

Ref. No. FIL003172/2025-105905

In Košice, on 22/09/2025

Directive No. 1/2025 of the Dean of the Faculty of Arts, Pavol Jozef Šafárik University, regulating certain provisions of the Study Regulations of Pavol Jozef Šafárik University in Košice for the 1st, the 2nd, and the combined 1st and 2nd levels of study at the Faculty of Arts, Pavol Jozef Šafárik University in Košice

In compliance with the Study Regulations of Pavol Jozef Šafárik University in Košice for the 1st, the 2nd, and the combined 1st and the 2nd levels of study dated 2 May 2025, Ref. No. REK001247/2025-UPA/1806, effective as of 1 September 2025 (hereinafter referred to as the "Study Regulations" or "UPJŠ SRs")

I hereby issue

this Directive No. 1/2025 of the Dean of the Faculty of Arts, Pavol Jozef Šafárik University, which amends certain provisions of the UPJŠ in Košice Study Regulations for the 1st, the 2nd, and the combined 1st and 2nd levels of study at the Faculty of Arts, Pavol Jozef Šafárik University in Košice (hereinafter also referred to as the "Directive") and which supplements, specifies, and amends the provisions of the Study Regulations for the purposes of the 1st, the 2nd, and the combined 1st and 2nd levels of study at the Faculty of Arts, Pavol Jozef Šafárik University in Košice (hereinafter referred to as "UPJŠ FA ").

Article I

Study Programme Courses (Article 8 of the UPJŠ SRs)

- (1) If a course other than an **exclusive** course is designated for a particular course in the study programme (attendance of the exclusive course is irrelevant for completing the study programme), students may only complete the exclusive course if it has a higher credit value than the course normally included in the study programme. If the students have already completed a course with a lower credit value, they will only earn credits for the exclusive course to the extent of the difference in the number of credits.
- (2) In the case of alternative courses, it is possible to enrol in and complete only one of them (i.e., if there are two or more alternative courses, the students may only complete one of them).

- (3) The range of compulsory elective and optional courses may take the form of **project programmes, certified programmes, and accredited courses**. The UPJŠ FA shall issue certificates to the students upon completion of a programme or a course.

Article II

Enrolment and Completion of Courses (Article 11 of the UPJŠ SRs)

- (1) Students **may not complete** courses within the Bachelor's study that are marked as **compulsory in the study plan of the follow-up Magister's study programme**. **Compulsory elective** courses of the follow-up study programme may be taken at the first level of study as elective courses only **with the written consent** of the person in charge of the study programme (hereinafter also referred to as "PCSP") of the relevant Magister's study programme.
- (2) If a student has not completed an enrolled compulsory elective course in the final year of study and meets the conditions for the State Examination without it, that course will be administratively reclassified in their enrolment record to Category C (elective) with an assessment of FX (X).
- (3) Teachers shall enter all the assessment s for the courses ending with an examination within three working days of the end of the summer semester examination period. In the case of an unentered examination assessment, it is necessary to notify the Vice-Dean of the UPJŠ FA for Pedagogical Activities in writing, stating the reasons.
- (4) Courses ending with an assessment shall be registered no later than three working days after the end of the relevant semester. In the event of an unregistered course assessment, the teacher shall notify the UPJŠ FA Vice-Dean for Pedagogical Activities in writing, stating the reasons. Assessment of the Professional Fieldwork course shall be an exception and shall be registered by the end of the examination period.
- (5) Students may apply for course recognition no later than the end of the second week of the semester in the case of full-time study or the end of the fourth week of the semester in the case of part-time study. The time limit under the first sentence shall not apply to students who have returned from an Erasmus+ study placement.
- (6) Before submitting their application (an application to add a course, an application to delete a course, and an application for the recognition of courses) to the UPJŠ FA Department of Study, they shall request approval of and signature on their application from the relevant Head of the Department (an application to add a course and an application to delete a course) or from the PCSP (an application for the recognition of courses).
- (7) When dealing with the applications, students shall employ the procedures published on the UPJŠ FA website in the "Forms" section.
<https://www.upjs.sk/filozoficka-fakulta/info-pre-studentov/tlacivaFF/>.

Article III

Educational Activities (Article 12 of the UPJŠ SRs)

- (1) Students shall submit their applications for individual study plans (hereinafter referred to as "ISPs") in writing to the UPJŠ FA Department of Study before the commencement of teaching in the winter semester of the relevant academic year, no later than 10 September of the relevant academic year.

