

**MATEJ BEL UNIVERSITY IN BANSKÁ BYSTRICA**



**THE STUDY REGULATIONS OF MATEJ BEL UNIVERSITY IN BANSKÁ BYSTRICA**

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## **THE STUDY REGULATIONS OF MATEJ BEL UNIVERSITY IN BANSKÁ BYSTRICA**

Matej Bel University in Banská Bystrica (hereinafter referred to as "MBU" or "the University"), after approval by the Academic Senate of MBU on the proposal of the Rector of MBU pursuant to Section 9 (1) (a) (1) of Act No. 131/2002 Coll. on Higher Education and on Amendments and Additions to Certain Acts, as amended (hereinafter referred to as "Act on Higher Education"), on 10 June 2024, issues the following in accordance with Section 15 (1) (c) of the Act on Higher Education this Study Regulations of MBU (hereinafter also referred to as "Study Regulations").

### **PART ONE BASIC PROVISION\***

#### **Article 1 Subject of modification**

- (1) The Study Regulations of MBU regulate:
- a) the admission procedure, organisation, course and termination of studies at MBU,<sup>1</sup>
  - b) proceedings concerning academic rights and obligations of MBU students (hereinafter also referred to as "the student").
- (2) These Study Regulations shall govern:
- a) the study of students at all levels and forms of study within study programmes for which MBU is authorised to conduct them and to award a corresponding academic degree to graduates,
  - b) the study of students in joint study programmes in accordance with the content and scope specified in the agreement between MBU and the university with which the University or the MBU Faculty (hereinafter referred to as "the Faculty") provides the joint study programme,<sup>2</sup>
  - c) the study of students of other universities based outside the Slovak Republic admitted for part of their studies within the framework of academic mobility, in accordance with the conditions of an exchange programme or on the basis of an agreement between MBU and the sending university.<sup>3</sup>

#### **Article 2 Academic freedoms, rights and obligations of students**

- (1) The academic freedoms and academic rights of students are guaranteed at MBU in accordance with the Higher Education Act.<sup>4</sup>

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\* Nouns in the masculine gender stated in these Study Regulations of MBU are used for the sake of clarity, consistency and balance of the text. They are meant in generic masculine and include all genders.

<sup>1</sup> Article 24 (2) of the Statute of MBU.

<sup>2</sup> § 54 (a) (2) of the Higher Education Act.

<sup>3</sup> § 58 (a) (2) of the Higher Education Act.

<sup>4</sup> § 4 (1) of the Higher Education Act.

- (2) MBU enables students to actively participate in the activities and management of MBU and its Faculties, in particular when it comes to quality assurance of higher education, organisation of study and decision-making in matters of students' academic rights and obligations.<sup>5</sup>
- (3) Status of students is defined in the Higher Education Act <sup>6</sup> and is regulated by the Statute of MBU.<sup>7</sup>
- (4) Students' rights are regulated by the Higher Education Act.<sup>8</sup> A more detailed definition of students' academic rights is regulated by the Statute of MBU.<sup>9</sup>
- (5) Students' obligations are regulated by the Higher Education Act.<sup>10</sup> A more detailed definition of students' academic rights is regulated by the Statute of MBU.<sup>11</sup>
- (6) A student accepted for academic mobility at MBU has the rights and obligations of an MBU student, taking into account the terms and conditions of the exchange programme or the agreement between MBU and the sending university.<sup>12</sup>
- (7) The student is obliged to use only the e-mail address assigned to him/her by MBU in electronic communication with academic staff, lecturers, as well as with other University employees. Teachers and other employees are not obliged to respond to communication from another email address.
- (8) In the event of a change in the data recorded in the register, the student is obliged to immediately inform the relevant Study Department in writing. The Study Department shall record this change in the student register no later than by the end of the calendar month in which the information was delivered by the student.<sup>13</sup>
- (9) The student is obliged to observe academic ethics, not to cheat and not to use dishonest practices, to achieve his/her study results and the results of his/her other work only in an honest way, not to commit plagiarism, not to abuse published or unpublished results of the work of university teachers, research and artistic workers, doctoral students, as well as other students.
- (10) The consequence of a violation of Section 9 of this Article may be the submission of a complaint for disciplinary proceedings in accordance with the MBU Disciplinary Regulations for Students and the Rules of Procedure of the MBU Disciplinary Committee, or submission to

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<sup>5</sup> § 2 (13) of the Higher Education Act.

