

Internal Regulations  
Comenius University Bratislava, Faculty of Law

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**Internal Regulation No. 20/2019**

approved by the Academic Senate of  
Comenius University Bratislava

**Rules of Study of Comenius University Bratislava**



**Year 2019**

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Comenius University Bratislava (hereinafter referred to as “Comenius University”), after approval by the Academic Senate of Comenius University on 16 October 2019, issues in accordance with S 15 subsec. 1 letter c) of Act No. 131/2002 Coll. on Higher Education Institutions, as amended (hereinafter referred to as the “Higher Education Act”), these Rules of Study of Comenius University (hereinafter referred to as the “Rules of study”).

## **PART ONE INTRODUCTORY PROVISIONS**

### **Art. 1 Subject of regulation**

- (1) These Rules of study regulate
  - a) the rules governing university studies at Comenius University<sup>1</sup>,
  - b) proceedings in matters of academic rights and obligations of Comenius University students.
- (2) These Rules of study govern the study of Comenius University students (hereinafter referred to as the “student”) at all levels of study in study programmes according to the Higher Education Act.
- (3) These Rules of study also regulate
  - a) study of students in joint study programmes to the extent provided for in the agreement between Comenius University and the higher education institution in cooperation with which the Faculty of Comenius University (hereinafter referred to as the “Faculty”) provides the joint study programme,<sup>2</sup>
  - b) study of students from other higher education institutions established outside the territory of the Slovak Republic admitted to a part of the study within the framework of academic mobility, subject to the conditions of the exchange programme or contract between Comenius University and the sending university.<sup>3</sup>

### **Art. 2 Academic rights and obligations of students**

- (1) Comenius University guarantees academic freedoms and academic rights.<sup>4</sup>
- (2) The rights of students are regulated by the Higher Education Act.<sup>5</sup> A more detailed definition of students' academic rights is regulated by the Statute of Comenius University.

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<sup>1</sup> Statute of Comenius University Art 49 (5).

<sup>2</sup> Higher Education Act S 54a (2).

<sup>3</sup> Higher Education Act S 58a (2).

<sup>4</sup> Higher Education Act S 4 (1).

<sup>5</sup> Higher Education Act S 70.

- (3) The obligations of students are regulated by the Higher Education Act.<sup>6</sup> A more detailed definition of students' academic obligations is regulated by the Statute of Comenius University.
- (4) In electronic communication with the teachers of subjects (hereinafter referred to as “teachers”) and other faculty staff, the study department of the faculty or any other organizational unit of the faculty responsible for managing the study agenda (hereinafter referred to as the “study department”), the doctoral study (hereinafter referred to as the “doctoral study department”) and employees of other parts of Comenius University or the Rector’s Office of Comenius University, the student is required to use only the e-mail address assigned to him by Comenius University or the faculty of Comenius University.

## **PART TWO BACHELOR, MASTER AND DOCTORAL STUDIES**

### **Art. 3**

#### **Study programme, recommended study plan and standard length of study**

- (1) The study programme, the recommended study plan, and the standard duration of the study are regulated by the Higher Education Act.
- (2) A study programme is a set of subjects that consist of educational activities, which take the form of a lecture, seminar, exercise, course, thesis, project work, laboratory work, internship, excursion, practical training, state exam, and combinations thereof and a set of rules compiled so that successful completion of these educational activities, while observing the above rules, allows the student to obtain a university degree.<sup>7</sup>
- (3) The first level study programme is a bachelor study programme. The study programme of the second level and the study programmes joining the first two levels of higher education according to S 53(3) of the Higher Education Act are the master study programme and the human medicine study programme<sup>8</sup>.
- (4) Bachelor study programmes, master study programmes and human medicine study programmes are conducted in the faculties of Comenius University.<sup>9</sup>
- (5) The study programme may take the form of a full-time study or an external study.<sup>10</sup>
- (6) The faculty will determine a recommended study plan for each study programme. The recommended study plan is compiled so that by completing it the student meets the conditions for the successful completion of the study within the standard study length corresponding to the study programme.<sup>11</sup>

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<sup>6</sup> Higher Education Act S 71.

<sup>7</sup> Higher Education Act S 51(2).

<sup>8</sup> The study programmes of the second level or those pursuant to S 53(3) of the Higher Education Act that are aimed at the studies in the field of human medicine and veterinary medicine, are the human medicine and veterinary medicine study programmes.

<sup>9</sup> Higher Education Act S 2(7).

<sup>10</sup> Higher Education Act S 60(1).

<sup>11</sup> S 5 par.6 of the Decree of the Ministry of Education of the Slovak Republic No. 614/2002 Z.z. on the credit system of study, as amended (hereinafter referred to as the “Decree on the Credit System of Study”).

- (7) Study advisors work at Comenius University to provide counselling services to students in the compilation of study plans. Study advisors from among university teachers are appointed and dismissed by the dean;<sup>12</sup> when necessary, the dean may appoint more study advisors.
- (8) The standard length of study in a study programme is the period of study prescribed by the study programme expressed in academic years.<sup>13</sup> The standard length of the study is specified in the accreditation file of the study programme.

#### **Art. 4**

#### **Subjects of the study programme and educational activities**

- (1) The subjects of the study programme are regulated by the Decree on the credit system of study.<sup>14</sup> Details on the subjects are provided on the information sheet of the subject.<sup>15</sup>
- (2) Each subject provided by Comenius University has a unique internal code and name and generally takes one semester.
- (3) According to the obligation to be completed, the subjects of the study programmes are divided into
  - a) compulsory,
  - b) compulsory elective,
  - c) elective.<sup>16</sup>
- (4) Subject to the rules contained in the study programme, the student enrolls in compulsory elective subjects from the range of subjects of other study programmes offered at the faculty or from the offer of study programmes of other faculties or other universities. A student may enroll in the subject from the offer of a study programme of another university subject to the prior written consent of the dean of the faculty at which the student is enrolled in the study.
- (5) Each subject is implemented by one or more educational activities.<sup>17</sup>
- (6) Educational activities are characterized as follows:
  - a) the lectures have, in particular, the character of a professional interpretation of the basic principles, methodology of the discipline, problems and their model solutions,
  - b) seminars, tutorials, project, and laboratory work shall, in particular, support the practical mastery of the curriculum which has been the subject of lectures or which the students have had to study individually; the individual work of students, presentation of the results of this work, and critical discussion make an integral part of them;

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<sup>12</sup> Higher Education Act S 51(9).

<sup>13</sup> Higher Education Act S 51(4)(h).

<sup>14</sup> Decree on Credit System of Study S3.

<sup>15</sup> A sample information sheet for the subject/course is given in the Decree on the Credit System of Study.

<sup>16</sup> Decree on Credit System of Study S3(2).

<sup>17</sup> According to S 60(4) of the Higher Education Act, educational activities may be conducted by the full-time method, the distance method or the combined method.

- c) the course is a combination of the content of the educational activities under letters a) and b).
- (7) Educational activities according to Subsection 6 may be supplemented by individual consultations with the teacher(s).
- (8) The student shall ask the teacher to excuse his/her absence from the educational activities; the absence from educational activities may be justified by the teacher on grounds of medical examination or treatment in a medical facility or other personal obstacles on the part of the student. When showing the reasons for the absence from educational activities, the provisions on personal data protection and the provisions on personal data protection according to special regulations must not be violated. The teacher may assign a substitute task to the student as compensation for the absence from educational.
- (9) The teacher shall excuse the student from the absence from the educational activity, provided that the student
- a) attended a meeting of the Academic Senate of the Comenius University, the commission of the Academic Senate of the Comenius University, the academic senate of the faculty or the commission of the academic senate of the faculty; if he/she is a member of them, or
  - b) attended a meeting of the higher education representation, if he/she is a member,
  - c) is excused from the absence by the Rector, Vice-Rector, Dean of the faculty, or Vice-Dean of the faculty.

## **Art. 5**

### **Credit system of study**

- (1) The organization of all degrees and forms of higher education is based on a credit system.<sup>18</sup> The credit system of study<sup>19</sup> facilitates the openness of Comenius University from within, supports student mobility and provides the student with the opportunity to participate in the creation of his/her study plan.
- (2) The student attains credits after successful completion of the subject. If a student has obtained credits in a previous study for a completed subject, which is part of the study programme of his/her current study as a compulsory subject or a compulsory elective subject, then the procedure in accordance with Art. 18 is applicable.
- (3) One of the prerequisites to be met for a student to be able to advance to the next part of the study is to obtain the required number of credits in the relevant control stage of the study.
- (4) The number of credits, whose achievement makes the proper completion of the studies conditional, is determined in the accreditation file of the study programme<sup>20</sup>

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<sup>18</sup> Higher Education Act S 62 and Decree on Credit System of Study S4.

<sup>19</sup> Higher Education Act S 62(1).

<sup>20</sup> Higher Education Act S 51(4)(k).

## **Art. 6**

### **Documents of study**

- (1) The evidence of study is regulated by the Higher Education Act.<sup>21</sup> There are the following forms of evidence of study:
  - a) student ID card,
  - b) transcript of study records,
  - c) record of clinical practice.
- (2) The student card is issued to the student at the first enrolment in the study of the bachelor study programme, master study programme, doctoral study program or human medicine study program. The student card is issued by Comenius University. Details on the issuance of a student card are regulated by a special internal regulation of Comenius University.<sup>22</sup>
- (3) The faculty will issue to a student the confirmation to the sending university that he/she is a Comenius University student and state the period of duration of his/her studies at Comenius University. Comenius University will issue a student ID card to the student if it cannot be replaced by a similar study document issued by the sending institution.<sup>23</sup>

## **Art. 7**

### **Academic calendar**

- (1) The academic year begins on September 1 and ends on August 31 of the following calendar year.<sup>24</sup>
- (2) The academic year is divided into a winter semester and a summer semester.<sup>25</sup>
- (3) Each semester consists of an education part and an examination period. The education part of the semester lasts a minimum of 13 and a maximum of 15 weeks. The examination period lasts at least four weeks.
- (4) The study of all study programmes begins at the commencement of the winter semester of the academic year.<sup>26</sup>
- (5) Following discussions in the Rector's Board of Comenius University, the Rector issues an academic calendar at Comenius University (hereinafter referred to as the “university academic calendar”) for the following academic year no later than 31 January; the university academic calendar contains, in particular,
  - a) commencement and end of the education part of individual semesters,
  - b) commencement and end of examination periods of individual semesters,
  - c) remedial and alternative dates for state examinations,
  - d) the date and place of the ceremonial opening of the academic year at Comenius

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<sup>21</sup> Higher Education Act S 67.

<sup>22</sup> Regulation of the Rector of Comenius University No. 1/2003 on the Organizational and Operational Rules of the System of Automatic Identification of Persons of Comenius University.

<sup>23</sup> Higher Education Act S58a (3).

<sup>24</sup> Higher Education Act S 61(1).

<sup>25</sup> Higher Education Act S 61(2).

<sup>26</sup> Higher Education Act S 61(3) 1<sup>st</sup> sentence.



University.

