

**UNIVERZITA PAVLA JOZEFA ŠAFÁRIKA
V KOŠICIACH**



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Study Rules of Procedure

at Pavol Jozef Šafárik University in Košice

for the 1st, the 2nd, and the Conjunct 1st and 2nd Levels of Study

May 2019

Pursuant to Section 15 (1) (a) c) of Law Act No. 131/2002 Coll. on Higher Education Institutions and on Amendments to Certain Law Acts as amended (hereinafter referred to as "LAHEI"), these Study Rules of Procedure are the internal regulation of Pavol Jozef Šafárik University in Košice (hereinafter referred to as "University" or "UPJŠ").

Part I GENERAL PROVISIONS

Article 1 Introductory Provision

1. The study at the University is of university nature, and within the rules as defined by these Study Rules of Procedure, the students have the right to complete individual parts of any study programme at any unit of the University. Individual accredited study programmes are implemented, and within the specified scope administratively managed, at individual Faculties of the University or at University-wide units in accordance with the Rector's Decree on the Provision of the Internal Quality System of Education at UPJŠ in Košice and its Components, as amended (hereinafter referred to as the "Internal Quality System").
2. These Study Rules of Procedure regulate the rules of study at Bachelor, Magister, and doctoral study programmes at the University.
3. These Study Rules of Procedure of the University shall be binding for all the students, the University teachers (hereinafter the "teachers") and other staff who manage and provide the study at the University and its Faculties.
4. If necessary, the Faculties may specify the relevant provisions of these Study Rules by internal regulations.

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

1. The University provides higher education at all three levels, i.e. the first one (Bachelor study programmes), the second one (Magister study programmes), the conjunct 1st and 2nd levels of study (the doctoral study programmes), at the third level of study (PhD. study programmes), and also provides further education (e.g. the specialized one).
2. The University and its Faculties provide higher education in the study lines or in a combination of two study lines by studying in the accredited study programmes, whose list shall be published by the University in a manner as laid down in the LAHEI.
3. Higher education is materialised in the full-time form of study and in the part-time form of study. Both of the forms of study may be materialised either by presence, distance, or combined methods.
4. If the study programme is implemented in combination of two study lines, then within the meaning of the LAHEI¹, the study is defined as inter-disciplinary study implemented at

¹ Section 51 (5) Law Act No. 131/2002 Coll.

one or several of the Faculties of the University.

5. The organisation of all the levels and forms of higher education at the University is based on a credit-based system of study.
6. The University provides lifelong learning on the basis of a special regulation².
7. The Faculties may also run the teaching of individual study subjects or parts of the study at other faculties, universities or institutions.
8. The standard duration of study at the University shall be determined as follows:
 - a) the first-level study programme (the Bachelor study programme) for the minimum of three academic years to the maximum of four academic years in the full-time form study, in the minimum of three years to the maximum of five academic years in the part-time form of study;
 - b) the second-level study programme (the Magister study programme) in the minimum of one academic year and the maximum of three academic years in the full-time form study, in the minimum of two to the maximum of four academic years in the part-time form of study;
 - c) the conjunct 1st and 2nd levels of study (doctoral) study programme for the minimum of five years and the maximum of six years in the full-time form study;
9. The study programmes shall have their standard duration according to the approved accreditation.

Article 3 Students

1. The applicant admitted for study shall become a student of the University once enrolled in any of the higher education study programmes implemented at the University or its Faculties. S/he shall become a student as of the date of enrolment.
2. The student shall cease to be a student of the University:
 - a) upon properly completing the study under any of the prescribed study programmes, and the date when the student meets the last of the conditions prescribed for the proper completion of the study programme for which s/he was enrolled shall be the date of completion;
 - b) if the student fails to complete the study within two years of the expiry of the standard duration of study;
 - c) if the student is excluded from the study due to his/her failure to comply with the requirements arising from the study programme and from the Study Rules of Procedure of the University or those of the Faculty, respectively;
 - d) if s/he is excluded from the study based on a disciplinary measure taken;
 - e) if the study programme studied by the student is cancelled, unless the student accepted an offer to resume his/her study under another study programme;
 - f) if the student leaves the study;

² Law Act No. 568/2009 Coll.

- g) if the student suspends the study;
- h) by the death of the student.