<sup>6</sup> § 69 of the Higher Education Act.

<sup>7</sup> Article 25 of the Statute of MBU.

<sup>8</sup> § 70 of the Higher Education Act.

<sup>9</sup> Article 26 of the Statute of MBU.

<sup>10</sup> § 71 of the Higher Education Act.

<sup>11</sup> Article 26 of the Statute of MBU.

<sup>12</sup> § 58 (a) (2) of the Higher Education Act.

<sup>13</sup> § 73 (3) and (8) of the Higher Education Act.

the MBU Ethics Committee in accordance with the MBU Code of Ethics, depending on the specific circumstances of the violation. The filing of a complaint may also be preceded by a grade of FX in the course/state examination in a given term.

### **Article 3**

#### **University education, field of study**

- (1) A student obtains higher education by studying in a field of study or in a combination of two fields of study that are part of the system of fields of study, according to the study programme in which MBU is authorised to carry it out and to award its graduates the corresponding academic degree. If both fields of study are approximately equally represented in the study programme, it is an interdisciplinary study, otherwise one field of study is the major field of study and the other field of study is a minor field of study.<sup>14, 15</sup>
- (2) The field of study is an area of knowledge that can be the subject of higher education at one of its three levels. It is defined by its content, which is characterised in particular by the areas and range of knowledge, skills and competences that profile the graduate for the needs of practice and further education.<sup>16</sup>
- (3) Data on accredited activities of MBU are recorded in the Register of Fields of Study and the Register of Study Programmes.<sup>17</sup>

### **Article 4**

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

- (1) The study programme, the standard length of study and the recommended study plan are regulated in the Higher Education Act.<sup>18</sup>
- (2) The study programme is a set of courses consisting of educational activities, which are mainly lectures, seminars, exercises, thesis, project work, laboratory work, internship, excursion, course, professional practice, state examination and their combinations, and a set of rules designed in such a way that the successful completion of these educational activities, while observing the above mentioned rules, enables the accomplishment of a higher education degree. The study programme shall be designed in such a way as to allow for academic mobility or experience equivalent to academic mobility.

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<sup>14</sup> § 51 (1) and (5) of the Higher Education Act.

<sup>15</sup> § 2(e) of the Act No. 269/2018 Coll. on Quality Assurance of Higher Education and on Amendment and Supplementation of Act No. 343/2015 Coll. on Public Procurement and on Amendment and Supplementation of Certain Acts, as amended.

<sup>16</sup> § 50 (1) and (2) of the Higher Education Act.

<sup>17</sup> § 54b of the Higher Education Act.

<sup>18</sup> § 51 and the following Sections of the Higher Education Act.

- (3) Each study programme includes a final thesis, which, together with its defence, constitutes one university subject. The defence of the thesis is essentially the state examinations.
- (4) The standard length of study is the period of study specified by the study programme stated in academic years.<sup>19</sup> The standard length of study is determined in the decision on granting the authorisation to carry out the study programme.
- (5) MBU/the Faculty determines for each study programme a recommended study plan, which is designed in such a way that by completing it the student fulfils the conditions for successful completion of study within the standard length of study corresponding to the study programme.<sup>20</sup>
- (6) The study programme is specified in the Higher Education Act.<sup>21</sup>
- (7) The Bachelor's study programme as the first level study programme (hereinafter also referred to as "Bachelor's level") aims at acquiring theoretical and practical knowledge based on the current state of science or art. Professionally oriented bachelor's level programmes aim at mastering and applying knowledge in the performance of a profession. Academically-oriented bachelor level programmes shall aim at the continuation of second level study.<sup>22</sup>
- (8) The standard length of study for the first level programme, including professional practice, is three academic years (180 credits required for graduation) or four academic years (240 credits required for graduation).
- (9) The final thesis in the bachelor studies is the bachelor thesis.
- (10) Graduates of the bachelor's level acquire a university education of the first level and are awarded the academic degree "bachelor" (abbreviated as "Bc.").
- (11) The Master's/Engineering study programme as a second level study programme (hereinafter also referred to as "Master's/Engineering level ") aim at acquiring theoretical and practical knowledge based on the current state of science, technology or art and at developing the ability to apply it creatively in the performance of a profession or in the continuation of higher education studies in a doctoral study programme.<sup>23</sup>
- (12) Where the description of the field of study allows, the university may create a programme of study combining the first level and the second level. In the field of study in which it is not possible to study separately in the first level and the second level study programmes, the University may only create study programmes combining the first level and the second level. The graduate of a study

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<sup>19</sup> § 51 (4) (h) of the Higher Education Act.

