Regulations and Registrar's Plan for a period of three years,
 - c) the head of the department shall arrange for immediate remedy and take measures to eliminate any shortcomings, if the Study Department has discovered and reported to him/her any different or missing assessments identified during a study results control.
- (3) Position and role of the teacher:
 - a) The teacher may require the student to present his/her student ID card during the continuous assessment or examination.
 - b) If the student's assessment includes a written form, the teacher is obliged to publish the results of the continuous assessment or the results of the written form of the examination on a pre-agreed date and in an agreed manner, but no later than within 5 days, provided that the provisions of generally binding legislation on the protection of personal data are complied with. Students' names and

assessment results shall only be published with the students' written consent. Otherwise, the teacher shall use the codes that have been assigned to them.

- c) The teacher shall enter the result of the examination assessment into the Academic Information System without delay.
 - d) The teacher shall arrange for the Subject Assessment Reports to be printed, signed, and submitted to the Study Department after the last student has taken the examination, but no later than on the next working day after the end of the examination period.
- (4) The student has the right, in accordance with Article 12 (9), not to accept the assessment on the examination date. The student shall inform the teacher of his/her non-acceptance of the assessment immediately after the assessment of the last part of the examination has been published. If the examination was held in written form pursuant to paragraph 3(b), the student shall notify the teacher in writing of his/her non-acceptance of the assessment by electronic mail no later than 48 hours after the results of the written part of the examination have been published. Immediately after the assessment is not accepted, the teacher shall enter the marking grade FX in the Academic Information System as the assessment of the relevant examination date.
- (5) The student's obligations:
- a) on the date of the continuous assessment or examination, the student is obliged to bring his/her student ID card and present it to the teacher on request; if the student fails to present his/her student ID card on request, the teacher is not allowed to examine the student or make his/her continuous assessment,
 - b) having met the last study obligation in the semester or academic year, but in any case no later than by the end of the examination period, the student is obliged to check the correctness and completeness of the assessments registered in the Academic Information System; if the student has discovered any discrepancy or missing data during the control, he/she shall inform the teacher of the particular subject thereof without undue delay,
 - c) with his/her signature, the student shall confirm the correctness and completeness of the data in the Report on the Fulfilment of Study Obligations in the relevant academic year.
- (6) If the relevant time-limit has elapsed since the end of the examination period and the subject for which the student is enrolled and about which there is no indication of its assessment in the Academic Information System shall be deemed to have been failed and the Study Department shall enter the marking grade FX for the subject in the Academic Information System; the subject shall also be understood to include the subject listed in the study contract of the student sent on academic mobility, after the permitted modifications have been made.

Expulsion decision

The pronouncement section of an expulsion decision shall contain:

- a) the name of the body that has decided to expel the student,
- b) the addressee of the decision (name and surname of the student, date of birth, place of permanent residence, student code, if assigned),
- c) an indication of the relevant provisions hereof and, where applicable, an indication of the provisions of generally binding legislation, internal regulations of Comenius University or its units on the basis of which the expulsion decision was made,
- d) the expulsion decision with specification of the study programme from which the student is being expelled.

The justification section of an expulsion decision shall contain:

- a) information on who has filed the proposal to expel the student from studies (if no proposal to expel the student from studies has filed, it must be stated that the Dean has acted ex officio, i.e. on his/her own initiative), provide the reason that led to the student's expulsion from studies. It is necessary to list all source materials from which the facts justifying the expulsion from studies have been ascertained and to include copies of the source materials in an appendix (e.g. the statement of the student's assessment showing that he/she has not met the conditions necessary for further continuation of studies),
- b) justification of the decision, i.e. the summary and evaluation of all the facts based on which the decision was made, including references to all the source materials for the decision from which the facts were ascertained,
- c) considerations guiding the Dean when using the regulations based on which the decision was made, including justification of the use of correct consideration when issuing the expulsion decision, if used.