Article 4
Engagement in Educational Activities

1. University teachers shall work in the positions of Professor, Visiting Professor, Associate Professor, Visiting Associate Professor, Senior Assistant, Assistant, and Tutor.
2. PhD students in their full-time or part-time form of PhD study may also engage in teaching.
3. Researchers and experts in research and practice may also be engaged in educational activities of the University.
4. The person who has completed the first level of study may be engaged in the educational activities of the University as tutor (within the scope of exercises and practical exercises) under the following conditions: approval of the guarantor and the teacher; with their full-time 2nd level study of the relevant study programme pending and completion of the study subject being tutored with the grade of A.

Article 5
Study Advisor, Coordinator

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

Part II
ORGANIZATION OF THE STUDY

Article 6
Admission to Study

1. Any person shall be eligible to study at the University in a chosen study programme, if s/he satisfies the conditions for admission to the study pursuant to the relevant stipulations of the LAHEI³, other conditions of admission pursuant to LAHEI⁴ and any

³ Section 56 Law Act No. 131/2002 Coll.

⁴ Section 57 (1) Law Act No. 131/2002 Coll.

other terms and conditions as determined by the University or the Faculty, if the chosen study programme is run at the Faculty.

2. Based on the opinion of the study programme guarantor, the Rector of the University or the Dean, if the study of the study programme is run at the Faculty, may recognize completing the study subjects by the applicant admitted for the study during their previous study, provided the following conditions are met:
 - a) the content of the study subject passed is identical with or sufficiently similar to the content of the study subject in the study programme to which the student is admitted;
 - b) the period of no longer than five years has elapsed from the completion of the study subject.
3. The admission procedure to study under the study programmes implemented at the University and the Faculties shall be governed by the LAHEI rules⁵ and the admission procedure rules of the University and those of the relevant Faculty.

Article 7

Study Programme, Study Plan

1. The study programme shall mean a set of study subjects consisting in educational activities, these being mainly lecture, seminar, exercise, final assignment, project assignment, laboratory work, traineeship, field trip, field training, state examination, and a combination of the above, as well as a set of rules drawn up in such a way that the successful completion of those educational activities shall enable one to attain higher education under observing the above regulations.
2. The study programme shall in detail be specified by the LAHEI stipulations⁶. The Internal Quality System shall define the rules for the creation, approval, implementation, and modification of the study programme.
3. The recommended study plan shall become part of the study programme, the former being compiled in a way enabling the student who passes the same to satisfy the conditions for a successful completion of the study within its standard duration.
4. The study plan shall be compiled by the student him/herself or with the assistance of the study advisor from the offer of the study subjects contained in the study programme in such a way that the rules of the study programme and the provisions of these Rules of Procedure are complied with.

Article 8

Study Programme Subjects

1. Educational activity shall be implemented in one or several forms (lecture, seminar, consultancy workshop, laboratory exercises, field trip, specialised training, and the like), with the proportion of individual forms of teaching the study subject in question being determined by the study programme.
2. Each study subject shall be uniquely identified at the University by its code and name and shall be designed as a one-semester study subject. The basic data on the nature of the

⁵ Section 58 Law Act No. 131/2002 Coll.

⁶ Section 51 (4) Law Act No. 131/2002 Coll.

study subject shall be listed in the study subject information sheet under the structure as required⁷.

3. The study subjects included within the study programme shall be divided into the following types:
 - a) the mandatory ones – their passing in full extent shall be a prerequisite for a successful completion of the study programme or the entire study programme;
 - b) mandatory optional ones – these make the nature of study more complete and enable the student – alongside with optional subjects - to customize their study plan to their individual needs. Successful completion of a specified number of such study subjects, or obtaining a specified number of credits for these study subjects according to the choice of the student within the study programme structure shall be a prerequisite to successful completion of a part of the study or of the entire study programme;
 - c) optional ones – these shall include the remaining subjects which the student may sign up to complete his/her study and obtain a sufficient number of credits in the relevant part of the study.
4. Departments, institutes or clinics (hereinafter the “departments”) shall have the right to specify, at their sole discretion, the signing-up of which study subjects is mutually exclusive (define the mutually excluding study subjects) or conditional.
5. The student shall sign up the optional study subjects from among the offer of the study subjects contained in their study programme, but also from the study subject list of other study programmes and other Faculties of the University within the framework of the applicable rules (Article 8, paragraph 3c), Article 10, paragraph 7, Article 11, paragraph 4 of these Rules of Procedure).
6. The study subjects contained in the study programme shall be divided according to their complementarity into the following:
 - a) study subjects without complementarity; signing up for such a subject is not conditioned by completing another subject;
 - b) study subjects with complementarity, preconditioned by passing other study subjects - passing of such a study subject shall only be possible after passing another subject or other subjects – the prerequisite study subjects.
7. The following rules shall apply for passing the prerequisites and the complementary study subjects:
 - a) If the student fails to complete the pre-requisite with assessment in the relevant academic year, s/he may apply for the deletion of the complementary study subject in the enrolment sheet in the first week of the follow-up semester at the latest;
 - b) If complementarity of the relevant semesters of the re-enrolled prerequisites and the follow-up study subject in the relevant academic year allows the completion of the follow-up study subject, the student shall have the right to repeatedly sign-up that study subject no later than the first week of the semester, and fully complete that study subject;
 - c) If the student properly passes the study subject concerned, but failed to be assessed or failed to meet the conditions for registering for the test date, the student shall once again fully complete the classes in that mandatory study subject after the re-