- (6) After issuing the university academic calendar, the Dean issues an academic calendar at the faculty (hereinafter referred to as the “faculty academic calendar”) for the following academic year no later than March 31, supplementing the university academic calendar with the period in which enrolments, state exams and other faculty-specific academic activities take place.
- (7) The academic calendar of the faculty may, with the prior written consent of the Rector, adjust the dates according to Subsection 5 letters (a) to (c)
  - a) if it applies to the study programmes according to S 53 (3) of the Higher Education Act,
  - b) if the recommended semester for subject specified in the subject information sheet is the last semester of the study; or
  - c) in exceptional circumstances relating to study programmes carried out at the faculty.
- (8) If the faculty carries out study programmes in cooperation with other faculties, the Rector's consent to an adjustment of dates in the faculty academic calendar according to Subsection 7 is subject to the mutual consent of the relevant faculties.

## **Art. 8**

### **Enrolment in study and enrolment in next unit of study programme**

- (1) The enrolment in studies is regulated by the Higher Education Act.<sup>27</sup> An applicant admitted to study becomes a Comenius University student from the day of enrolment.<sup>28</sup>
- (2) There are three types of enrolment:
  - a) enrolment in study;<sup>29</sup> by enrolling in study, the applicant admitted to the study becomes a student of the Comenius University,
  - b) enrolment in the next unit of study<sup>30</sup> (hereinafter referred to as “enrolment in the next unit of study”); the student has the right to enrol in the next unit of the study if he/she has met the conditions prescribed by the study programme or these Rules of study,
  - c) enrolment in part of study within an academic mobility, subject to the terms of an exchange programme or contract between the Comenius University and the sending university.
- (3) The dean according to the academic calendar of the faculty determines the dates of enrolment in study and the enrolment in the next unit of the study.
- (4) Prior to enrolling in the next unit of study, the student can express his / her interest in the subjects he/she wants to complete in the next academic year (next semester) and discuss their composition with the study advisor.
- (5) Details on the relations between the faculty and the student, which arise during enrolment and enrolment in the next unit of study, are set out in Art. 1 of Annex No. 2.

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<sup>27</sup> Higher Education Act S 59, 69 and 55 (9).

<sup>28</sup> Higher Education Act S 69(1).

<sup>29</sup> Higher Education Act S 59.

<sup>30</sup> Higher Education Act S 70(1)(c).

- (6) when the subject has limitations as to space, personnel, time, or other reasons, students are allowed to enrol in the subject in the following order:
  - a) students of their own faculty, for whom the subject is compulsory and students of other universities, who enrol in the subject under study contract,
  - b) students of their own faculty, for whom the subject is compulsory elective,
  - c) students of other faculties, for whom the subject is compulsory elective,
  - d) students of their own faculty, for whom the subject is elective,
  - e) students of other faculties who enrol in the subject as elective,
  - f) students of other universities who enrol in the subject as elective.
- (7) Within the categories referred to in Subsection 6, preference shall be given to students with a better weighted average of study achievements. Enrolment in the subject by students of other universities is subject to the prior written consent of the teacher and the dean.

### **Art. 9 Study plan**

- (1) The student study plan (hereinafter referred to as the "study plan") determines the time and content sequence of subjects and the forms of assessment of study results. In addition to the form of assessment of study results, the study plan is compiled within the rules determined by the study programme and according to these Rules of study, either by the student himself/herself or in cooperation with the study advisor.<sup>31</sup>
- (2) Upon enrolment, the student determines his/her study plan for the next unit of study (academic year or relevant semester).
- (3) The student enrolls in subjects in such a credit value and in such a composition (compulsory subjects, compulsory elective subjects and elective subjects) that in the control phase of the study he/she can meet the conditions for enrolment in the next unit of study. In the academic year in which the student intends to complete his/her studies, he/she enrolls in subjects in such a credit value and such a composition that by their successful completion he/she meets the conditions for proper completion of studies.
- (4) A student of a study programme of the relevant degree may enrol in a subject of a study programme of a higher or lower level of study only with the prior consent of the teacher and the guarantor of the study programme in which the student is enrolled.
- (5) A student of the full-time form of study can enrol a maximum of 90 credits in one academic year, and a student of an external form of study can enrol a maximum of 60 credits in one academic year. In exceptional circumstances and upon a written request, the dean may allow a student to enrol in subjects in a given academic year for even more than one and a half times the standard workload. The dean's decision to allow or not the enrolment in subjects for more than one and a half times the standard workload is final and cannot be appealed.
- (6) Upon written request, the dean may grant the application for an individual study plan submitted by a student when:

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<sup>31</sup> Higher Education Act S 51(8).

- a) the student is an exceptionally talented student with excellent study results,
  - b) the student is a student with special needs, taking into account the type and extent of the specific needs of the student,
  - c) the student has long-term health problems,
  - d) the student is a professional, artistic, or sports representative,
  - e) the student takes permanent care of his or her child under the age of six; or
  - f) the student is sent by the faculty within the academic mobility.
- (7) The extent of exceptions and reliefs from the faculty academic calendar is set out by the dean during the study according to the individual academic calendar of study. Before the commencement of the education part of the semester, the student shall make agreements in person with the teachers of the relevant subjects on the conditions of individual fulfilment of study obligations and the method of controlling the study results. The scope of exceptions and reliefs must correspond to the reasons for which the student applies for granting to study under the individual academic calendar of study.
- (8) There is no legal entitlement to grant leave to study under the individual academic calendar of study in the relevant academic year. The dean's decision to allow or not a study according to the individual academic calendar of study is final and cannot be appealed.

#### **Art. 10**

#### **Conditions for re-enrolment in subjects**

- (1) Re-enrolment of compulsory, compulsory elective and elective subjects is regulated by the Decree on credit system of study<sup>32</sup>.
- (2) During the study, the student may repeatedly enrol in a compulsory elective subject that he/she has failed, or he/she may enrol in another compulsory elective subject among the compulsory elective subjects of the relevant study programme. After the second unsuccessful attempt to complete the compulsory elective subject, the student is expelled from the study according to S 66(1)(c) of the Higher Education Act.<sup>33</sup> If a student has achieved a sufficient number of credits for the proper completion of studies and has met the conditions for the composition of subjects of the relevant study programme, he/she does not have to re-enrol in a compulsory elective subject according to the first sentence.
- (3) When enrolling in the next unit of study, the student shall determine the compulsory elective subject in which he/she shall enrol in instead of the unsuccessfully completed compulsory elective subject. If a student chooses another compulsory elective subject instead of an unsuccessfully completed compulsory elective subject, the compulsory elective subject thus determined is assessed as a re-enrolled compulsory elective subject.

#### **Art. 11**

#### **Evaluation of study results**

- (1) The teacher decides on matters of evaluation of study results within the study of the subject, the guarantor of the study programme decides on disputable issues; if the teacher

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<sup>32</sup> Decree on the Credit System of Study S 5.

<sup>33</sup> Decree on the Credit System of Study S 5(4).

is also the guarantor of the study programme, the head of the department, which provides the teaching of the given subject, shall decide.

- (2) The evaluation of the study results is regulated by the Decree on the Credit System of Study.<sup>34</sup> Evaluation of the study results within the study of subject is performed in particular by<sup>35</sup>
  - a) continuous evaluation of study results during the education part of the given period of study (control questions, written tests, assignments for individual work, term papers, seminar papers, etc.) (hereinafter referred to as “continuous evaluation”),
  - b) an examination for the period of study (hereinafter referred to as “the examination”).
- (3) The conditions for passing the subject are specified in the subject information sheet.
- (4) At the beginning of the education part of the semester, the teacher shall publish on the website of the faculty in writing or by other means as usually applicable,
  - a) the extent of compulsory participation in the educational activities forming the subject in question,
  - b) specification of the method of evaluation of study results,
  - c) dates for continuous evaluation,
  - d) information on whether the student is entitled to remedial or alternative options of meeting the conditions of the continuous evaluation,
  - e) information on whether the examination is conditional upon the attainment of the prescribed level of continuous evaluation or the prescribed extent of compulsory participation in the educational activities.
- (5) If several teachers participate in the teaching of the subject or the subject is taught in several study programmes, the teachers shall publish conditions pursuant to Subsection 4 by mutual agreement; the published conditions must be identical in content.
- (6) Courses that a student has enrolled in and failed to complete are graded FX at the end of the relevant examination period.
- (7) Details of the relationships that arise in the assessment of study achievements are specified in Art. 2 of Annex No. 2.
- (8) A weighted average of study results<sup>36</sup> is used to assess the overall study results of a student within a defined period<sup>37</sup>.
- (9) The weighted average of study results is used in particular in the assessment of the overall result of the duly completed study, as other conditions of admission to study, for priority enrolment in subjects due to capacity limitations, when deciding on the award of an incentive scholarship from the state budget and a scholarship from the own resources of

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<sup>34</sup> Decree on the Credit System of Study S 6.

<sup>35</sup> Decree on the Credit System of Study S6(1).

<sup>36</sup> Decree on the Credit System of Study S 6 (7)

<sup>37</sup> The defined period is usually a semester, an academic year or the entire period of study of a given programme of study.

Comenius University, in selection of students for academic mobility, and when allocating accommodation in the Comenius University accommodation facilities.

## **Art. 12 Examination**

- (1) The exam takes place in the examination period of the semester in which the student completed the study of the subject.
- (2) The examination may be in written form, oral form, practical form, or a combination thereof.
- (3) The taking of the examination may be conditional upon the achievement of the prescribed level of continuous evaluation or the prescribed scope of compulsory participation in educational activities. In case the student does not meet the prescribed level of continuous evaluation or the prescribed scope of compulsory participation in educational activities, he/she is evaluated with the FX mark without the possibility to take the exam.
- (4) The dates, places and forms of the examination, as well as the method of registering and signing out for the examination, shall be published within a reasonable time prior to the commencement of the examination period of the semester, in a manner that is usually applicable at the faculty. The teacher shall be obliged to list at minimum three examination dates subject to evenly distribution during the examination period of the semester.
- (5) The teacher may determine that the examination dates are divided into ordinary and remedial dates. The cumulative capacity of ordinary examination dates shall be at least 125% of the number of students enrolled in the subject. Unless the teacher decides otherwise, a student shall not be entitled to have additional examination dates beyond those scheduled under Subsection 4.
- (6) The result of the examination, which includes the results of the continuous evaluation, shall be evaluated with a mark according to Section 6 (3) of the Decree on the Credit System of Study. The rate at which the results of the continuous evaluation are to be taken into account shall be determined in the manner laid down in Articles 11 (3), (4) and (5).
- (7) If a student registered for an examination date, has not signed out of it, and failed to attend, he/she is obliged to apologise via university e-mail to the relevant teacher no later than three working days after the date of the examination. If the student fails to do so, or if the teacher rejects to acknowledge his/her apology, the student will be evaluated with an FX mark for given examination date.
- (8) If a student has been awarded an FX mark on an ordinary examination date or has failed to register on time for any of the ordinary examination dates, the student shall be entitled to register for one remedial date.
- (9) The student has the right to refuse the evaluation on the exam date and to participate in the remedial examination date. Details on the manner and consequences of refusing the evaluation on the due date of the exam are specified in Art. 2 of Annex No. 2.