<sup>20</sup> § 5 (6) of the Decree on the Credit System of Study.

<sup>21</sup> § 51 (4) of the Higher Education Act.

<sup>22</sup> § 52 of the Higher Education Act.

<sup>23</sup> § 53 of the Higher Education Act.

programme combining the first level and the second level shall be awarded the second level higher education qualification.<sup>24</sup>

(13) The standard length of study for the second level study programme, including professional practice during studies, is one academic year (60 credits required for graduation), two academic years (120 credits required for graduation) or three academic years (180 credits required for graduation). In the case of a degree programme combining first and second levels, five academic years (300 credits required for regular graduation) or six academic years (360 credits required for regular graduation).

(14) The final thesis in the university studies under the second level study programme or the study programme referred to in Section 12 shall be a diploma thesis.<sup>25</sup>

(15) Graduates of the Master's/Engineering degree programme receive a second level university degree. Graduates of the Master's degree programme are awarded the academic degree of "Master" (abbreviated as "Mgr."). Graduates of engineering studies are awarded the academic degree "Engineer" (abbreviated as "Ing.").

(16) Graduates of study programmes who have obtained the degree "Master" or graduates of similar study programmes abroad may take the *rigorosum* examination, which includes the defence of the *rigorosum* thesis in the field of study in which they obtained their higher education or in a related field of study. After passing the examination, MBU awards them an academic degree:

- a) "Doctor of Philosophy" (abbreviated as "PhDr."),
- b) 'Doctor of Education' (abbreviated as 'PaedDr.'),
- c) 'Doctor of Laws' (abbreviated as 'JUDr.'),
- d) 'Doctor of Natural Sciences' (abbreviated as 'RNDr.'),
- e) 'Doctor of Theology' (abbreviated as 'ThDr. ")).

(17) The conditions of admission of a candidate for the *rigorosum* procedure and the course of the *rigorosum* procedure shall be regulated by an internal regulation of the University issued by the Rector of MBU (hereinafter also referred to as the "Rector") or by an internal regulation of the Faculty issued by the Dean of the Faculty (hereinafter also referred to as the "Dean"), if the study programme is conducted at the Faculty.

(18) A doctoral study programme as the third level study programme (hereinafter also referred to as "doctoral study") aims at acquiring knowledge based on the current state of scientific or artistic knowledge and, in particular, on the student's own contribution to it, which is the result of scientific research and independent creative activity in the field of science or technology, or independent theoretical and creative activity in the field of arts.<sup>26</sup>

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<sup>24</sup> § 53 (3) of the Higher Education Act.

<sup>25</sup> § 53 (5) of the Higher Education Act.

<sup>26</sup> § 54 (1) the first sentence of the Higher Education Act.



(19) The doctoral study programme at MBU is conducted at the Faculties, if they are professionally and organisationally provided by the Faculty. It may also be conducted at the University, if it is professionally and organisationally provided by the University. An external educational institution with which MBU or the Faculty has concluded a framework agreement on doctoral study (hereinafter referred to as the 'external educational institution') and with which the external educational institution concludes an individual agreement for each doctoral student, which addresses issues related to the doctoral student's participation in the external educational institution, including the reimbursement of costs, may also participate in the implementation of the doctoral study programme.<sup>27</sup>

(20) The standard length of study for a full-time doctoral study programme is three academic years (180 credits required for a proper completion of studies) or four academic years (240 credits required for a proper completion of studies), for an external doctoral study programme it is four academic years (180 credits required for a proper completion of studies) or five academic years (240 credits required for a proper completion of study).<sup>28</sup>

(21) The study in the doctoral study programme is conducted according to the individual study plan of the doctoral student under the guidance of the supervisor. A condition for the proper completion of the doctoral study is passing the dissertation examination, which is the state examinations, and the defence of the dissertation thesis. The dissertation thesis is the final thesis.<sup>29</sup>

(22) Graduates of doctoral studies receive a university education of the third level.<sup>30</sup> Graduates of doctoral studies are awarded the academic degree of "doctor" ("philosophiae doctor", abbreviated as "PhD.", which stands after the name).<sup>31</sup>