⁷ Annex No. 1 to the ME SR Decree No. 614/2002 Coll.

enrolment, unless the teacher decides otherwise. The teacher may decide whether it is possible to waive his/her attendance in contact teaching at the second signing-up the study subject based on the results of the continuous assessment during the first signing-up for the study subject concerned.

9. The final degree thesis shall be part of any study programme whose thesis, including its defence, shall form a single study subject. The defence of the final thesis shall become part of the state examination study subjects.

Article 9

Credit-Based System of Study

1. The credit-based system of study allows one to assess, by awarding the credits, the student's workload associated with passing individual units contained in the study programme – the study subjects (hereinafter referred to as "study subjects"), it is instrumental in opening the University from within, promotes mobility of students, and provides the student with the opportunities to participate in designing his/her own study plan.
2. Credits are numerical values assigned to the study subject, which characterise the quantity of the workload necessary for attaining the prescribed results of education. The standard workload of the student in the full—time study for the entire academic year is expressed by a number of 60 credits, i.e. 30 credits per semester. The standard workload of the student in the part—time study for the entire academic year is expressed by a number of 48 credits maximum, depending on the standard duration of study in the relevant study programme and the number of credits required for its completion. The recommended method for allocating the credits to study subjects in the formation of the study programmes is specified in greater detail in Amendment No. 1 to these Study Rules of Procedure.
3. The total number of credits required for the proper completion of study shall be determined as follows:
 - a) 180 credits for the three-year full-time Bachelor study
 - b) 240 credits for the four-year full-time Bachelor study
 - c) 180 credits for the four-year part-time Bachelor study
 - d) 240 credits for the five-year part-time Bachelor study
 - e) 60 credits for the one-year full-time Magister study
 - f) 120 credits for the two-year full-time Magister study
 - g) 180 credits for the three-year full-time Magister study
 - h) 60 credits for the two-year part-time Magister study
 - i) 120 credits for the three-year part-time Magister study
 - j) 180 credits for the four-year part-time Magister study
 - k) 300 credits for the five-year conjunct 1st and 2nd levels of study (doctoral study)
 - l) 360 credits for the six-year conjunct 1st and 2nd levels of study (doctoral study)
4. The student shall be awarded the credits after successful completion of the study subject. Credits may only be awarded once for the given study subject during the course of the study.
5. Credits awarded for passing the study subject shall be accumulated for the student. Obtaining the necessary number of credits in the structure specified according to the study programme is one of the preconditions for the continuation in the study after the pre-defined verification stage of study.

6. If the student passes part of the study at another faculty or another higher education institution based on the agreement of study, the credits awarded shall be recognized (transferred) for him/her based on the transcript of results, which will be prepared by the faculty or the higher education establishment at which the student has earned them.

Article 10

Study Time Schedule

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

Article 11

Enrolment and Completion of Study Subjects

1. Enrolment shall take place on the dates as set out in the University and the Faculties time schedules for a period of one academic year.
2. Enrolment shall be mandatory for the student. If the student fails to appear for enrolment for the next period of study or fails to appear on re-enrolment after suspension, the University or the Faculty, provided the study programme is run at the faculty, shall prompt the student in writing to appear for enrolment within a period of ten working days from the date of receipt of the letter of invitation to do so. If the student fails to appear for enrolment within the prescribed period of time after receiving the letter of invitation or fails to apply for an extension of this time limit, the date by which the student was supposed to enrol for the following period of study or on which the student was supposed to re-enrol, shall be considered the date on which the student left the study.
3. The University shall distinguish between the provisional enrolment and the administrative enrolment. By making his/her provisional enrolment, the student declares in a binding

way his/her interest in studying the selected study subjects in the following academic year. The administrative enrolment is a confirmation of the student advancing in the next year of study after satisfying the conditions for the resumption of his/her study. At the same time, the above shall also indicate a more detailed specification of the provisional enrolment after verification of the capacity and time possibilities of the selected study subjects being taught, as well as of the possibilities of the student.