- (10) If a student has been evaluated with an FX mark on the remedial examination or has failed to register on time for the remedial examination, the course shall be deemed to have been completed unsuccessfully.
- (11) A student has the right to request that the last exam date be made up by a commission examination; the same applies to the written form of assessment. When re-enrolling in a subject, a student may also request a commission examination in the ordinary examination period.<sup>38</sup> The application for a commission examination, stating the reasons for the request in writing, must be addressed to the dean; the application must be made no later than five days before the last day of the examination period in question. The dean, on the proposal of the guarantor of the study programme, appoints an examination commission of at least three members; the chair of the examination commission is, as a rule, the teacher of the subject in question. The commission form of the examination may also be held without the student's request.
- (12) Every student has the right to be informed of the mark of his/her examination, errors, and the correct answer.

### **Art. 13 Control stages of study**

- (1) The control of study within the study programme (hereinafter referred to as the “control stage of study”) shall be conducted by checking the number of credits obtained for the completed subjects.<sup>39</sup>
- (2) To continue their studies, full-time students must demonstrate the achievement of a minimum number of credits in the control stages of their studies in accordance with Annex 1. The control stages of the study are the following:
  - a) at the end of the first semester of study,
  - b) at the end of each year of study.
- (3) For the purposes of the control stage of studies, entire semesters in which a full-time student's study have been interrupted shall not be included in the overall duration of studies.
- (4) In order to continue his/her studies, a student of an external form of study is required to
  - a) demonstrate the achievement of a minimum of 10 credits for successfully completed subjects at the end of the first semester;
  - b) attain a minimum of 30 credits for successfully completed subjects in each year of study for the winter semester and the summer semester.
- (5) In the academic year in part of which the student has interrupted his or her studies, the student of an external form of study shall be required to fulfil the conditions of the control stage of studies under subsection (4) accordingly.

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<sup>38</sup> The commission form of examination constitutes a change in form of examination only, not in the number of examination dates.

<sup>39</sup> Higher Education Act S 51(4)(j).

- (6) For the purpose of the control stages of study, credits for subjects the completion of which has been recognised under Article 18 shall also be included in the number of credits obtained.

**Art. 14**  
**Bachelor and diploma thesis**

- (1) A final thesis shall be part of the study according to each study programme and shall constitute, together with its defence, a single subject; the defence of the final thesis shall be part of the state examinations.<sup>40</sup>
- (2) The final thesis is a bachelor thesis for the study according to the study programme of the first degree, and a diploma thesis for the study according to the study programme of the second degree or the study programme according to Section 53 (3) of the Higher Education Act.
- (3) The bachelor thesis is intended to demonstrate the student's ability to acquire theoretical and practical knowledge independently and apply it. The diploma thesis is intended to demonstrate the student's ability to independently acquire theoretical and practical knowledge based on the current state of science or art and apply, use, and develop it creatively.
- (4) The final thesis shall be drafted in the Slovak language. Upon the consent of the faculty, the final thesis may be drafted and defended in a language other than the state language. The thesis may also be written and defended in the language in which the study programme is delivered, even without the consent of the faculty, in programmes of philological studies. In the case of a thesis written in a language other than the state language, the thesis abstract in the state language shall be submitted as part of the thesis.<sup>41</sup>
- (5) The fundamental elements of the thesis, the method of its submission, originality control, archiving and accessibility shall be regulated by a special internal regulation of Comenius University.<sup>42</sup>
- (6) The final thesis is elaborated by the student under the supervision of the thesis supervisor. The thesis supervisor shall prepare a written report on the thesis and propose an assessment of the thesis.
- (7) The final thesis is assessed by an opponent. The opponent shall draw up a written review on the thesis and propose its assessment.
- (8) The student who has elaborated the final thesis has the right to be informed of the reviews on the final thesis (with the review of the thesis supervisor and the thesis opponent) not later than three working days before the defence of the thesis.

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<sup>40</sup> Higher Education Act S (51)(3) 1st sentence.

<sup>41</sup> Higher Education Act S (51)(3) 2nd and 3rd sentence and S 51(4)(p).

<sup>42</sup> Internal Regulation No. 12/2013 Directive of the Rector of Comenius University on the basic requirements of final theses, rigorous theses and habilitation theses, control of their originality, storage and accessibility at Comenius University, as amended.

- (9) Unless the thesis supervisor or the opponent is a member of the examination commission for the state examinations, they are invited to the defence of the thesis and have the right to express their review during the assessment of the thesis.

### **Art. 15 State Exam**

- (1) The state examination in general is regulated by the Higher Education Act.<sup>43</sup>
- (2) The state examination is deemed to be a subject of the study programme.<sup>44</sup>
- (3) The state examination may consist of units; the units of the state examination shall not be regarded as subjects of the study programme and shall not be assigned credits.
- (4) Unless the study programme specifies otherwise, the student may take the state final examination
- a) upon attaining such a minimum number of credits that, after obtaining credits for the successful completion of the final state examination, he or she will have achieved the necessary number of credits for the proper completion of the study and
  - b) upon successful completion of compulsory subjects, compulsory elective subjects and elective subjects in the composition determined by the study programme, except for the final state examination; and
  - c) is not the subject of disciplinary proceedings.
- (5) The dates of state examinations are set by the dean according to the academic calendar of the faculty.
- (6) The examination commission for state examinations shall have at least four members.<sup>45</sup> The chair of the examination commission is a university teacher holding the office of professor or associate professor. A quorum of the examination commission shall be present if the chairperson and at least two other members are present.
- (7) The assessment of the state examination or part thereof shall be decided by consensus of the examination commission. If the examination commission fails to reach a consensus, the assessment of the state examination or part thereof shall be decided by voting. The details of the voting procedure of the examination commission shall be laid down in an internal regulation of the faculty issued by the dean.
- (8) Should a student be unable for serious reasons to attend the date of a state examination or a part thereof for which he/she has registered, he/she is obliged to apologise in writing to the chair of the examination commission in advance or at the latest within three working days following the date of the state examination or a part thereof, provided that there were serious obstacles preventing him/her from excusing himself/herself in advance. Should a student fail to attend a state examination or part thereof on the specified date without an excuse, or should the chair of the examination commission refuse to accept his/her excuse, the student shall be evaluated with an FX mark for that date of the state examination.

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<sup>43</sup> Higher Education Act S 63.

<sup>44</sup> Higher Education Act S 63.

<sup>45</sup> Higher Education Act S 63(6).



- (9) A student is entitled to two remedial dates if he/she has been marked with an FX mark for the ordinary state examination date. The student may take remedial state examinations as follows:
- a) within the remedial dates for the state examinations in the relevant academic year; or
  - b) on the dates for the state examinations in a subsequent academic year; in that case, the student shall re-enrol in the state examination as a course of study in accordance with the provisions of Article 10.

**Art. 16**  
**Overall result of study**

- (1) The overall result of a properly completed bachelor's, master's, or human medicine degree shall be assessed by two grades:
- a) passed with honours,
  - b) passed.
- (2) The overall result of the properly completed studies shall be assessed as a passed with honours if the student
- a) has achieved a study average of equal to or less than 1.30 for the entire course of study, including state examinations; the study average is the weighted study average, the calculation of which includes all the subjects the student has enrolled in<sup>46</sup>, and
  - b) has passed the ordinary terms of the state examinations with A or B marks only, the number of A grades shall not be less than the number of B marks.
- (3) Unless the conditions of subsection (2) are met, the overall result of properly completed studies shall be graded as passed.
- (4) Comenius University shall issue a diploma with honours to a graduate who has properly completed his/her studies with an overall result of passed with honours.

**Art. 17**  
**Change of study programme within Comenius University**

- (1) A student has the right to apply for a change of study programme within the same field of study; a change of study programme within the same field of study shall not be subject to an admission procedure.
- (2) A student's application to change the form of study is an application to change the study programme.
- (3) A student may apply for a change of study programme after completion of the winter semester of the first year of study or always at the commencement of the academic year. A student requesting a change of programme of study must demonstrate compliance with
- a) the conditions of the control stage of the original programme of study; and
  - b) other conditions of admission for the transfer, which are applicable for the academic

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<sup>46</sup> Decree on the Credit System of Study S 6 (7).

year in question.

- (4) The request of a student for a change of study programme is decided by the Dean after the opinion of the guarantor of the relevant study programme. Should the original study programme and the new study programme be studied at different faculties, the consent of both respective deans is a condition for the change of study programme.
- (5) The recognition of the completion of courses in the event of a change of study programme within Comenius University shall be governed by Article 18.
- (6) In order to complete his/her studies properly, the student is obliged to fulfil the conditions laid down in the study programme he/she is studying following the change of study programme.

### **Art. 18**

#### **Recognition of completion of subjects**

- (1) Recognition of completion of a subject is the award of a subject mark and subsequent attainment of the appropriate number of credits assigned to the subject, based on the part of the study completed in the past.
- (2) A student who has previously studied at the higher education institution and whose studies have not been properly completed, a student applying for a transfer and a student applying for a change of study programme within Comenius University may apply for recognition of completion of courses provided that
  - a) as of the date of the assessment
    1. no more than four years have elapsed, in the case of subjects in bachelor's degree programmes or master's degree programmes other than those referred to in section 53 (3) of the Higher Education Act; or
    2. no more than five years have elapsed in the case of courses of master's degree programmes pursuant to S 53 (3) of the Higher Education Act or human medicine degree programmes,
  - b) they have been evaluated with grades A to C or their equivalents; and
  - c) they are part of the study according to the current study programme as compulsory subjects or compulsory elective subjects or are equivalent in content to compulsory subjects or compulsory elective subjects in the study according to the current study programme.
- (3) State examinations may not be recognised.
- (4) A student may apply for recognition of completion of subjects before the commencement of the education part of the winter semester of the academic year. Upon request, the student shall attach to the application the information sheets of the courses he/she has successfully completed.
- (5) In one academic year, a student may be granted with the completion of subjects for which the sum of the credits assigned to him/her in the study according to the current study programme shall not exceed 50; this shall not apply if the student is admitted to the study on transfer from another university or if there has been a change in the study programme according to Article 17.

- (6) The dean decides on the recognition of the completion of subjects following the opinion of the lecturers of the subjects for which the student requests the recognition of completion. The dean's decision on the recognition or non-recognition of the completion of the subjects is final and cannot be appealed.

### **Art. 19**

#### **Transfer of credits upon completion of academic mobility**

- (1) Transfer of credits is the process of setting off credits gained during a part of studies at another higher education institution in the Slovak Republic or at a higher education institution abroad (hereinafter referred to as the “academic mobility”) against the number of credits the student accrues according to S 4 (3) of the Decree on the Credit System of Study. The requirements for the transfer of credits are laid down in the Decree on the Credit System of Study.<sup>47</sup>
- (2) The rules and conditions for sending students on academic mobility are governed by specific internal regulations of the Comenius University<sup>48</sup> and the terms and conditions of the academic mobility programmes.
- (3) The academic mobility is conditional upon a study contract.<sup>49</sup> The study contract<sup>50</sup> shall contain in particular the proposed study plan at the receiving university and the recognition of the corresponding part of the studies at the sending faculty. The contract on study and any amendments thereto shall be signed by the dean or the vice-dean authorised by the dean, after prior written approval by the programme guarantor. The subjects to be taken by the student at the receiving university on the basis of the study contract shall be included in the student's study plan.
- (4) If the subject taken at the receiving university has a non-integer number of credits, the number of credits accrued shall be mathematically rounded to a natural number when transferring credits.
- (5) A subject attended at the receiving university that is comparable in content and scope to a subject attended at the sending faculty and that the student has participated in as part of an approved academic mobility,
- a) shall automatically be recognised as being completed instead of the relevant compulsory subject, compulsory elective subject or elective subject from the programme of study to which the student has been admitted, provided that it has been specified in the study contract in the section governing recognition of the corresponding part of the study at the sending faculty,
  - b) may be recognised by the dean, on the basis of a written request by the student and with the consent of the programme guarantor, as being completed in place of the relevant compulsory subject or compulsory elective subject from the programme of

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<sup>47</sup> Decree on the Credit System of Study S7.

