

**Directive of the Dean regarding the implementation of the Study Rules of Procedure of Pavol Jozef Šafárik University in Košice at the Faculty of Arts of Pavol Jozef Šafárik University**

**1/2015**

approved at the 8th regular session of the Academic Senate of the Faculty of Arts of Pavol Jozef Šafárik University in Košice on 30 November 2015

amended at the 19th regular session of the Academic Senate of the Faculty of Arts of Pavol Jozef Šafárik University in Košice on 15 October 2018

amended at the 6th regular session of the Academic Senate of the Faculty of Arts of Pavol Jozef Šafárik University in Košice on 16 September 2019

amended at the 11th regular session of the Academic Senate of the Faculty of Arts of Pavol Jozef Šafárik University in Košice on 15 March 2021

submitted by:

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Vice-Dean for Education and Accreditation

## **Directive of the Dean regarding the implementation of the Study Rules of Procedure of Pavol Jozef Šafárik University in Košice at the Faculty of Arts of Pavol Jozef Šafárik University**

**1/2015**

The study of students of the Faculty of Arts of Pavol Jozef Šafárik University in Košice is regulated by the Study Rules of Procedure of Pavol Jozef Šafárik University in Košice. This directive specifies some of the Articles in the context of study at the Faculty of Arts of Pavol Jozef Šafárik University in Košice. This directive was approved by the Academic Senate of the Faculty of Arts of Pavol Jozef Šafárik University in Košice on 30 November 2015 and amended after approval by the Academic Senate of the Faculty of Arts of Pavol Jozef Šafárik University on 15 October 2018.

### **Article 8 Study Programme Courses**

#### Clarification

- a) If there is a course in a study programme assigned a different course than a mutually exclusive subject (completing the mutually exclusive course is irrelevant for completion of the study programme), a student can complete this mutually exclusive course only if it has a higher credit value than the course which is normally included in the study programme. If the student has already completed a course with a lower credit value in the past, he/she receives credit for the completion of that mutually exclusive subject only to the value of the difference in credit.
- b) In the case of alternating courses, it is possible to sign-up for and complete only one from the alternating courses (e.g. in the case of two or more alternating courses, the student is permitted to complete only one course).
- c) The offer of mandatory, optional and elective courses can take place in the form of **projects, certified programmes or accredited courses**. The Faculty will issue a certificate upon completion of a course.

### **Article 11 Enrolment and Completion of Study Courses**

#### Clarification

- a) Students in a bachelor study programme **are not allowed to complete** courses which have the status of **mandatory courses in the study plan of the follow-up magister study. Mandatory optional courses** of the follow-up study programme can be completed at the first level of study only with **written permission** of the guarantor of the respective magister study programme.
- b) If a student in the final year of his/her study has not completed the mandatory optional subject(s) for which he/she had signed-up for and fulfils the criteria for the state examination, then the mandatory optional subject(s) in question will be formally moved into the category C (elective) with a grade FX (X).
- c) Teachers are required to record all grades for courses completed by an examination within 3 working days of the end of the examination period of the summer term. Any unrecorded examination grade must be notified in writing, together with a justification, to the Vice Dean for Education and Accreditation.
- d) Courses completed by assessment must be recorded no later than 3 working days after the end of teaching period of the semester in question. Any unrecorded course assessment must be notified in writing, together with a justification, to the Vice Dean for Education and Accreditation.

- e) Students may apply for recognition of the course(s) no later than by the end of the 2nd week of the semester in the case of full-time study or by the end of the 4th week in the case of part-time study. This does not apply to students who have returned from an Erasmus study mobility.
- f) Before submitting an application to the Study Administration Office of the Faculty of Arts, students are required to request the approval and signature of the application from the relevant head of the department (application for adding a course and application for deleting a course) or the guarantor of the study programme (application for recognition of courses). Students are obliged to comply with the application procedures, which are published on the Faculty's website in the Forms section <https://www.upjs.sk/filozoficka-fakulta/info-pre-studentov/tlacivaFF/>.