4. Based on the motions by the heads of departments and guarantors of the study subjects, the University Faculties shall determine and publish the minimum and the maximum number of students for given study subject in the relevant academic year before the date of provisional enrolment. If the study subject enrolled by the students has a limited capacity (due to spatial capacity, lack of staff, or other reasons), it shall be necessary to allow the students their enrolment in the following order:
 - a) students of their own Faculty, for whom the study subject is mandatory;
 - b) students of other University Faculties, for whom the subject is mandatory;
 - c) students of other universities who sign up for the study subject under the study agreement;
 - d) students of their own Faculty, for whom the study subject is mandatory optional;
 - e) students of other University Faculties, for whom the study subject is mandatory optional under the agreement between the Faculties;
 - f) students of their own Faculty, for whom the study subject is elective;
 - g) students of other University Faculties, for whom the study subject is elective;
 - h) students of other universities, for whom the study subject is elective.
5. If after the application of the distribution according to paragraph 4 of this Article the number of those interested in the study subject exceeds the fixed capacity, the signing up for the study subject by the student shall be decided by the opinion of the teacher – the study subject guarantor.
6. Within each of the categories referred to in paragraph 4 of this Article, preference shall be given to the students with a higher number of the completed years of study.
7. The signed-up mandatory study subject that has not been successfully completed may be signed-up once again during the study. After a second unsuccessful attempt to complete the mandatory subject of study, the student shall be excluded from the study⁸.
8. The mandatory optional subject, signed-up, but not completed, may be signed-up once again, or any other study subject may be selected from the offer of the mandatory optional study subjects. After a second unsuccessful attempt to complete the chosen mandatory optional study subject, the student shall be excluded from the study⁹.
9. The elective study subject signed-up and not passed by the student may be signed-up once again, or any other optional study subject may be chosen from among the mandatory study subjects not yet passed. If the student earns the sufficient number of credits, s/he will not have to sign-up any of the elective study subjects. If the student has not earned sufficient number of credits, he/she shall be excluded from the study after the second unsuccessful attempt to complete the selected elective study subject.

⁸ Section 66 (1) (c) Law Act No. 131/2002 Coll.

⁹ Section 66 (1) (c) Law Act No. 131/2002 Coll.

10. Each semester, the student shall sign-up the study subjects in such a credit value and in such a structure (mandatory, mandatory optional, and elective) that at each study verification stage s/he may qualify for the continuation of study. In one academic year, the student at the first level of study and the second level of study shall sign-up the study subjects for at least 40 and no more than 90 credits in the full-time form of study and the study subjects for at least 30 credits and no more than 60 credits in the part-time form of study.
11. The Rector or the Faculty Dean, if the study programme is run at the Faculty, may decrease the limit for the number of credits if the sum total of the credits awarded during the study and the credits awarded for the study subjects signed-up in the relevant academic year exceeds the number of credits necessary for the successful completion of study.
12. The lower limit of the number of credits that a student shall sign-up in the longer-than-standard year of study shall be determined by the number of credits for the mandatory study subjects and the mandatory optional study subjects missing for the successful completion of the study. In the event the student fails to successfully complete any of the above study subjects, if it does not contravene the LAHEI stipulation¹⁰ and it is not a subject with a second enrolment, he/she may continue his/her study for another year in above-the-standard duration with the enrolment for the study subjects not yet completed.
13. The lower limit of the number of credits that the student is obliged to sign-up in the event of the repeated admission to the study or after coming to the study from another higher education institution, and based on the recognition of the credits awarded from their preceding study, shall be determined by the number of credits of the mandatory study subjects and the mandatory optional study subjects missing for the successful completion of the study. If case of failing in any of the study subjects signed-up, the student shall repeatedly sign them up in the next academic year.

Article 12

Educational Activity

1. Educational activity shall be carried out in the form of lectures, exercises, practical exercises, clinical exercises, seminars, colloquia, field trips, specialized traineeships, annual project assignments, courses, and supervised self-access study.
2. In addition to teaching under the study plan in the study programme, the University teachers shall afford individual consultation to students, for which the former shall reserve a reasonable period of time of at least two teaching hours a week. The consultation hours for the relevant semester shall be published for the students no later than in the first week of the relevant semester. Individual consultations do not replace teaching.
3. The study subject of the study programme may be taught in several forms simultaneously. Unless otherwise stated in the study programme, the form of teaching shall be determined by the teacher.
4. At the beginning of each semester, the teacher shall provide the updated information sheet for their study subject. Further, the same shall communicate the terms and methods of continuous verification of the knowledge of students and the form of passing

¹⁰ Section 65 (2) Law Act No. 131/2002 Coll.

the examination. The teacher shall release the above information no later than by the end of the second week from the beginning of the semester, and the criteria specified shall not be altered during the semester.