<sup>48</sup> For example, Internal Regulation No.3/2016 Directive of the Rector of Comenius University on the competence of Comenius University and its faculties in the framework of the European Community Erasmus+ programme.

<sup>49</sup> Decree on the Credit System of Study S7(1)(2).

<sup>50</sup> A form of study contract is given in Annex 3 of the Decree on the Credit System of Study.

study to which the student has been admitted, unless the conditions of point (a) are met.

- (6) A subject whose completion has been recognised pursuant to Subsection 5 shall be indicated in the supplement to the diploma with a zero number of credits and with the note that its completion has been substituted by the completion of the subject at the receiving higher education institution within the framework of academic mobility. The number of credits obtained for the subject completed at the receiving university shall be derived from the number of credits indicated in the transcript of records; the grade for the subject completed at the receiving university shall be converted into the grading scale used by Comenius University in accordance with S 6 (3) of the Decree on the Credit System of Study.
- (7) Unless the terms and conditions of the relevant academic mobility programme, the study contract or Subsection (5) provide otherwise, subjects completed at the receiving higher education institution as part of academic mobility shall be recognised by the faculty as elective subjects for the student.
- (8) The provisions of this article shall also apply accordingly to a student who takes only some subjects at a higher education institution abroad during the relevant part of the academic year based on an internship, summer school, or other similar educational activity approved by the sending faculty.

#### **Art. 20**

#### **Interruption of study and re-enrolment**

- (1) A student's study programme may be interrupted upon his/her written application, usually for a complete part of the study (semester, academic year).<sup>51</sup>
- (2) Without stating a reason, a study may be interrupted for a maximum period of one year.
- (3) Where the grounds for interruption concern serious health reasons, maternity leave or parental leave, studies may be interrupted for a maximum period of three years.
- (4) Where a student's studies are interrupted more than once, the cumulative total period of interruption may not exceed three years.
- (5) The interruption of studies shall be granted by the dean.<sup>52</sup> The decision to grant or refuse to grant the interruption of studies shall contain the particulars referred to in Article 37 (2), including the period of the interruption of studies; the instruction shall specify the date or dates on which re-enrolment in studies (hereinafter referred to as "re-enrolment") may be made. The dean's decision whether or not to grant the interruption shall be final and shall not be subject to appeal.
- (6) A student who applies for the interruption of studies and has not met the conditions of the control stage of studies may not be granted an interruption of studies.
- (7) If a student interrupts his/her studies during the winter term, the enrolment in subjects for the summer term shall be cancelled. If a student interrupts his/her studies during the

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<sup>51</sup> Higher Education Act S 64 (1).

<sup>52</sup> Higher Education Act S 64 (2).

winter term, the enrolment in subjects for the summer term shall be cancelled. When a student interrupts his/her studies for serious health reasons, serious personal reasons or other relevant reasons, the dean may also grant the cancelation of enrolment in subjects not completed for the semester in which the study was interrupted; the cancellation of the enrolment in subjects shall be stated in the decision to grant the interruption of studies.

- (8) When a student interrupts his/her studies outside the education part of the semester, all assessments of the student's learning outcomes in the course of study obtained by the date of the request for interruption of studies shall be recorded. Subjects for which the student has received a grade of FX or no grade by the date of the request for interruption shall be treated as re-enrolled subjects upon re-enrolment. The re-enrolment in subjects shall be subject to the procedures set out in Article 10.
- (9) A student who has interrupted his/her studies ceases to have the status of a student as of the date specified in the decision granting the interruption of his/her studies.
- (10) A student whose studies have been interrupted shall become a student again on the date of re-enrolment.<sup>53</sup> Re-enrolment shall simultaneously constitute enrolment in the next unit of study. The period of interruption of studies shall be extended in the student's register of study until the day preceding the date of re-enrolment.
- (11) Should the student fail to re-enrol, the faculty shall request the student in writing to re-enrol within ten working days upon receipt of the request.<sup>54</sup> The provisions of Articles 37 (3) and (4) shall apply to the service of the request.
- (12) Should a student fail to appear for re-enrolment within the specified time limit upon service of the request, nor apply for an extension of this time limit due to health reasons preventing him/her from appearing for re-enrolment, the day on which he/she should have re-enrolled shall be deemed to be the day on which the student left his/her studies.<sup>55</sup>
- (13) When a student delivers a written notice of leaving studies under Subsection (11), the period of interruption of studies shall be extended by the date on which the faculty is served with the student's written notice of leaving studies.

#### **Art. 21**

#### **Proper completion of study**

The proper completion of study is regulated by the Higher Education Act.<sup>56</sup>

#### **Art. 22**

#### **Other completion of study**

- (1) In addition to proper completion of studies, the Higher Education Act also regulates other completion of studies.<sup>57</sup>

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<sup>53</sup> Higher Education Act S 69 (1).

<sup>54</sup> Higher Education Act S66 (3).

<sup>55</sup> Higher Education Act S66 (4). The day on which the student left his/her studies shall be the last day of the ten-day period referred to in Subsection 10.

<sup>56</sup> Higher Education Act S 65.

<sup>57</sup> Higher Education Act S 66.

- (2) A student may leave his/her studies on the basis of his/her own decision by a written notice in documentary form addressed to the dean.
- (3) The leaving studies shall also be deemed to be
  - a) failure to appear for enrolment in the next part of the study according to S 66 (3) and (4) of the Higher Education Act,
  - b) failure to re-enrol in accordance with Article 20 (10); or
  - c) the transfer of a student of Comenius University to another higher education institution.<sup>58</sup>
- (4) The faculty shall issue a statement of the results of the studies to a person who has completed the study programme pursuant to S 66 (1) of the Higher Education Act.<sup>59</sup>
- (5) Specifications of the content of the decision on the termination of studies according to Section 66 (1) letters c) and d) of the Higher Education Act are provided in Annex 3 of these Rules of study. A form of the decision on the termination of studies pursuant to Section 66 (1) (c) and (d) of the Higher Education Act is attached as Annex 4 to these Rules of Study.

### **PART THREE SPECIAL PROVISIONS ON DOCTORAL STUDY**

#### **Art. 23 Basic provisions**

- (1) The third level study programme is the doctoral study programme.<sup>60</sup>
- (2) doctoral study programmes at Comenius University are conducted at the faculties.<sup>61</sup> An external educational institution, with which the faculty has concluded an individual agreement on the doctoral study of a doctoral student, may also participate in the implementation of a doctoral study programme.<sup>62</sup>
- (3) The rules for the organisation of doctoral studies are generally regulated by the Higher Education Act.<sup>63</sup>
- (4) The organisation of doctoral studies is subject to the following provisions:
  - a) Articles 3, 4, 6, 17, 21 and 22 equally,
  - b) Articles 5, 7, 8, 9, 10, 11, 12, 18 and 19 appropriately.

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<sup>58</sup> Higher Education Act S 59 (6).

<sup>59</sup> Higher Education Act S 67 (5)(a).

<sup>60</sup> Higher Education Act S 2 (5).

<sup>61</sup> Higher Education Act S 2 (7).

<sup>62</sup> Directive of the Rector of Comenius University No.4/2004 Agreements with an External Educational Institution in the Provision of Doctoral Studies (Model Arrangements).

<sup>63</sup> Higher Education Act S 54.

**Art. 24**  
**Scientific field commission**

- (1) The faculty establishes a scientific field commission for each field of study. Comenius University may, by agreement with other universities, form joint scientific field commissions in individual fields of study. If the doctoral study is organised in cooperation with an external educational institution, the external educational institution shall be proportionally represented in the relevant scientific field commission.<sup>64</sup>
- (2) The scientific field commission shall consist of a chairperson and at least four other members. At least one of the members of the scientific field commission must have the scientific-pedagogical title of professor, the scientific rank of doctor of sciences, or must have been awarded the scientific qualification degree I. The other members of the specialised committee may be
  - a) visiting professors,
  - b) university teachers and researchers with the academic title of associate professor,
  - c) university teachers and researchers with an academic degree of PhD, ArtD., the scientific rank of CSc., in Catholic theology with an academic degree of ThDr.,
  - d) university teachers and researchers with the scientific qualification IIa or
  - e) qualified specialists from practice holding one of the academic degrees, scientific and pedagogical titles, or scientific ranks referred to in this Subsection.
- (3) The rules for the establishment of scientific field commissions of specialists shall be laid down in an internal regulation of the faculty, which shall be issued by the dean after approval by the faculty's scientific council.
- (4) The scientific field commission shall, in particular,
  - a) monitor and evaluate doctoral studies in a given field of study,<sup>65</sup>
  - b) approve topics for doctoral theses,
  - c) approve the individual study plan of a doctoral student,<sup>66</sup>
  - d) propose to the dean the chairperson and members of the examination committee for the dissertation examination,
  - e) propose to the dean the opponent of the written thesis for the dissertation examination,
  - f) propose to the dean the opponents of the dissertation thesis,
  - g) propose to the dean the composition of the examination committee for the defence of the dissertation.
- (5) Proposals pursuant to Subsection (4)(d) to (g) shall be submitted to the dean by the chairperson of the scientific field commission without undue delay after the decision of the scientific field commission has been adopted.
- (6) The chairperson of the scientific field commission shall in particular
  - a) propose to the dean the chairperson and members of the admissions committee for the admission exam for doctoral studies,

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<sup>64</sup> Higher Education Act S 54 (17).

<sup>65</sup> Higher Education Act S 54 (17), first sentence.

<sup>66</sup> Higher Education Act S 54 (8).

- b) comment on the doctoral student's application for permission to defend his/her dissertation and review the fulfilment of the content and formal requirements for the dissertation,
- c) request the doctoral student to remedy deficiencies in the prescribed requirements of the dissertation or the application for permission to defend the dissertation,
- d) comment on the transfer of credits within the framework of the doctoral student's academic mobility,
- e) comment on the recognition of the completion of courses when the doctoral programme of study is changed and when the form of the doctoral programme is changed.