### **Instructions for implementation of Article 13 Study Results Assessment**

#### Clarification

- a) A student in a study programme at the Faculty of Arts of Pavol Jozef Šafárik University in Košice shall complete his/her examinations by the end of the examination period of the respective semester. For students returning from Erasmus+ mobility, the duration of the examination period can be adjusted by the head of the department.
- b) If a student fails to attend the examination due to serious reasons, the student may excuse his/her absence to the examiner within the period of three days after the examination takes place. If a student fails to attend the exam for reasons which cannot be considered as serious or if the student does not excuse his/her absence for the examination in question this examination will be graded X.
- c) Examinations and the re-sits of examinations are usually set by teachers who have lectured that particular course. However, the head of the department, with the agreement of the guarantor of the study programme at the Faculty of Arts of Pavol Jozef Šafárik University in Košice, may delegate the setting of examinations of the subject taught by this department also to other teachers. The dates of all semester exams must be published by the end of the last week of the teaching period of the semester at the latest. All examinations must be distributed evenly throughout the entire examination period with at least one examination per week. For every examination, the date, time, and place must be provided. Every teacher who sets a lower threshold limit for the number of students who may attend one examination shall adhere to the following formula when deciding on the number of examination dates:  $\text{number of students attending the course} \times 1.5 / \text{the minimal number of students who can attend one examination}$ . After the fulfilment of the mentioned criteria, the teacher may add additional examination dates if necessary.

### **Article 14 Study Verification Stages**

- a) In order to advance to the second year of full-time and part-time bachelor study, the student is required to obtain 40 credits in full-time study and 30 credits in part-time study by the end of the first year of study.
- b) For the first four consecutive semesters, a student must earn a minimum of 90 credits in full-time study and 60 credits in part-time study.
- c) The credits for courses recognized from the previous study will not be included in the verification of the fulfilment of this requirement.

## **Article 15 State Examinations and Article 16 Final Degree Thesis**

- a) The schedule of the state examination shall take into account the fact that students should not wait for their state examination longer than four hours. Every examiner including the State Examination Board shall provide students with relevant time to prepare.
- b) A student shall submit his/her thesis in the template which is available on the webpage of the Faculty of Arts of Pavol Jozef Šafárik University in Košice (<http://www.upjs.sk/filozoficka-fakulta/info-pre-studentov/zp-a-ss>). Guidelines for using the template shall be provided by the respective department as part of the final degree thesis seminar in the winter and the summer semester of the academic year.
- c) **State examinations** on the dates determined by the study schedule may be taken by a student after fulfilling the obligations stipulated by the study programme provided that he/she has earned enough credits to have the necessary number of credits for the regular completion of studies after obtaining credits for successful completion of the state examinations.
- d) The final thesis is prepared by a student in accordance with the Directive No.1/2011 on essential prerequisites of final degree theses, doctoral and habilitation theses, their accessibility for the time of keeping the same and the originality check applicable to Pavol Jozef Šafárik University in Košice and its components.
- e) A student shall submit the final thesis after its prior approval by the supervisor on the date specified in the schedule of the academic year.

### **Bachelor State Examination (BSE)**

- a) BSE takes place according to the schedule of the relevant academic year. A student must submit his/her bachelor thesis to the department at the Faculty of Arts of Pavol Jozef Šafárik University in Košice which carries out the BSE and should do so by the end of the teaching period in the summer semester as specified for the third year of study in the schedule of the academic year.
- b) A student may attend the BSE in June only under the condition that by the end of the summer semester of the third year of bachelor study he/she has completed all required courses of the study plan of the study programme which he/she studies and has obtained the required number of credits and signed up for the BSE in AiS2. For the state examination that takes place in August, students are required to sign up by the end of June at the latest.
- c) The BSE with the exception of the defence of the bachelor thesis may be done in the written form.

### **Magister State Examination (MSE)**

- a) The first part of MSE in the Teaching of Academic Subjects programme consists of the following: subject specialization without a magister thesis; pedagogy and psychology and subject specialization with the defence of a magister thesis.
- b) A student shall submit his/her magister thesis at the department at the Faculty of Arts of Pavol Jozef Šafárik University in Košice, which carries out the MSE and shall do so by the end of the teaching part of the summer semester of the magister level of study. Students studying single-major study programmes shall sign up for the MSE by the of the examination period of the summer semester and the students studying the study program Teaching of Academic Subjects shall sign up by the end of the teaching period of the summer semester.
- c) For the state examination in August, students are required to sign up by the end of June at the latest.