5. As a rule, teaching every study subject of the study programme shall be obligatory. In addition to the provisions in paragraph 4 above, the teacher may determine the scope of mandatory participation in the classes taught. In case the student fails to meet the conditions of the mandatory participation in the teaching, the teacher shall proceed as follows:
 - a) If a student misses part of his/her participation for serious reasons in the mandatory classes taught, the scope of which may be compensated, the teacher shall determine the student an alternative method of study. If the classes missed cannot be compensated, the student shall sign-up the study subject once again, and his/her first signing-up shall be cancelled;
 - b) If the student misses mandatory classes taught, the teacher may choose to determine an alternative method of teaching, or the student shall sign-up the study subject once again. If the study subject is signed-up for a second time, the student shall be excluded from his/her study.

Article 13

Study Results Assessment

1. Assessment of the study results of the student within their study of the study subject shall be performed as follows:
 - a) continuous study results review during the teaching part of the relevant period of study (review questions, written tests, assignments for independent work, semester projects, report at the workshop, etc.); or
 - b) the examination for the relevant period of study; or
 - c) the combination of continuous review during the teaching period of the semester with an examination for the specified period of the semester. In such a case, the proportion of individual ways of the study of the review results shall be set out in the study subject information sheet in such a way that the sum total of their percentage proportions shall make up for 100%. The minimum proportion of continuous assessment in the assessment of learning outcomes shall be determined by the teacher.
2. The specific way of reviewing the study results of the student shall be contained in the study subject information sheet.
3. Completion of the study subject shall, as a matter of rule, be assessed by awarding a grade. The grade shall express the quality of knowledge attained or skills acquired in accordance with the study subject objectives referred to in the study subject information sheet.
4. In selected subjects, credits may be awarded without an assessment grade. In these cases, the term "completed" shall be entered in the relevant records instead of a grade.
5. The following grading scale shall be employed at the University for the assessment of the study results:
 - a) A – excellent (excellent results) (numerical value 1),

- b) B – very good (above-average results) (1.5),
 - c) C – good (average results) (2),
 - d) D – satisfactory (acceptable results) (2.5),
 - e) E – sufficient (results meet the minimum criteria) (3),
 - f) FX –failed (further work is required) (4),
 - g) X – non-graded (did not pass, did not meet the required minimum criteria) (4).
6. The course shall be deemed successfully completed if the student has obtained the rating from A to E or passed it. The student will only earn credits for the successfully completed study subject. If the assessment of learning outcomes within the course of the study subject is carried out according to par. 1 (c) of this Article, the information sheet of the study subject shall also contain explicit information on what result of the continuous study review entitles the student to sign-up for the examination. In the case of failure to meet this limit, the exam is not allowed and the student shall be graded X at the end of the teaching period of the relevant semester.
 7. The dates of the semester examinations as announced by the teacher shall be listed as evenly distributed throughout the entire examination period.
 8. The teacher is not obliged to list the re-sit dates beyond the examination period.
 9. The student, who was assessed by the grade FX at the semester examination, shall have the right to two re-sit dates. In the repeated signing-up for the study subject, the student shall be entitled to a single re-sit date.
 10. In the event the student fails to appear for any examination date of the study subject signed-up in the regular examination period, then the study subject without assessment shall be credited in the calculation of the weighted average in the AIS2 with a weight of 4 (X – not assessed). The study subject shall be deemed unsuccessfully completed and its next signing-up shall be deemed its second signing-up.
 11. If the student failed to appear for the examination for serious reasons, s/he may excuse his/her absence with the examiner after the examination date, however no later than within three working days after the date of the examination having taken place
 12. The teacher shall register the student's assessment grade in the AiS2 immediately on the date of assessment, or in case some time is required for assessing the compliance with the conditions for awarding the assessment grade, on the date which the teacher shall notify in advance.
 13. The student shall have the right not to accept the assessment grade that varies within the B to E interval inclusive. In that case, the student's performance shall be assessed by the grade FX, and provided s/he still has any unused re-sit dates left, s/he may sign-up for any of the vacant dates.
 14. At the written request of the student or that of the examiner, the Rector or the Dean of the Faculty, if the study programme is run at the Faculty, may determine taking the examination on a re-sit date before a board of examiners consisting of at least three members, which any of the former two shall appoint from among the teachers. The examination before the board may be applied for no later than within three working days after the date of taking the examination on the previous date.
 15. The weighted study average shall be employed for the assessment of the student's

overall study achievements for the period defined.