### **Art. 25 Supervisor**

- (1) The rules for the approval of supervisors shall be governed by a special internal regulation of Comenius University.<sup>67</sup>
- (2) The supervisor shall, in particular,
  - a) guide the doctoral student professionally during the doctoral studies,
  - b) formulate the individual study plan of the doctoral student in cooperation with the doctoral student, and submit it for approval to the scientific field commission,
  - c) manage and professionally guarantee the implementation of the doctoral student's individual study plan and supervise the implementation of the doctoral student's educational activities,
  - d) determine the focus of the dissertation thesis and specify the topic of the dissertation together with the doctoral student,
  - e) award the doctoral student a specified number of credits for the completed stages of individual study of professional literature and the academic part of the individual study plan, if these have been defined in the individual study plan,
  - f) submit the annual assessment of the doctoral student to the dean,
  - g) submit to the dean a proposal for the expulsion of a doctoral student from doctoral studies,
  - h) provide an opinion on the doctoral student's request for interruption of studies and on the doctoral student's request for a change in the doctoral study programme or for a change in the form of the doctoral study,
  - i) refer the doctoral student to other domestic or foreign institutions of science, research, technology, education or the arts should he or she be interested in a study stay,
  - j) arrange for the doctoral student consultations with other experts as necessary,
  - k) attend the dissertation exam of the doctoral student and have the right to express his/her review during the assessment of the dissertation,
  - l) draft the doctoral thesis review and the performance evaluation of the doctoral student supervised by him/her,
  - m) participate in the defence of the doctoral student's dissertation and have the right to formulate a review on the assessment of the dissertation.

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<sup>67</sup> Internal Regulation No.19/2018 Directive of the Rector of Comenius University determining the rules for the approval of supervisors of doctoral students at Comenius University.



**Art. 26**  
**Academic calendar of doctoral studies**

- (1) The doctoral studies
  - a) shall commence at the beginning of the winter semester of the academic year,
  - b) may also commence<sup>68</sup> at the beginning of the summer term of the academic year.
- (2) The doctoral studies are conducted according to an individual study plan under the guidance of a supervisor. A prerequisite for the proper completion of doctoral studies is the passing of the dissertation examination, which forms a part of the state examinations, and the defence of the dissertation. The dissertation is a final thesis.<sup>69</sup> The dissertation thesis, together with its defence, constitutes one subject; the defence of the dissertation thesis is a part of the state examinations.<sup>70</sup>
- (3) The doctoral studies consist of a study part and a scientific part.<sup>71</sup>
- (4) The study part of the doctoral study consists mainly of lectures, seminars and individual study of the literature essential in terms of the focus of the dissertation.<sup>72</sup> The study part is completed by passing the dissertation examination; in the field of Catholic theology, the dissertation examination is the licentiate examination.
- (5) The scientific part of the doctoral study consists of individual or team scientific work of the doctoral student, which is related to the topic of the dissertation; the scientific part of the doctoral study is under the professional guidance of the supervisor.<sup>73</sup>
- (6) Doctoral studies in full-time form shall include the pedagogical activity or other professional activity related to the pedagogical activity to the maximum extent of four hours a week on average for the academic year in which the education is conducted.<sup>74</sup>
- (7) If a doctoral student has registered for a dissertation topic submitted by an external educational institution, he/she shall complete the scientific part of the doctoral studies and the obligations of the study part of the doctoral studies as agreed with the faculty with this external educational institution. The faculty enters into an individual agreement with the external educational institution concerning the candidate's doctoral studies. It shall address issues related to the candidate's participation in the external educational institution, including reimbursement of the costs incurred by the external educational institution<sup>75</sup> and the conditions for the performance of teaching activities or other professional activities related to teaching activities pursuant to Subsection 6.
- (8) The standard length of doctoral studies and the number of credits, whose achievement is a condition for the proper completion of studies, are determined in the accreditation file of the doctoral study programme.

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<sup>68</sup> Higher Education Act S 61 (3), the second sentence.

<sup>69</sup> Higher Education Act S 54 (3).

<sup>70</sup> Higher Education Act S 51(3), the first sentence.

<sup>71</sup> Higher Education Act S 54 (8), the first sentence.

<sup>72</sup> Higher Education Act S 54 (9).

<sup>73</sup> Higher Education Act S 54 (10).

<sup>74</sup> Higher Education Act S 54 (11).

<sup>75</sup> Higher Education Act S 54 (12).

- (9) The credit system of study shall apply to the doctoral study programmes appropriately.<sup>76</sup>

### **Art. 27**

#### **Individual study plan and evaluation of study results**

- (1) The individual study plan consists of a study part and a scientific part and shall also indicate the dates by which the doctoral student is to complete the individual courses and the dissertation examination.
- (2) The individual study plan is compiled by the supervisor and submitted for approval to the scientific field commission<sup>77</sup>; the supervisor compiles the individual study plan in cooperation with the doctoral student. The approved individual study plan shall form part of the doctoral student's study documentation.
- (3) The doctoral student accumulates credits for the following activities during the course of his/her studies:
  - a) courses of the study part of the doctoral study,
  - b) passing the dissertation examination,
  - c) an independent activity in the field of science, research, or art (publishing, completion of a stage of research work defined in the individual study plan, etc.), which is related to the topic of the dissertation,
  - d) pedagogical activity at Comenius University or at the faculty (in the form of conducting exercises, seminars, etc.) and medical and preventive treatment at medical faculties, or other practical activity carried out at the faculty or at a relevant facility, when required by the nature of the study,
  - e) the dissertation thesis and its defence.
- (4) A doctoral student must accumulate credits in such a composition as determined by the study programme.
- (5) Subjects of the doctoral study programmes and supplementary subjects of the study part of the doctoral study, which the doctoral student has enrolled in, shall be assessed by the classification grade of passed or failed.

### **Art. 28**

#### **Annual appraisal of a doctoral student**

- (1) The control phase of doctoral studies shall be the end of each year of study.
- (2) The student shall, in order to continue his/her doctoral studies,
  - a) acquire a minimum of 40 credits in each year of study in the full-time form of doctoral studies,
  - b) acquire at least 30 credits in each year of study in the external form of doctoral studies.
- (3) At the end of each year of study, the supervisor submits to the dean an annual appraisal of the doctoral student's implementation of the individual study plan (hereinafter referred to as the "annual appraisal of the doctoral student") including a statement as to whether

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<sup>76</sup> Decree on the Credit System of Study S 9.

<sup>77</sup> Higher Education Act S 54 (8).

or not the supervisor recommends the doctoral student to proceed with his/her studies. The supervisor shall assess the status and level of implementation of the doctoral student's individual study plan, compliance with deadlines, and, if necessary, submit a proposal for modification of the individual study plan of the doctoral student. Upon the annual appraisal of the doctoral student, the dean decides whether the doctoral student may proceed with his/her studies, as well as on any changes to his/her individual study plan.

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

### **Art. 29**

#### **Dissertation examination**

- (1) A doctoral student in the full-time form of doctoral studies shall register for the dissertation examination no later than 18 months after the beginning of the study. A doctoral student in the external form of doctoral studies shall register for the dissertation examination no later than 24 months after the beginning of his/her studies. The period of interruption of the doctoral student's studies shall not be included in the time limit for registration for the dissertation examination.
- (2) A doctoral student shall submit a written thesis for the dissertation examination (hereinafter referred to as the "written thesis") together with the application for the dissertation examination. Granting consent to take the dissertation examination is conditional upon the achievement of at least 60 credits and the completion of the courses of the study part of the doctoral studies in the composition determined by the study programme and the individual study plan.
- (3) The application for the dissertation examination and the written thesis shall be submitted in written form to the dean through the Department of Science and Doctoral Studies. Details of the requirements for the application for the dissertation examination and the method of its submission shall be published by the faculty on the faculty's website and by other means in accordance with the standard practice at the faculty.
- (4) The written dissertation shall consist of theses (project) of the dissertation, which shall include
  - a) the objectives of the dissertation,
  - b) the theoretical grounds for the future solution of the dissertation,
  - c) the current state of knowledge on the topic of the dissertation,
  - d) an analysis of the methodological approach to the dissertation research issues; and
  - e) the state of progress of the dissertation.

In the field of Catholic theology, the content of the written thesis for the licentiate examination shall consist of the current state of knowledge on the topic and new findings achieved by the doctoral student.

- (5) The written dissertation is reviewed by an opponent. The opponent shall draw up a written review on the written dissertation and propose its assessment with a pass or fail

classification. The doctoral student has the right to be acquainted with the assessment of the written dissertation no later than three working days before the date of the dissertation examination.

- (6) The dean appoints the opponent of the written dissertation on the basis of the proposal of the scientific field commission. The opponent shall be selected from among experts in the field of study of the doctoral student. The opponent may be
  - a) a specialist with a third-level higher education degree who does not work at the supervising department,
  - b) a specialist with a third-level higher education qualification working at the supervising department, if he or she does not have a joint academic publication with the doctoral student; or
  - c) other persons, should the study regulations of the faculty so provide.
- (7) The dissertation examination shall consist of
  - a) the discussion of the written dissertation; and
  - b) a part in which the doctoral student has to demonstrate theoretical knowledge of a range of issues relevant to the focus of the dissertation theses.
- (8) The dissertation examination shall be held before the examination commission for state examinations. The right to sit for the dissertation examination is granted to university teachers who serve as professors and associate professors and other experts approved by the faculty scientific council.<sup>78</sup> The chairperson and members of the examination commission shall be appointed by the dean on the proposal of the scientific field commission. At least one member of the examination commission shall not be from the supervising department. The examination commission must have at least four members.
- (9) If a doctoral student has registered for a dissertation topic submitted by an external educational institution, the dissertation examination shall be held before an examination commission, which as a rule shall be composed of a parity of members of the higher education institution appointed pursuant to subsection (8) and the members appointed by the external educational institution.<sup>79</sup>
- (10) A member of the examination commission may be an opponent of a written dissertation provided that he or she is a person authorised to examine at the state examination and has been appointed as a member of the examination commission by the dean on the proposal of the scientific field commission. Should the opponent not be a member of the examination commission, he/she shall be invited to the dissertation examination and shall have the right to express his/her review during the assessment of the dissertation examination.
- (11) A supervisor may not be a member of the examination commission. The supervisor is present at the dissertation examination and has the right to express his/her review during the assessment of the dissertation examination.
- (12) The examination commission is quorate if an absolute majority of the members of the examination commission, including the chairperson of the examination commission and

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<sup>78</sup> Higher Education Act S 63 (3).

<sup>79</sup> Higher Education Act S 54 (13).

a member of the examination commission who is not a member of the candidate's supervising department, is present.

- (13) The course of the dissertation examination and the announcement of its results are public. The decision of the examination commission on the result of the dissertation examination shall be made in a closed session of the examination commission.
- (14) The dissertation examination shall be evaluated in its entirety with a passed or failed classification. Individual parts of the dissertation examination shall not be evaluated separately.
- (15) Minutes of the dissertation examination shall be taken. The minutes shall be signed by the chairperson and the members of the examination commission present at the dissertation examination.
- (16) The faculty shall issue a written statement of completion of the dissertation examination to the doctoral student.
- (17) Should a doctoral student be assessed with a failed classification in the dissertation examination, he/she may be entitled to one remedial date.
- (18) The classification grade of failed on the remedial date of the dissertation examination shall be grounds for the expulsion of the doctoral student from studies according to S 66 (1) (c) of the Higher Education Act.