- (2) Students shall submit their ISPs applications using the form published on the UPJŠ FA website in the "Forms" section.
- (3) The ISPs shall be compiled by the students, usually in cooperation with the relevant study advisor (tutor), and before it is submitted to the UPJŠ FA Department of Study, it shall be submitted for approval to the PCSP of the relevant study programme and the relevant Head of the Department.

Article IV

Assessing the Learning Outcomes (Article 13 of the UPJŠ SRs)

- (1) Students enrolled in a field of study at the UPJŠ FA shall take examinations during the examination period of the relevant semester. The Head of the Department shall have the right to adjust the examination period for students who have returned from an Erasmus+ study placement.
- (2) If students fail to attend an examination **for serious reasons**, they may justify their absence to the examiner within three working days after the examination date. If students fail to attend an examination for reasons other than serious reasons or if they fail to justify their absence, they shall be awarded the FX assessment grade.
- (3) Examinations and retake examinations are usually taken with the teachers who have been teaching in the course. With the consent of the PCSP, the Head of the Department may assign several teachers to examine the course provided by the department. All the dates of semester examinations shall be listed by each teacher no later than in the last week of teaching in the relevant semester. The examination dates shall be listed evenly throughout the examination period, with at least one date per week. Each examination date shall have a specified time and place of the examination. If the teacher sets an upper limit on the number of students who may take the examination, he or she shall use the following formula when listing the number of examination dates: $\frac{\text{The number of students enrolled in the course} \times 1.5}{\text{maximum number of students who may take the examination}}$. After meeting all the above requirements, the teacher may list additional examination dates if necessary.

Article V

Study Monitoring Stages (Article 14 of the UPJŠ SRs)

- (1) Students shall earn a minimum of 90 credits in the full-time study and a minimum of 60 credits in the part-time study during the first four consecutive semesters.
- (2) Credits for the courses recognised from the previous study shall not be considered when reviewing the fulfilment of the conditions for obtaining the minimum number of credits. To support student adaptation, this condition shall not apply:
 - a) when transferring from another UPJŠ Faculty or another university, and
 - b) when a student is re-admitted after being expelled/dropped out after the first year of study.

Article VI

State Examinations (Article 15 of the UPJŠ SRs)

- (1) State examinations may be taken by students on the regular date specified in the study schedule after complying with the obligations set out in the study programme and obtaining

enough credits so that, after obtaining credits for successfully passing the state examinations, they have the necessary number of credits to successfully complete their study.

- (2) The schedule of the state examinations shall respect the fact that students cannot be made to wait for a state examination for longer than four hours from the time specified for the state examination in the schedule for a particular student. Each examiner, including the state examination committee, shall give the student adequate time to prepare.
- (3) **Bachelor's state examination** (hereinafter also referred to as "BSE")
 - a) The BSE shall be held in accordance with the schedule for the relevant academic year. Students shall submit their Bachelor's theses to the relevant department of the UPJŠ FA which is in charge of implementing the BSE, no later than the end of the summer semester, as specified in the academic year schedule for the third year of study.
 - b) Students may participate in the BSE in June only if, by the end of the summer semester examination period for the third year of the Bc. Level of study, they have been awarded an assessment in all the courses in the prescribed composition of the study plan of the study programme they are studying, have obtained the prescribed number of credits, and have registered for the BSE in the AiS2. The students shall register for the August BSE term by the end of June at the latest.
 - c) Examinations in the BSE courses, with the exception of the defence of the Bachelor's degree thesis, may also take the form of a written test.
- (4) **Magister's state examination** (hereinafter also referred to as "MSE")
 - a) The first part of the MSE in the field of teaching and pedagogical sciences shall consist of the following parts: course specialisation without a degree thesis; pedagogy and psychology; and course specialisation with a degree thesis defence.
 - b) Students shall submit their degree thesis to the relevant department of the UPJŠ FA, which is in charge of implementing the MSE, by the end of the summer semester of their Magister's level of study. Students of single-field study programmes shall register for the MSE by the end of the summer semester examination period at the latest, and students of the study programme Teaching and Pedagogical Sciences shall register by the end of the summer semester.
 - c) Students shall register for the August date of the MSE by the end of June at the latest.