Decision on the request for reviewing the expulsion decision

The pronouncement section of a decision on the request for reviewing the expulsion decision shall contain:

- a) the name of the body that has issued a decision on the request for reviewing the expulsion decision,
- b) the addressee of the decision (name and surname of the student, date of birth, place of permanent residence, student code, if assigned),

- c) specification of the relevant provisions hereof (*if necessary, indicate other provisions of generally binding legislation, internal regulations of Comenius University*),
- d) the decision:
 - I. confirming the Dean's expulsion decision and rejecting the student's request for reviewing the expulsion decision,
 - II. modifying the Dean's expulsion decision,
 - III. reversing the Dean's expulsion decision and returning the case for further proceedings.

The justification section of a decision on the request for reviewing the expulsion decision shall contain:

- a) information on who has filed the request to expel the student (if no proposal for expulsion was filed, it should be stated that the Dean has acted ex officio, i.e. on his/her own initiative), state the reason that led to the student's expulsion from studies,
- b) the detailed content of the Dean's expulsion decision, including copies of the source materials that accompanied the Dean's expulsion decision. (*Such copies of source materials shall also be attached to this Decision*),
- c) information on when (*specify the date*) the student requested reviewing the expulsion decision. It is necessary to indicate (*to be verified*) whether the student's request for the expulsion from studies was filed in a timely manner and by an authorised person,
- d) a description of what the student objects to in his/her request for reviewing the expulsion decision, and the Rector must deal with the student's objections appropriately,
- e) justification of the decision, i.e. the summary and evaluation of all the facts based on which the decision was made, including references to all the source materials for the decision from which the facts were ascertained,
- f) considerations guiding the Rector when using the regulations based on which the decision was made, including justification of the use of correct consideration when issuing the expulsion decision, if used,
- g) the conclusion reached by the Rector in reviewing the student's request.

Annex No. 4 to Internal Regulation No. 20/2019 approved by the Academic Senate of Comenius University

Logo of the faculty

Comenius University Bratislava
..... Faculty

Faculty address

Dean's Office / Department

Dear Madam/Sir,
name and surname
address

Your letter No. / dated
dispatch

Our ref. No.

Contact person / extension

Place and date of

Bratislava/Martin
XX.XX.20XX

Expulsion decision

The Dean of Comenius University Bratislava, Faculty of (provide the name of the faculty) (hereinafter referred to as "the Dean" and "the faculty") as the relevant body for action under **Section 66 (1)(b) / Section 66 (1)(c)** (*Select one of the options*) of Act No. 131/2002 Coll. on Higher Education and on Amendments and Supplement to Certain Acts (hereinafter referred to as "the Higher Education Act") (*the provisions of the faculty's study regulations must also be specified, if issued by the faculty*) in the matter of proceedings to expel from studies (*name and surname of the student, date of birth, place of permanent residence, student code, if assigned*) (hereinafter referred to as "the student"), hereby issues the following

decision:

pursuant to **Section 66 (1)(b) / Section 66 (1)(c)** of the Higher Education Act
(*choose one of the options*)

I hereby expel

the student from his/her(*bachelor's degree, master's degree, etc.*) studies in the study programme in the field of study of in form of study (code of the study programme, etc.) which commenced on (provide the date).

On the effective date of this Decision, the identified student will no longer be a student of Comenius University Bratislava, Faculty of (provide the name of the faculty).

Justification:

1. a) On a proposal was filed to expel the student from studies for the following reason *(indicate who has filed the proposal for the student's expulsion from studies and the reason that had led to the student's expulsion from studies)*.

b) *(if the Dean has acted ex officio)*
On the Dean initiated the proceedings to expel the student from studies due to *(state the reason that has led to the student's expulsion from studies)*.

(choose one of the above-stated options, i.e. 1. a) or 1. b)).
2. *(It is necessary to summarise and evaluate all the facts for which the student is expelled from studies. It is also necessary to list all source materials from which the facts justifying the expulsion from studies have been ascertained and to include copies of the source materials in an appendix, e.g. the statement of the student's assessment showing that he/she has not met the conditions necessary for further continuation of studies)*.
3. Since you have not met the conditions resulting from the study programme study regulations / faculty study regulations *(it is necessary to specific the particular article of the study regulations / faculty study regulations)*, I have made the decision as stated in the pronouncement section of this Decision.

Advice:

In accordance with the Article 38 (1) of the Study Regulations, this Decision may be reviewed based on a written request filed by the expelled student within 8 days after the decision delivery date. The request is filed with the body that has issued the decision. A timely request for reviewing the decision shall have suspensive effect.