### **Art. 30**

#### **Application for granting permission to defend a dissertation thesis**

- (1) A doctoral student may apply for permission to defend his/her dissertation thesis only if
  - a) he or she has accumulated at least 150 credits (in a study programme the completion of which is subject to the achievement of 180 credits) or at least 210 credits (in a study programme the completion of which is subject to the achievement of 240 credits); and
  - b) satisfies the conditions laid down in the individual study plan.
- (2) An application for permission to defend a dissertation thesis is submitted in writing to the dean through the Doctoral Studies Department. The application shall be submitted within reasonable time in advance to ensure that the defence of the dissertation thesis can take place no later than on the day of completion of the standard length of the period of study. Details of the application requirements and the method of submission shall be published by the faculty on the faculty's website and by other means in accordance with the standard practice at the faculty.
- (3) The doctoral candidate shall attach to the application
  - a) the dissertation thesis in a specified number of copies,
  - b) a summary of the main achievements of the dissertation thesis, generally in the extent of two standard pages,
  - c) copies of all publications and other papers in a single copy, unless they are part of the dissertation thesis; if the doctoral student attaches the output from the Comenius

- University publication database, he/she does not have to submit copies of publications,
- d) a list of published works with full bibliographical data and unpublished scientific works or public and non-public exhibitions of the doctoral student's artistic works and performances, as well as their reviews and, where appropriate, their reviews,
  - e) a justification of the differences between the original and the submitted dissertation thesis if the doctoral candidate, after an unsuccessful defence, submits a new dissertation thesis in the same field of doctoral study; and
  - f) other documents, if required by an internal regulation of the faculty.

### **Art. 31** **Requirements of a dissertation thesis**

- (1) The essential requirements of a dissertation thesis, the method of its submission, originality control, archiving and accessibility shall be regulated by a special internal regulation of Comenius University.<sup>80</sup>
- (2) A doctoral student may also submit his/her own published work or a compilation of his/her own published scientific works as a dissertation thesis, which develops the topic of the dissertation thesis in terms of their content. If the doctoral student submits a compilation of his/her own publications, he/she shall add a detailed introduction in which he/she explains the current state of the issue, the objectives of the dissertation thesis, his/her own contribution to the topics addressed, and the conclusions that have been formulated in the course of addressing the dissertation thesis topic. If the attached publications represent the work of several authors, the doctoral student shall also include a co-authors' acknowledgement of his/her authorship.
- (3) In case the dissertation is part of a collective work, the doctoral student shall present his/her own findings and put them in context with the findings of the other members of the collective in the discussion.

### **Art. 32** **Preparation of dissertation thesis defence**

- (1) Upon receipt of an application for permission to defend the dissertation thesis, the dean shall immediately refer the doctoral student's application together with the dissertation thesis to the chair of the scientific field commission. The chair of the scientific field commission shall, within 15 days, decide whether the dissertation thesis meets the requirements for a dissertation thesis in terms of its level and form and whether he/she recommends it for defence. Should the opinion of the chairman of the scientific field commission be positive, the scientific field commission shall propose to the dean the composition of an examination commission for the defence of the dissertation thesis and three opponents for the defence of the dissertation thesis. Should the opinion of the chair of the scientific field commission be negative, the scientific field commission shall examine the compliance with the requirements concerning the level and form of the dissertation thesis.

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<sup>80</sup> Internal Regulation No.12/2013 Directive of the Rector of Comenius University on the essential requirements of final theses, rigorous theses and habilitation theses, control of their originality, storage and accessibility at Comenius University, as amended.

- (2) If the chair of the scientific field commission or the scientific field commission finds that the doctoral student's application for permission to defend his/her dissertation thesis or the dissertation thesis does not meet the prescribed requirements in terms of content and form, he/she shall request the doctoral student to remedy the deficiencies within a specified period of time.
- (3) A doctoral student may withdraw the submitted dissertation thesis and the application for permission to defend it no later than by the time of publication of the notice of the dissertation thesis defence pursuant to subsection (11). The dean, on the proposal of the scientific field commission, shall decide on the further procedure as well as on the settlement of any disputed issues.
- (4) The defence of the dissertation thesis shall be presented before the examination commission for the state examinations. The right to examine at the defence of the dissertation thesis shall be vested in university teachers acting as professors and associate professors and other experts approved by the faculty scientific council.<sup>81</sup> The chairperson and members of the examination board are appointed by the dean on the proposal of the scientific field commission.
- (5) If a doctoral student has registered for a dissertation thesis topic submitted by an external educational institution, the defence of the dissertation thesis shall take place before an examination commission, in which the members from the university appointed pursuant to subsection (4) and the members appointed by the external educational institution are as a rule represented in parity. The examination commission shall have not less than four members.<sup>82</sup>
- (6) A dissertation opponent may be a member of the examination commission if he/she is a person entitled to examine at the state examination and has been appointed as a member of the examination commission by the dean on the proposal of the scientific field commission. Should the opponent not be a member of the examination commission, he/she shall be invited to the defence of the dissertation thesis and shall have the right to express his/her review during the assessment of the dissertation thesis.
- (7) A supervisor may not be a member of the examination commission. The supervisor is called to attend the defence of the dissertation thesis and has the right to express his/her review during the assessment of the dissertation thesis.
- (8) Upon receipt of all reviews from the opponents of the dissertation thesis, the dean shall immediately refer the doctoral student's application for the defence of the dissertation thesis together with all the particulars, including the opponents' reviews, to the chairperson of the examination commission.
- (9) Within 15 days upon receipt of the relevant documentation pursuant to the preceding Subsection, the chairperson of the examination commission shall propose to the dean the time and place of the dissertation thesis defence. The place and time of the dissertation thesis defence shall be scheduled by the dean.

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<sup>81</sup> Higher Education Act S 63 (3).

<sup>82</sup> Higher Education Act S 54 (13).

- (10) The dean shall invite in writing the members of the examination commission, the opponents, the supervisor and the doctoral student to the defence of the dissertation thesis.
- (11) The faculty shall publish a notice of the time and place of the dissertation thesis defence on the faculty's website and on the faculty's official notice board no later than 14 days before the scheduled date of the dissertation thesis defence, containing information on the place and time of the dissertation thesis defence, together with information on the place and manner where people interested in the dissertation thesis may inspect it.
- (12) Any suggestion, comment, or statement on the dissertation thesis may be submitted to the chairperson of the examination commission prior to the defence of the dissertation thesis. At the defence of the dissertation thesis, the doctoral student shall express his/her opinion on the suggestions, comments or statements submitted.

### **Art. 33**

#### **Opponents of a dissertation thesis and their reviews**

- (1) The dean appoints the opponents of the dissertation thesis on the basis of the proposal of the scientific field commission. The opponents shall be appointed from among experts in the field of study of the doctoral studies. There may be no more than one opponent from the faculty or the external educational institution at which the supervising department is established; this is without prejudice to the provisions of Subsection 3.
- (2) The dissertation thesis shall be assessed by three opponents. At least one opponent must have the scientific-pedagogical title of professor, the scientific rank of doctor of sciences, or have been awarded the scientific qualification degree I. The other opponents may be persons meeting the qualification requirements for a member of the scientific field commission pursuant to Article 24(2).
- (3) A close person of the doctoral student may not be an opponent of the dissertation thesis.<sup>83</sup> There may be no more than one opponent from the supervisor's department or the supervising institution.
- (4) A request for an opinion shall be sent to the opponents by the dean together with the dissertation.
- (5) The opponent shall submit his/her written opinion to the dean and return the dissertation thesis no later than 30 days after its receipt. Should the opponent be unable to prepare the review, he/she shall notify the dean without undue delay. If the opponent does not return his/her review within the time limit referred to in the first sentence, the dean shall appoint a new opponent.
- (6) The review of the opponent shall contain an objective and critical analysis of the merits and shortcomings of the submitted dissertation thesis; it shall be concise and shall not repeat its content. In particular, the opponent shall address the following:
  - a) the state of the art of the chosen topic,
  - b) the methods used in the research,
  - c) the achievements of the dissertation thesis, pointing out the new findings it presents,

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<sup>83</sup> S 116 of the Act No. 40/1964 Zb. Civil Code, as amended.



- d) its contribution to the further development of science, technology, or arts,
  - e) whether the dissertation thesis has met its objectives.
- (7) The opponent assesses the dissertation thesis in the light of the state of the development of the scientific or artistic field of doctoral studies at the point in time when the doctoral student submitted the request for permission to defend it. The opponent shall, at the end of his/her written review, state whether he/she recommends the dissertation thesis for defence and propose a classification grade of passed or failed.
- (8) Compliance with the requirements of the opponent's review under Subsections (6) and (7) shall be assessed by the chairperson of the examination commission. If the opponent's review does not meet the aforementioned conditions, the dean shall return it to the opponent for completion or revision on the proposal of the chairperson of the examination commission. At the same time, he or she shall set a deadline for its re-submission, which shall not exceed 15 days. Should the opponent fail to submit his/her review within the deadline set and fail to do so five days after having received the second request, the dean shall appoint a new opponent.

#### **Art. 34** **Defence of a dissertation thesis**

- (1) The successful defence of the dissertation thesis shall conclude the doctoral studies. The defence of the dissertation thesis demonstrates the ability and preparedness for independent scientific and creative activity in the field of research or development or for independent theoretical and creative artistic activity.<sup>84</sup>
- (2) The dissertation thesis defence may also be held at a foreign higher education institution with which Comenius University has concluded an agreement on joint dissertation theses defences, whereby the dissertation thesis defence commission is usually composed of members from a Slovak higher education institution and members appointed by the foreign higher education institution on a parity basis.<sup>85</sup>
- (3) The defence of the dissertation thesis may only be held in the presence of at least two thirds of all members of the examination commission and at least two opponents of the dissertation thesis. Should one of the three opponents be unable to attend the defence of the dissertation thesis for serious reasons and he/she proposes in his/her review a classification grade of pass, the defence may be held without his/her presence. The review of the absent opponent shall be delivered at the dissertation thesis defence in full wording.
- (4) The course of the dissertation thesis defence and the announcement of its results are public.
- (5) Should it be inevitable for the course of the dissertation thesis defence to inform the supervisor, the opponent, or the examination commission of data, the disclosure of which is excluded from the dissertation thesis, in particular because it concerns a trade secret of a third party, a classified fact or personal data, the doctoral student may, subject to compliance with the conditions according to special regulations, include these data in a special non-public documentation, which does not form a part of the dissertation thesis,

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<sup>84</sup> Higher Education Act S 54 (14).

<sup>85</sup> Higher Education Act S 54 (14)(19)(20).

and which is intended exclusively for the supervisor, the opponent and the examination commission.<sup>86</sup>

- (6) The dissertation thesis defence shall be conducted in the form of a scientific dispute between the doctoral student, dissertation opponents, members of the examination commission and other participants on the knowledge attained and the contribution of the dissertation thesis, or as an artistic debate on the created work of art or the artistic performance elaborated in the dissertation thesis. During the defence of the dissertation thesis, the reasoning and plausibility of the conclusions and proposals contained in the dissertation thesis shall also be reviewed.
- (7) Procedure for dissertation thesis defence:
  - a) the chair of the examination commission shall briefly introduce the candidate's curriculum vitae, the topic of the dissertation thesis, essential information from the supervisor's review and an overview of the candidate's scientific or artistic works and their reviews,
  - b) the doctoral candidate shall briefly outline the essential content of his/her dissertation thesis, its plan, achievements and contribution,
  - c) the opponents of the dissertation thesis shall deliver the substantive content of their review; in the absence of the opponents, the chair of the examination commission or a member of the examination commission authorised by the chair shall read their reviews in their full wording,
  - d) the doctoral candidate shall respond to the opponents reviews of the dissertation thesis, in particular, he/she shall address all suggestions and comments and answer their questions,
  - e) the chairperson of the examination commission shall inform the participants of the defence of any further suggestions, comments, or statements and open a discussion in which all participants in the defence may participate; the discussion shall verify the accuracy, reasoning, scientific or artistic originality and relevance of the knowledge contained in the dissertation thesis,
  - f) the doctoral candidate shall answer all questions during the discussion and take a position on all suggestions and comments made by the participants in the dissertation thesis defence.
- (8) The deliberation of the examination commission on the result of the dissertation thesis defence shall take place in a private session of the examination commission in the presence of the dissertation opponents and the supervisor. During the private session, the course of the defence and the applicability of the results of the dissertation in practice shall be assessed.
- (9) The examination commission shall constitute a quorum if at least two thirds of all members of the examination commission, including the chairperson of the examination commission, are present.
- (10) The defence of the dissertation thesis shall be assessed by a passed or failed grade. The overall result of the properly completed doctoral studies shall be evaluated with a passed grade.