16. The weighted study average shall be calculated in such a way that the products of the number of credits and the numerical assessment shall be added together (under paragraph 5 of this Article) for all the study subjects (including the state examination ones) signed-up by the student and the result shall be divided by the total number of credits earned by student in the relevant period. For the study subjects that the student signed-up for and didn't complete, the numerical assessment of 4 shall be included into the weighted study average. The study subjects not assessed by a grade shall not be included within the weighted study average.
17. The weighted study average for the entire study shall be calculated by analogy to what is referred in paragraph 13 of this Article, while only successfully completed study subjects shall be included within the calculation.
18. The weighted study average shall be considered especially in competition selections enforced by the premises capacity options of teaching, in deciding on the award of scholarships, in the allocation of accommodation in student dormitories, and the like.

Article 14 Study Review Stages

1. If the student wishes to continue in their study, s/he shall:
 - a) earn a minimum of 40 credits at the end of the first year at the first level of study for advancement to the second year of full-time study in the Bachelor, Magister, and doctoral levels of study and 30 credits in the part-time form of study;
 - b) earn a minimum of 90 credits in the full-time form of study and 60 credits in the part-time form of study for every four consecutive semesters.
2. K The credits for the study subjects recognized from the previous study shall not be recognized upon reviewing the compliance with this condition.
3. The full-time student shall qualify for advancing in the next year of study by the end of the examination period of the summer semester, unless otherwise specified in the Faculty Study Rules of Procedure. In case of non-compliance with the above conditions, s/he will have the study terminated under the meaning of the LAHEI stipulations¹¹.
4. The study for the previous academic year in the full-time study shall be closed on 31st August of the relevant year.

Article 15 State Examinations

1. Passing a state examination or state examinations shall be one of the preconditions for the successful completion of the study programme.
2. The state examination shall as a matter of rule be composed of parts (study subjects) of the state examination.
3. The state examination on the regular date as specified by the Study Time Schedule may

¹¹ Section 66 (1) (c) Law Act No. 131/2002 Coll.

only be taken by the student after his/her fulfilment of the obligations as laid down in the study programme. The student shall apply for the state examination in advance within the deadline as notified by the Faculty.

4. The state examination shall be taken before the Board of Examiners (hereinafter "the Board").
5. The right to examine at the state examination shall be vested with the university teachers working in the positions of Professors and Associate Professors and relevant specialists approved by the Academic Board; in the Bachelor study programmes, the above right shall also be vested with the university teachers in the positions of senior assistants with the third-level of university education¹².
6. The Rector or the Dean of the Faculty, if the study programme is run at the Faculty, shall appoint the members of the Board and its chairperson from among the persons authorized to examine. The Board shall consist of a minimum of four members.
7. The procedure of the state examinations and the announcement of the results shall be public. The decision-taking of the Board on the results of the state examination shall be carried out at a non-public Board meeting.
8. Individual parts (study subjects) of the state examination shall be assessed by the grading levels between A and FX.
9. The overall assessment of the state examination shall be "passed with honours", "passed", "failed", where:
 - a) the state examination shall be assessed by the grade of "passed with honours", if the student was only assessed by the grades A or B in the parts (study subjects) of the examination, whereas the number of assessment grades A shall exceed the number of assessment grades B.
 - b) the state examination shall be assessed by the grade of "passed" if the student was not assessed by the grade "failed" (FX) in any of its parts (study subjects).
 - c) if any part (study subject) of the state examination was assessed by the grade "failed" (FX), the overall assessment of the state examination shall be "failed".
10. If the student fails to appear for the state examination at the date specified for serious reasons, s/he may apply for withdrawal from the state examination date. The student may justify his/her absence from the state examination in writing within three working days of the specified date of the state examination.
11. If the student fails to appear for the state examination at the date specified for serious reasons or fails the same, and is thus awarded the grade FX as a result, s/he may sit for it on the next date as specified in the time schedule. The student shall only repeat the part of the state examination, in which s/he was awarded the grade "failed" (FX). Any part of the state examination or the entire state examination may only be repeated twice at most, within two years from the lapse of the standard duration of the study at the latest.