### **General provision**

According to Section 51(3) of the Higher Education Act, a thesis may be written in other than the official language if the agreement of the guarantor of the study programme is granted. The defence of the thesis can be carried out in other than the official language if the head of the examination board agrees.

## **Article 19 Suspension of Study**

### Clarification

- a) For reasons other than serious health problems (confirmation from a physician), a student may suspend his/her study no later than one week prior to the beginning of a semester. In the case of serious health problems, study may be suspended at any time. However, a student may not apply for suspension if he/she has a grade FX (X) in a re-sit from a course for which the student has signed up for the second time or has a grade FX (X) from a course for which the student has signed-up for the second time and which is completed by an assessment grade.
- b) A student may re-enrol for study after suspension upon expiry of the suspension period specified in the study suspension decision, within 5 working days at the latest. In the case that before the suspension he/she had a course for which he/she was signed up for the second time, he/she shall take the exam from this course at the earliest possible date.

## **Article 19a Student Transfers**

### Clarification

- a) Transfer to the next year of study after the end of the summer semester, no later than as at 31 August of the respective year.
- b) A student may not apply for transfer if he/she has a grade FX (X) in a re-sit from a course for which the student has signed up for the second time or has a grade FX (X) from a course for which the student has signed-up for the second time and which is completed by an assessment grade.

## **Article 20 The Competencies of the Student Administration Office**

The Student Administration Office of the Faculty of Arts of Pavol Jozef Šafárik University in Košice is in charge of managing the administrative part of the study. Any problems related to the content of the study plan of the particular study programme should be dealt with at the department which delivers the respective study programme or guarantees the part of the study programme in question (interdisciplinary study or teaching of academic subjects).

## **Article 21 Electronic Enrolment of Students**

Every student of the Faculty of Arts of Pavol Jozef Šafárik University in Košice (with the exception of the first year students of Bc. and Mgr.) shall, in the specified period according to written guidelines (usually provided on the web page of the Faculty in the announcements section for students or in AiS2), perform an electronic enrolment for the next academic year; this also includes those students who are on Erasmus+ mobility.

A student who fails to complete the electronic enrolment by the specified date will be considered as not intending to continue with his/her study in the next academic year.

### **Serious reasons**

1. A student may ask the Dean for an exception from the rules outlined in this Directive in the case of serious reasons, i.e.:

- a) Attendance at a scientific conference
  - b) Sick leave verified by confirmation of a medical expert
  - c) Taking care of own or adopted child under 15 years of age
  - d) Involvement in activities which are evidently for the benefit of the faculty or university
  - e) Exceptional personal reasons (funeral, wedding and similar)
  - f) Studying at university abroad based on a contract (e.g. Erasmus+)
  - g) Representing the country or Pavol Jozef Šafárik University in Košice
2. What is not considered to be a serious reason:
- a) Studying for an exam or preparation for teaching
  - b) Personal travel unless it can be included in paragraph 1
  - c) Work, including occasional part time work
  - d) Participating in a sports competition (unless it can be included in paragraph 1g) or any practice.

### **Final provisions**

1. This Directive comes into full effect on **30 November 2015** and at the same time invalidates the Directive of the Dean on the implementation of the Study Rules of Procedure at Pavol Jozef Šafárik University in Košice at the Faculty of Arts of Pavol Jozef Šafárik University No. 1/2013.
2. Article 11 Enrolment and Completion of Study Courses, clauses (c), (d), (e), (f), Article 14 Study Verification Stages, clauses (b) and (c), Article 15 and Article 16 Final Thesis, clauses (c) and (d) come into force and effect on the date of approval by the Academic Senate of the Faculty of Arts of Pavol Jozef Šafárik University in Košice on 15 October 2018.
3. Article 14 Study Verification Stages, clauses (a), (b), (c), Article 19 Interruption of Studies, clauses (a) and (b), Art. 19a Transfers, clauses (a) and (b), come into force and effect on the date of approval by the Academic Senate of the Faculty of Arts of Pavol Jozef Šafárik University in Košice on 16 September 2019.
4. Amendment of the provisions of Art. 19a Student Transfers, from which clause (b) was deleted and clause (c) was renamed to clause (b), come into force and effect on the date of approval by the Academic Senate of the Faculty of Arts of Pavol Jozef Šafárik University in Košice on 15 March 2021.

Košice 15 March 2021

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of Arts of Pavol Jozef of Šafárik University

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