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<sup>86</sup> Higher Education Act S 62a (2).

- (11) A protocol on the defence of the dissertation thesis shall be drawn up. The protocol shall be signed by the chairperson and the members of the examination commission present at the defence of the dissertation thesis.
- (12) A doctoral student is entitled to one remedial term if he/she has been assessed with a failed classification grade at the defence of his/her dissertation thesis.
- (13) The evaluation with the classification degree failed on the remedial date of the dissertation thesis defence constitutes a reason for the expulsion of the doctoral student from studies pursuant to Section 66 (1) (c) of the Higher Education Act.

**Art. 35**  
**Interruption of doctoral study**

- (1) The interruption of doctoral studies shall be subject to Article 20.
- (2) The supervisor shall comment on the application for interruption of studies of a doctoral student.
- (3) The interruption of studies of a doctoral student who has registered for a dissertation topic submitted by an external educational institution shall be authorised by the dean after the affirmative opinion of the Rector (statutory representative) of the external educational institution.<sup>87</sup>
- (4) The performance of the duties of the doctoral student's supervisor is also interrupted during the interruption of studies of the doctoral student.

**PART FOUR**  
**PROCEEDINGS IN MATTERS OF ACADEMIC RIGHTS AND OBLIGATIONS**

**Art. 36**

**Commencement of proceedings concerning academic rights and obligations of students**

- (1) According to the Higher Education Act, the academic self-government bodies of the faculty have the right to decide on behalf of Comenius University on matters concerning the academic rights and obligations of students enrolled in studies conducted at the faculty.<sup>88</sup>
- (2) Proceedings concerning the academic rights and obligations of students shall constitute administrative proceedings. Proceedings and decisions concerning the academic rights and obligations of students shall not be subject to Act No. 71/1967 Coll. on Administrative Proceedings, as amended.<sup>89</sup>
- (3) Proceedings in the matter of expulsion from studies for failure to comply with the requirements arising from the study programme and the Rules of study shall commence on the date of the issuance of the decision on expulsion from studies.

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<sup>87</sup> Higher Education Act S 64(3).

<sup>88</sup> Higher Education Act S 23(1)(c) and S 55 (9).

<sup>89</sup> Higher Education Act S 108 (1).

- (4) Proceedings concerning the change of the study programme at Comenius University, proceedings concerning the recognition of the completion of subjects, proceedings concerning the transfer of credits, proceedings concerning the granting of an interruption of studies and proceedings concerning the change of the form of doctoral studies shall commence on the day when the student has submitted a written request for the issuance of the relevant decision. The request must contain basic identifying information about the student, the merits of the matter to be decided, and the grounds for the request.
- (5) If the application does not contain the necessary information for a decision, the dean shall request the student to complete the application or provide the necessary explanation within a reasonable period of time, but not less than eight days. Should the student fail to complete the application within the specified time limit, the dean shall reject it.

### **Art. 37**

#### **Particulars of a decision and its delivery**

- (1) The dean shall issue a decision in the proceedings under Article 36(4) within 30 days of receipt of a complete application. This time limit shall not include the time within which the student has been required to complete the application or to provide the necessary explanation pursuant to Article 36(5). Should the dean fail to make a decision within the 30-day period, the student may request the Rector to ask the dean to proceed with the matter and to make a decision.
- (2) Decisions in proceedings concerning the academic rights and obligations of students shall be made in writing and shall contain a statement with reference to the relevant provision of a generally binding legal regulation, an internal regulation of Comenius University, or an internal regulation of the faculty, a reasoning on grounds of the ascertained facts, and an instruction on the remedy.
- (3) A decision in proceedings concerning the academic rights and obligations of students shall be delivered in documentary form to the student in his/her own hands at the faculty or at any other place where he/she can be reached, with an acknowledgement of receipt; this shall be without prejudice to the faculty's obligation to deliver the decision to an electronic mailbox pursuant to a special regulation on the electronic form of exercise of public authority. Where such delivery is not possible,
  - a) a decision in the proceedings referred to in Article 36 (3) shall be served by the post office at the address for the service of documents notified by the student to the faculty,<sup>90</sup> by registered post, hand delivered with acknowledgement of receipt,
  - b) a decision in the proceedings referred to in Article 36 (4) shall be served by registered mail with acknowledgement of receipt.
- (4) The effect of the service of a decision in proceedings relating to the academic rights and obligations of students under subsection (3) shall take effect on
  - a) the date of receipt of the decision by the student or by a person authorised by the student to receive postal delivery,
  - b) the date on which the undelivered mail is returned to the faculty, notwithstanding the fact that the student was not aware of it,

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<sup>90</sup> Higher Education Act S 71 (3)(c).

- c) the student's refusal to accept the postal delivery.

### **Art. 38**

#### **Request for a review of a decision to expel a student from study**

- (1) A student may apply for a review of a decision on expulsion from study. The application shall be submitted to the dean who issued the decision within eight days of the date of receipt of the decision. A timely filed application shall have the suspensive effect.
- (2) A request for a review of a decision on expulsion a student from study shall include the name of the student filing the request, the number of the decision to be reviewed, a proposal as to how the matter is to be decided, and the grounds for the request. The application shall be accompanied by relevant documents and information in the student's possession supporting the student's allegations. The application may not be directed solely against the reasoning without contesting the operative part of the decision.
- (3) Upon receipt of a request for review of a decision on expulsion from studies, the dean shall examine compliance with the requirements pursuant to subsection (2). If the application does not comply with the prescribed requirements, the dean shall request the student to complete the application and shall allow the student a reasonable period of time, but not less than eight days, to complete the application. Should the application be submitted after the lapse of the time limit referred to in Subsection 1 or should the student fail to complete the application within the time limit set, the dean shall reject it.
- (4) The dean may grant the request if he/she finds that the decision was issued in violation of a generally binding legal regulation, an internal regulation of Comenius University or an internal regulation of the faculty. Otherwise, he/she shall refer the application to the Rector within 15 days from the date of its receipt, together with the attached file and a written opinion on the applicant's statements and objections.
- (5) The dean's written opinion shall include the comprehensive results of the proceedings to date, in particular details of all the actions taken, an opinion on the timely submission of the application and on compliance with the prescribed formalities of the application. In the report, the dean shall state his or her opinion on all the objections raised by the applicant, together with the relevant evidence, as well as his or her view as to the completeness and correctness of the established facts of the case and the legal opinion on which the contested decision is based.
- (6) The Rector shall modify or overrule a decision if the decision was issued in conflict with a generally binding legal regulation, an internal regulation of Comenius University or an internal regulation of the faculty. Otherwise, he/she shall reject the application and uphold the original decision.
- (7) If the Rector overrules a decision on the grounds that the facts of the case have not been sufficiently established, he or she may, subject to the circumstances of the case, return the case to the dean for further proceedings and a decision; the dean shall be bound by the Rector's legal opinion.
- (8) The Rector shall issue a decision no later than 30 days following the date of receipt of the request for review of the decision on expulsion from studies by the faculty. In more

complex cases, the Rector shall make a decision no later than within 60 days. The Rector shall send a written notice of an extension of the time limit to the student and to the dean.

- (9) Requirements for the content of the Rector's decision in the matter of a request for a review of a decision on expulsion a student from studies are attached as Annex 3 to these Rules of study. A form of the Rector's decision on a request for review of a decision to exclude a student from studies is provided in Annex 5 to these Rules of study.
- (10) The delivery of the Rector's decisions shall be subject to the provisions of Articles 37(3) and (4).
- (11) The Rector's decision may not be appealed against by an application for review of the decision. The Rector shall notify the dean of his or her decision without undue delay and shall return the student's complete file to the dean, together with a receipt of delivery of the decision to the student.
- (12) Should the dean grant the request under subsection (2), or should the Rector modify or reverse the decision under subsection (4), the academic governing bodies of the faculty or the University shall take such measures necessary to ensure that the student's academic rights are restored and the consequences caused by the unlawful decision are eliminated or mitigated.

### **Art. 39** **Validity of a decision**

- (1) A decision in proceedings concerning the academic rights and obligations of students which cannot be appealed against, shall become final on the date of service pursuant to Article 37 (3) and (4).
- (2) A decision on expulsion from studies, against which the student has not appealed by submitting a request for review of the decision, shall enter into force on the date of the expiration of the eight-day period referred to in Article 38 (1).
- (3) A decision on expulsion from studies that the student has appealed against by submitting a request for review of the decision and when the Rector has upheld the original decision shall enter into force on the date of delivery of the Rector's decision in accordance with the provisions of Article 37 (3) and (4).
- (4) The Rector's decision on an application for review of a decision on expulsion from studies shall enter into force on the date of its delivery to the student in accordance with the provisions of Article 37 (3) and (4).

**PART FIVE**  
**COMMON, TRANSITIONAL AND FINAL PROVISIONS**

**Art. 40**  
**Common provisions**

- (1) The provisions of Articles 2 (1), 6 and 22 shall apply to theological faculties appropriately.<sup>91</sup>
- (2) The general regulations on occupational health and safety and the working conditions of women shall apply to a student who participates in practical training and practice.<sup>92</sup>
- (3) Unless provided otherwise in these Rules of study, documents shall be delivered to the student in paper form to the student's address listed in the Comenius University Central Database of Persons or in electronic form to the student's electronic mail address allocated by Comenius University or a faculty of Comenius University.

**Art. 41**  
**Mitigation of rigidity of rules of study**

The dean may, in cases of exceptional circumstances, based on a written request from a student

- a) grant an exemption from the time limits of the faculty academic calendar,
- b) grant an exemption from the control stages of studies,
- c) grant an exemption from the maximum length of interruption of studies,
- d) allow interruption of studies where a student has not met the requirements of a control stage of study; or
- e) waive a missed deadline in accordance with these Rules of study.