Article 16

Final Degree Thesis

1. The final degree theses shall include the Bachelor degree thesis and the diploma degree

¹² Section 63 (3) Law Act No. 131/2002 Coll.

thesis.

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

Article 17

Study Overall Assessment

1. The overall result of the successfully accomplished study at the first level and the second level of study shall be assessed by two grades:
 - a) passed with honours,
 - b) passed.
2. The students will have passed with honours if during the entire study of the study programme:
 - a) at the first level or at the conjunct first and second levels the student attains a better weighted study average than 1.5 (including the assessment of the state examination subjects) and passes the state examination (state examinations) with the assessment of "passed with honours" within the regular deadline;
 - b) at the second level the student attains a better weighted study average than 1.3 (including the the state examination subjects) and passes the state examination (state examinations) with the assessment of "passed with honours" within the regular deadline.
3. If the conditions contained in paragraph 2 of this Article are not met, the student shall be assessed under paragraph 1 b) of this Article.

Article 18

Completion of Study

1. The student shall his/her study completed by completing his/her study in accordance with

the relevant study programme. The duration of the study shall not exceed the standard duration of the study by more than two years.

2. The date of the completion of the study shall be the date on which the last of the preconditions as prescribed for the proper completion of the relevant study programme is met.
3. The University Diploma, the Diploma Supplement, and the Certificate of the State Examination shall be a proof of the proper completion of the study and of awarding the corresponding academic degree.
4. The University Diploma, the Diploma Supplement, and the Certificate of the State Examination shall be issued by the University. The University Diploma shall be, as a matter of rule, handed over to the student at the graduation ceremony.
5. In addition to proper completion of the study,¹³ the study shall also be terminated for the reasons as referred to in the LAHEI¹⁴.
6. The student's study shall be terminated by the exclusion of the student from the study for his/her failure to comply with the requirements arising from the study programme and from the University Study Rules of Procedure, even in case the period of study of the student exceeds the standard duration of the study, and if despite the notice from the Rector or from the Dean of the Faculty, if the study is run at the Faculty, the student fails to cover the prescribed tuition fees within the relevant deadline. The Rector may, at the request of the student, determine a substitute deadline for the payment of the tuition fees.
7. The Rector's decision, if the student is studying a study programme at the University, or the Dean's decision, if the student is studying a study programme at the Faculty, to exclude the student from study according to the relevant provisions of the LAHEI. may be appealed by the student. The Rector or the Dean may grant the appeal him/herself if s/he finds that the decision was issued in violation of the LAHEI or the internal regulation of the University or that of the Faculty. Otherwise, the Rector shall forward the student's request for review of the decision to the UPJŠ Academic Senate if it was the the Rector who decided on the exclusion of the student, the Dean shall forward the appeal of the student for review to the Rector if it was the Dean who decided on the exclusion. The UPJŠ Academic Senate or the UPJŠ Rector shall change the decision if it was issued in contravention of the LAHEI or the internal regulation of the University or that of the Faculty. Otherwise, the UPJŠ Academic Senate or the Rector shall reject the appeal and confirm the original decision. The response to the appealing student for review of the decision of the Rector or that of the Dean shall be sent within 30 days of receiving the request for review of the decision on the exclusion from the study.

Article19

Suspension of Study

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

¹³ Section 65 Law Act No. 131/2002 Coll.

¹⁴ Section 66 Law Act No. 131/2002 Coll.

- c) at the conjunct level of study for a maximum of three academic years.
2. The full-time and the part-time student may suspend his/her study without giving a reason before the commencement of any semester for whole semesters. The study may be suspended at any time for serious reasons. The condition for the suspension without giving any reason shall include an instance when the student has completed the study subjects from the previous semester signed-up for the second time.
 3. Suspension of study shall be approved by the Rector or by the Dean, if the study programme is run at the Faculty.
 4. The decision on the suspension or non-authorisation of the suspension of the study shall contain a statement, justification, and instruction on the remedy, including a precisely defined period of the suspension of study and it is not possible to file a remedy against it.
 5. The student who suspends his/her study ceases to be a student as of the day specified in the decision to suspend the study.
 6. The student whose studies have been suspended shall have the right to re-enrol for the study after the expiry of the period of suspension specified in the decision to suspend the study.
 7. During the period of the suspension of study the student is not a UPJŠ student and this period shall not be included within the standard duration of his/her study ¹⁵.
 8. In the event of an immediate suspension of study, the student may, at the student's request, transfer the study subject to the enrolment form created after re-enrolment. If it is necessary to transfer all the study subjects in the current semester, this semester shall not be included within the standard duration of study. Re-enrolment for study shall be possible within the deadline as specified in par. 6.