This Decision cannot be reviewed by a court on the basis of a general administrative action under Section 177 et seq. of Act No. 162/2015 Coll., the Code of Administrative Procedure.

.....
Academic degree, name and surname
Dean of the Faculty

Annexes:

(e.g. the statement of student's assessment showing that he/she has not met the conditions necessary for further continuation of studies)

Annex No. 5 to Internal Regulation No. 20/2019 approved by the Academic Senate of Comenius University



Comenius University Bratislava
Rector's Office

Šafárikovo námestie 6
P. O. BOX 440
814 99 Bratislava 1

Rector's Office

Dear Madam/Sir,
name and surname
address

Your letter No. / dated
dispatch

Our ref. No.

Contact person / extension

Place and date of

Bratislava
XX.XX.20XX

Decision on request for reviewing the expulsion decision

The Rector of Comenius University Bratislava, (hereinafter referred to as "the Rector" and "CU"), as the body competent to act pursuant to Article 38 (6) of CU Internal Regulation No. XX/2019 - Study Regulations of Comenius University (hereinafter referred to as "the Study Regulations") in the matter of the request from (name and surname of the student, date of birth, place of permanent residence, student code, if assigned to him/her) (hereinafter referred to as "the student") delivered on, for reviewing the expulsion decision No. issued by the Dean of Comenius University, Faculty of (hereinafter referred to as "the Dean") on, by which the student was expelled, hereby issues the following

decision:

pursuant to Article 38 (6) of the Study Regulations

confirming the Dean's expulsion decision and **rejecting** the student's request for reviewing the expulsion decision/

modifying the Dean's expulsion decision/

reversing the Dean's expulsion decision and **returning the case** for further proceedings

(choose only one of the options)

Justification:

(description of the course of proceedings so far)

1. a) On a proposal was filed to expel the student from studies for the following reason *(indicate who has filed the proposal for the student's expulsion from studies and the reason that had led to the student's expulsion from studies).*

b) (if the Dean has acted ex officio)

On the Dean initiated the proceedings to expel the student from studies due to *(state the reason that has led to the student's expulsion from studies).*

(choose one of the above-stated options, i.e. 1. a) or 1. b)).

2. On the Dean as the first-instance body issued the expulsion decision *(state details of the expulsion decision, where and when it was issued, whom and what subject it concerned).*
3. On the student who has been expelled from studies by the decision of the Dean requested in writing for reviewing the expulsion decision. The written request for reviewing the expulsion decision was filed in a timely manner and by an authorised person.
4. Since the Dean, as the first-instance body, did not decide on the filed request for reviewing the expulsion decision by means of the so-called self-mediation, he/she submitted the filed request for reviewing the expulsion decision together with all case file material, with a report, including his/her own opinion on the request for reviewing the expulsion decision, to the Rector, as the second-instance body.
5. In his/her request for reviewing the expulsion decision, the student *(it is necessary to specify the student's objections stated in his/her request for reviewing the expulsion decision and what he/she proposes. At the same time, in the justification the Rector must deal with the student's reasoning provided in his/her request for reviewing the expulsion decision in the justification section of his/her decision, and the Rector must duly justify his/her opinion).*
6. *(Here it is necessary to justify the decision. Where the Rector has agreed with the reasoned decision of the first-instance body, it is necessary to state explicitly in the justification section that he/she has agreed with the reasons given in the first-instance decision. If the Rector does not agree with the entire first-level decision or a part thereof, he/she shall deal with the reasons for his/her disagreement.)*
7. Having reviewed the request for reviewing the expulsion decision, the Rector as the second-instance body*(state the conclusion the Rector has reached).*
8. Based on the above-stated facts, the Rector has decided as specified in the pronouncement section of the Decision.

Advice:

No request for reviewing the expulsion decision may be filed against the this Decision.

This Decision may be reviewed by a court on the basis of a general administrative action under Section 177 et seq. of Act No. 162/2015 Coll., the Code of Administrative Procedure. The administrative action needs to be filed within two months after this Decision notification date.

Academic degree, name and
surname
Rector of Comenius
University

Annexes: *(state as necessary)*