Article VII

Final Degree Theses (Article 16 of the UPJŠ SRs)

- (1) Students shall submit their final degree theses written in the template published on the UPJŠ FA website. Instructions for using the template shall be provided to students by the relevant department during the final degree thesis seminar in the winter and summer semesters of the relevant academic year.
- (2) Students shall elaborate their final degree theses in accordance with the valid and effective guidelines on the basic requirements for final degree theses, doctoral theses, and associate professor theses, their accessibility for the period of their retention, and the verification of their originality, as applicable to UPJŠ in Košice and its constituent parts. Students may deviate from the provisions of the guidelines only on the instructions from the relevant departmental staff member-in-charge, if this concerns established practices in the relevant field when elaborating final degree theses, for example in relation to citation methods.

- (3) Students shall submit their final degree theses after prior approval by their degree thesis supervisor within the deadline as specified in the academic year schedule.
- (4) Final degree theses may be written in a language other than the State language pursuant to Section 51(3) of the Higher Education Law Act with the consent of the PCSP. At the student's application, the defence of the final degree thesis may be conducted in a language other than the State language if the Chair of the State Examination Board so agrees.

Article VIII

Suspension of Studies (Article 19 of the UPJŠ SRs)

- (1) Students shall have the right to re-enrol in their study after the lapse of the suspension period specified in the decision on the suspension of study, but no later than five working days after the lapse of the suspension period. If they had re-enrolled in a course before the suspension, they shall take the examination in that course at the earliest possible date.

Article IX

Student Transfers (Article 20 of the UPJŠ SRs)

- (1) Students who have been awarded the FX (X) assessment grade for a retake examination of a course they have registered for a second time, or who have been awarded the FX (X) assessment grade for a course they have enrolled in a second time, the completion of which is assessed, shall not be eligible to apply for a transfer.
- (2) If students apply for transfer from another university, they shall attach a **confirmation of having fulfilled the conditions for advancement to the next year of study from their previous university** to their application.

Article X

Competences of the Department of Study

- (1) The UPJŠ FA Department of Study is authorised to address and handle administrative issues related to study. Students are required to resolve issues related to the content and professional scope of the study plan for the relevant study programme at the department that corresponds to the relevant study programme or guarantees part of the study plans (interdisciplinary or teacher study programmes).

Article XI

Electronic Student Enrolment

- (1) Each UPJŠ FA student (except for the first-year students of the Bachelor's and Magister's degree programmes) shall, within the prescribed time limit and in accordance with the written instructions (usually a notice for students on the UPJŠ FA website or in the AiS2 system), complete the electronic enrolment for the following academic year; this also applies to students who are currently on an Erasmus+ study placement. Students who do not complete their electronic enrolment by the specified deadline will be considered as not interested in studying in the following academic year.

Article XII

Serious Reasons

- (1) Students may apply to the UPJŠ FA Dean for an exemption from the rules of this Directive for serious reasons. The following shall be considered serious reasons for the purposes of this Directive:
- a) participation in a scientific conference,
 - b) incapacity for work documented by a medical certificate,
 - c) care for a biological or adopted child under the age of 15,
 - d) demonstrable activity in the interests of the Faculty or the University,
 - e) exceptional personal reasons (funeral, wedding, etc.),
 - f) study at a university abroad on a contractual basis (e.g. Erasmus+),
 - g) representation of the State or of UPJŠ.
- (2) The following, among other things, shall not be considered serious reasons:
- a) preparation for an examination or teaching,
 - b) travel for private reasons, unless it falls under paragraph 1 above,
 - c) performance of work activities, including temporary jobs,
 - d) participation in sport competitions (unless it falls under paragraph (1) g) above) and any training activities.

Article XIII

Final Provisions

- (1) Facts relating to the 1st, the 2nd, and the combined 1st and 2nd levels of study at the UPJŠ FA not covered by this Directive shall be governed by the relevant provisions of Law Act No. [131/2002 Coll.](#) on Higher Education Institutions and on Amendments and Supplements to Certain Law Acts, as amended, the study regulations, and other relevant internal regulations of Pavol Jozef Šafárik University in Košice and the UPJŠ FA.
- (2) This Directive was approved by the Academic Senate of the Faculty of Arts of Pavol Jozef Šafárik University in Košice on 22 September 2025.
- (3) This Directive shall enter into force as of the date of its approval by the Academic Senate of the Faculty of Arts of Pavol Jozef Šafárik University in Košice and shall take effect on 22 September 2025.
- (4) Upon the entry into force of this Directive, the Directive of the Dean on the Implementation of the Study Regulations of UPJŠ in Košice at the UPJŠ Faculty of Arts No. 1/2015, as amended (last amended on 15 March 2021), shall cease to be valid and effective.

In Košice, dated 22 September 2025

Prof. Mgr. Renáta Panocová, PhD.
UPJŠ Faculty of Arts Dean