Article 19a **Transfers of Students**

1. Under the transfer one shall understand the enrolment of the student of another university or UPJŠ in the study programme of the same level in the same or the related field of study offered by Pavol Jozef Šafárik University in Košice.
2. The student may apply for the transfer with the UPJŠ Rector or the Dean of the Faculty, if the study programme is run at the Faculty. An application for enrolment may not be brought by the student who, at the time of filing the application, has his/her study suspended.
3. The application for transfer shall be submitted by the student in writing upon fulfilment of any conditions defined by his/her higher education institution for the advancement in the next year of study, but not later than 31st August of the relevant year, unless the internal regulation of the Faculty stipulates otherwise. Included in the application shall be a transcript of his/her academic achievements in his/her previous study confirmed by his/her higher education institution, information sheets or syllabi of the study subjects passed, and a confirmation that s/he is currently being a student at the relevant higher education institution.
4. The Rector or the Dean, if the study programme is run at the Faculty, shall decide on the

¹⁵ Section 69 (3) Law Act No. 131/2002 Coll.

student's application within 30 days of receiving the application. When deciding on the application, the former shall also consider the capacity and a written statement of the guarantor of the relevant study programme.

5. If the Rector or the Dean, if the study programme is run at the Faculty, grants the application of the student, the former shall, at the same time, inform the student of the date of enrolment and of the study subjects the completion of which in the previous study is recognized for the completion of the study programme by its guarantor.
6. The student shall become a student of UPJŠ as of the date of enrolment to the study under paragraphs 1-5 of this Article, and his/her previous study shall be considered left on the day preceding the day of enrolment.
7. The Department of Higher Education or the Faculty Department of Study Affairs, if the study programme is run at the Faculty, shall notify the higher education institution at which the student left his/her study, within three working days of the enrolment date, to what student and in what study programme the enrolment and the date of enrolment has been enabled.

Article 20

Academic Information System and Administration of Study

Administrative acts associated with signing-up of individual study subjects, listing the examination dates, signing-up for examinations, entering the assessments of the study subjects, publication of the study subject information sheets, model study subject syllabi, and publication of the timetable, shall preferably be implemented via the UPJŠ Academic Information System (AiS2).

Part III

FURTHER PROVISIONS

Article 21

Doctoral Examinations

1. Graduates from the study programmes, having been awarded the degree of "Magister", may sit for a doctoral examination, which includes the defence of the doctoral degree thesis in the study line, in which they have obtained their university education, or in the related line of study. The University confers the following academic degrees:
 - a) Doctor of Philosophy (PhDr.) in the social sciences, fine-arts, and medical study programmes;
 - b) Doctor of Pedagogy (PaedDr.) in the teacher training study programmes;
 - c) Doctor of Law (JUDr.) in the law study programmes;
 - d) Doctor of Natural Sciences (RNDr.) in the natural sciences study programmes.
2. The rules for passing the doctoral examinations shall be determined by the Rector in the "Rules of Performing the Doctoral Examination and Defence of the Doctoral Degree Thesis at UPJŠ in Košice" or by the Dean of the Faculty, if the performance of the doctoral examination is organised at the Faculty.

Article 22

Appraisals and Rewards

1. The Rector of the University may grant an appraisal associated with granting a lump-sum scholarship to the students who:
 - a) were attaining excellent study results during their study;
 - b) developed an excellent final degree thesis;
 - c) manifested an exemplary civilian stance or performed an exemplary deed;
 - d) represented the University in an exemplary way;
 - e) actively participated in the activities and the development of the University.
2. The rules for granting the reward by the Rector and the associated lump-sum scholarship shall be governed by the University Scholarship Rules and the by-law issued by the Rector.
3. The Deans of the Faculties may grant the student enrolled in the study programme run at the Faculty appraisals and rewards pursuant to the Faculty internal regulations.

Article 23

Transitional and Final Provisions

1. These Study Rules of Procedure were approved at the meeting of the Academic Senate of UPJŠ in Košice on 16/05/2019 as a separate internal regulation of the University.
2. These Study Rules of Procedure shall become valid as of the date of their approval by the UPJŠ AS in Košice and shall become effective as of 01/09/2019.

Assoc. Prof. JUDr. Renáta Bačárová, PhD., LL.M.
UPJŠ AS President

Prof. RNDr. Pavol Sovák, CSc.
UPJŠ Rector