**Art. 42**  
**Faculty rules of study**

- (1) If a faculty decides to modify these Rules of study in more detail under its own conditions, it shall issue the Faculty rules of study in accordance with these Rules of study.<sup>93</sup>
- (2) The Faculty rules of study, subject to the specific conditions of the faculty concerned and the fact that studies at Comenius University are carried out at faculties, may depart from the provisions of the second part of these Rules of study and
  - a) lay down the conditions under which an exemption may be granted from the enrolment in a subject which is conditional on the successful completion of a prerequisite subject (Section 3 (3) of the Decree on the credit system of studies),
  - b) lay down the characteristics of educational activities or the extent to which educational activities are open to public participation (Article 4 (6), (7) and (8)),
  - c) lay down the extent of compulsory participation of students in educational activities, the grounds for excusing non-participation in educational activities (Article 4 (8)),

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<sup>91</sup> Higher Education Act S 34 (2).

<sup>92</sup> Act No. 311/2001 Z. z., Labour Code as amended.

<sup>93</sup> Higher Education Act s.33 (3)(a).

- d) provide for the possibility of recognition of attendance at educational activities without substitution for re-enrolment in a subject on the basis of a student's request (Article 4 (9)),
- e) provide that the faculty shall issue a transcript of study records (Article 6 (1)),
- f) provide for a method of expressing a student's interest in subject prior to enrolment (Article 8 (4)),
- g) lay down the rules for enrolment in a subject in the event of limited capacity (Article 8 (6) and (7)),
- h) lay down rules for the enrolment in subjects from a programme of study at a level other than the programme of study in which the student is enrolled (Article 9 (4))
- i) lay down the conditions under which studies may be permitted according to an individual study plan the extent of exceptions and reliefs from the faculty academic calendar (Article 9 (6) and (7)),
- j) establish the range of persons who decide on matters of assessment of study results in the subject (Art. 11 (1)),
- k) provide for the student's entitlement in respect of remedial or alternative options for the fulfilment of the requirements of the continuous assessment (Article 11 (4) (d)),
- l) provide that an examination may be held (Article 12 (1))
  1. within an examination period of a semester other than the semester in which the student has completed the course of study,
  2. during the last education week of the education part of the semester (the so-called pre-term); or
  3. during a period beyond the examination period for other important reasons specified in the faculty's rules of study,
- m) provide that a student has the right to take part in an examination even if he or she has not achieved the prescribed level of continuous assessment or the prescribed compulsory participation in training activities (Article 12 (3)),
- n) provide for the manner in which the date, place and form of the examination or the manner of registering and signing out for the examination shall be published (Article 12 (4)),
- o) provide that examination dates shall not be divided into ordinary and remedial dates and that a student may register for any examination date (Article 12 (5)),
- p) provide for a list of excuses for absence from examinations or the manner in which excuses for absence may be submitted (Article 12 (7)),
- q) provide that a student has the right to take two remedial examinations on the first enrolment or re-enrolment in the subject (Article 12 (8)),
- r) lay down the conditions under which a student has the right to take an examination before the examination commission (Article 12 (11)),
- s) lay down the examination stages for full-time or external study (Article 13, Annex 1),
- t) provide for a longer period of time for the student to become acquainted with the thesis reviews (Art. 14, para. 8),
- u) lay down the conditions required for the last state examination (Article 15 (4)), lay down the conditions required for the state examination, or lay down the conditions required for the state examination - the defence of the thesis,
- v) provide for a higher minimum number of members of the examination commission for the state examinations or a higher minimum number of members for the examination commission be quorate (Article 15 (6))
- w) provide for a range of reasons for excusing absence from the state examination or for the manner of excusing absence (Article 15 (8)),



- x) allow the rules of study of faculties implementing conversion study programmes to regulate the terms and conditions governing the change of a study programme which has a conversion version with a standard length of four years (Article 17 (3)).
  - y) lay down the scope of the conditions to be demonstrated by a student requesting a change of programme of study or the circumstances in which a request for a change of programme of study cannot be granted (Article 17 (3) and (4)),
  - z) establish the scope of the persons who shall comment on the application for a change of programme of study (Article 17 (4)),
  - aa) lay down the criteria for the recognition of the completion of subjects or the time limit for applying for recognition of the completion of subjects or lay down the maximum sum of credits assigned to the subjects whose completion may be recognised (Article 18 (2) (a) to (c), (3) to (6)); the study regulations of theological faculties may lay down the conditions under which a student may apply for the recognition of the completion of subjects on the basis of properly completed studies,
  - bb) establish the scope of persons who shall comment on the application for recognition of a subject completed as part of academic mobility (Article 19 (5) (b)),
  - cc) provide for other grounds for which studies may be interrupted for a maximum of three years (Article 20 (3)).
- (3) The Faculty rules of study, subject to the specific conditions of the faculty concerned and the fact that doctoral studies at Comenius University are conducted at the faculties, may depart from the provisions of Part Three of these Rules of study and
- a) lay down the scope of competence of the scientific field commission or the chairperson of the scientific field commission (Article 24 (4) to (6)),
  - b) lay down the scope of competence of the supervisor (Article 25 (2)),
  - c) stipulate the control stages of doctoral studies (Article 28 (2) and (3)),
  - d) lay down the dates, conditions or manner of applying for the dissertation examination; lay down a higher number of credits as a condition for approval to take the dissertation examination (Article 29 (1) to (3)),
  - e) impose higher qualification requirements on members of the examination commission or the opponent, a higher minimum number of members of the examination commission, or a higher minimum number of members of the examination commission to be quorate (Article 29 (5), (6), (8), (9) and (12)),
  - f) lay down the dates, conditions or method of applying for approval to defend a dissertation thesis (Article 30 (1) and (2)),
  - g) lay down the enclosures to the application for approval to defend the dissertation thesis, including the fact that the doctoral student attaches to the application a conspectus of the dissertation thesis instead of a summary of the main results of the dissertation, and at the same time lay down its requirements in terms of content and form (Art. 30 (3)),
  - h) lay down the dates, conditions or method of preparing the defence of the dissertation thesis (Article 32 (1) to (3) and (8) to (12), Article 33 (5) and (8)),
  - i) impose higher qualification requirements on members of the examination commission or opponents, a higher minimum number of members of the examination commission or a higher minimum number of members of the examination commission to be quorate (Art. 32 (4) to (6), Art. 33 (1) to (3), Art. 34 (3) and (9)),
  - j) provide that neither the opponent of the dissertation thesis may be from the supervising department or from the supervisor's institution (Art. 33(3)),

- k) lay down the conditions under which opponents who are not members of the examination commission may participate in the defence of the dissertation thesis via a teleconference facility (Article 34 (3)),
  - l) lay down the procedure for the defence of the dissertation thesis (Article 34 (6) and (7)).
- (4) The Faculty rules of study, taking into account the specific conditions of the faculty concerned and the fact that studies at Comenius University are carried out at faculties, may depart from the provisions of Part Four of these Rules of study and provide that decisions in proceedings concerning the academic rights and obligations of students, except for decisions on expulsion from studies, decisions on interruption of studies, decisions on change of study programme and decisions on change of the form of doctoral studies, may be made in electronic form and sent to the student's e-mail address assigned by Comenius University (Art. 37 (2) to (4)); this is without prejudice to the obligation of the faculty to deliver the decision to the electronic mailbox pursuant to the special regulation on the electronic form of exercise of public authority.
  - (5) The Faculty rules of study, taking into account the specific conditions of the faculty concerned and the fact that studies at Comenius University are carried out in faculties, may depart from the provisions of Part Five of these Rules of Study and provide for the mitigation of the rigidity of the Rules of study (Article 41).
  - (6) The Faculty rules of study, taking into account the specific conditions of the faculty concerned and the fact that studies at Comenius University are carried out in faculties, may depart from the general rules of enrolment, assessment and recording of study results at a given faculty in accordance with Annex No.2.
  - (7) The more detailed provisions of the Faculty rules of study pursuant to Subsection (1) and the provisions departing from the Faculty rules of study pursuant to Subsections (2) to (6) shall be in accordance with
    - a) generally binding legal regulations,
    - b) other provisions of these Rules of study from which the Faculty rules of study may not depart; and
    - c) other internal regulations of Comenius University.

**Art. 43**  
**Provisions on conflict of laws**

- (1) The rules governing the study of inter-faculty study programmes shall be governed by the study regulations of the faculty at which the student is enrolled for study according to the study programme, with the exception of the rules governing the evaluation of study results (Article 11) and the rules governing examinations (Article 12), which shall be governed by the provisions of the study regulations of the faculty which provides the relevant subject. If the faculty does not have its own study regulations, the rules on the evaluation of study results and the rules on examinations shall be governed by these study regulations.
- (2) If a student of another faculty enrolls in a subject at a faculty which has issued its own rules of study, the rules governing the evaluation of study results (Article 11) and the rules governing examinations (Article 12) shall be governed by the provisions of the

rules of study of the faculty which provides the subject in question. If a faculty does not have its own study regulations, the rules governing the evaluation of study results and the rules governing examinations shall be governed by these study regulations.

- (3) If a student of another faculty enrolls in a subject at the faculty, the education of the subject and the evaluation of study results shall be governed by the academic calendar of the faculty that provides the education of the subject in question.

#### **Art. 44**

#### **Transitional and final provisions**

- (1) The conditions of the control stages of study, the conditions for the state examinations and the subjects of the state examinations, the method of evaluation of the dissertation examination and the defence of the dissertation thesis of students enrolled in studies before these Rules of study enter into force shall remain in accordance with the Rules of study of Comenius University and the Faculty's rules of study in force on or before 31 August 2020.
- (2) The conditions of admission to study laid down in accordance with Section 57 (5) of the Higher Education Act for the academic year 2020/2021 shall remain in force in accordance with the CU Rules of study and the Faculty rules of study valid until 31 August 2020.
- (3) The rules of the admission procedure, including the admission procedure for the transfer of a student from another higher education institution, shall be regulated by a special internal regulation of Comenius University.
- (4) The annexes to these study regulations are as follows:
  - Annex No. 1 Minimum number of credits in the control stages of the study
  - Annex No. 2 General rules for enrolment, evaluation and recording of study results at the faculties of Comenius University
  - Annex No. 3 Content of decisions
  - Annex No. 4 Form of decision on the expulsion of a student from studies
  - Annex No. 5 Form of the Rector's decision on a request for review of a decision on expulsion of a student from studies.
- (5) Faculties are required to abolish their rules of study or harmonize them with these Rules of study to ensure that these changes enter into force on 1 September 2020.
- (6) The following regulations shall be repealed on the date on which these Rules of study enter into force
  1. Internal Regulation No. 8/2013 Rules of Study of Comenius University in Bratislava, as amended by Internal Regulation No. 20/2013 Supplement No. 1, Internal Regulation No. 3/2015 Supplement No. 2, Internal Regulation No. 19/2016 Supplement No. 3 and Internal Regulation No. 7/2019 Supplement No. 4.
  2. Internal Regulation No. 8/2007 Directive of the Rector of Comenius University Principles governing the use of external applications cooperating with the system STUDENT I Comenius University.
  3. Order of the Rector of Comenius University No. 10/2009 on the registration of study results using the academic information system AIS 2.

- (7) These Rules of study shall enter into force on the date of their approval by the Academic Senate of Comenius University and shall come into force on 1 September 2020; except for the provisions of Article 44 (5), which shall become effective on the date of approval of these Rules of study by the Academic Senate of Comenius University.

Assoc. Prof. MUDr. Daniel Böhmer, Ph.D  
Chairman of the Academic Senate of  
Comenius University

Prof. JUDr. Marek Števček, Ph.D  
Rector of Comenius University