(23) Study according to the study programme in the first, second and third level in the full-time form of study may not exceed its standard length by more than two years, in the external form of study by more than three years.<sup>32</sup>

(24) MBU may provide a study programme of the first, second or third level in cooperation with other universities, including universities based outside the territory of the Slovak Republic. Such a joint study programme is established on the basis of an agreement between two or more higher education institutions in accordance with the Higher Education Act, which also includes the conditions of admission to the study programme, the conditions for its completion, details of the organisation of studies, the academic degree awarded and details of the documents on the completion of studies. The agreement of the universities on the joint study programme shall also regulate the validity of the internal regulations of the University for the students of the joint study programmes and the decision on their academic rights and obligations in accordance with the internal regulations of the University and the legislation of the State in which the study is

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<sup>27</sup> § 54 (12) of the Higher Education Act.

<sup>28</sup> § 54 (2) of the Higher Education Act.

<sup>29</sup> § 54 (3) of the Higher Education Act.

<sup>30</sup> § 54 (1) the second sentence of the Higher Education Act.

<sup>31</sup> § 54 (15) the first sentence of the Higher Education Act.

<sup>32</sup> § 65 (2) of the Higher Education Act.

conducted.<sup>33</sup>

(25) The study programme is conducted at the Faculty, if it is professionally and organisationally guaranteed by the Faculty.<sup>34</sup> The proposal of the study programme, a combination of study programmes, as well as the proposal of a joint study programme to be implemented at the Faculty is approved by the Council for Internal Quality System of MBU (hereinafter referred to as the "The Council for Internal Quality System of MBU/CIQS MBU"). The university study programme or a joint university study programme implemented at MBU is also approved by the CIQS MBU.

(26) The relevant competences and the main responsibility for the implementation, development and quality assurance of a study programme or an otherwise defined integral part of a study programme shall be vested in the person responsible for the study programme or its integral part (hereinafter referred to as the 'person responsible for the study programme'), who shall be appointed by the Rector or the Dean, if the study programme is conducted at the Faculty, for the period of time specified in the authorisation for the implementation of the study programme in question.<sup>35</sup>

## **Article 5**

### **Forms of study and methods of study**

(1) The study programme may be conducted in the full-time form of study or in the external form of study.<sup>36</sup>

(2) The full-time form of study in the first, second and third level of study is organised in such a way that the time intensity of study according to the recommended study plan of the respective study programme corresponds to the student's work corresponding to 1800 hours per academic year, including independent study and independent creative activity (30 hours per one credit).

(3) The external form of study is organised in such a way that the study according to the recommended study plan in the first, second and third level of study corresponds to the respective study programme in terms of time intensity to the work of a student admitted to study before the academic year 2023/2024 to the extent of 1440 hours and to the work of a student admitted to study in the first and in the second level of study from the academic year 2023/2024 to the extent of 1800 hours per academic year, including self-study and independent creative activity. The external form in the third level of study is organised in such a way that the study according to the recommended study plan corresponds to the work of a student corresponding to 1440 hours, depending on the study programme in terms of time intensity.

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<sup>33</sup> § 54 (a) of the Higher Education Act.

<sup>34</sup> § 2 (7) of the Higher Education Act.

<sup>35</sup> Article 2 (2) of MBU Directive No. 4/2022 on Continuous Monitoring, Periodic Evaluation and Periodic Approval of Study Programmes and Periodic Monitoring, Evaluation and Revision of Internal Quality System.

Article 6 (2)(5) of the MBU Directive No. 1/2021 Creation, Modification and Approval of Study Programmes and Submission of Applications to the Slovak Accreditation Agency for Higher Education.

<sup>36</sup> § 60 (1) of the Higher Education Act.

(4) Educational activities referred to in Article 4(2) of these Study Regulations may be carried out in person, online or by a combined method.<sup>37</sup>

(5) Teaching and learning in person includes a direct contact between the teacher and the student.

(6) Online teaching replaces direct teacher-student contact with communication through computer networks.

(7) The combined method of study is a combination of teaching/learning in person and online.

(8) The same methods are used in teaching/learning in full-time and external study programmes. Where the use of the same methods is not possible, any unavoidable differences in the providing the study programme in full-time and external form shall not adversely affect learning outcomes.<sup>38</sup>

## **Article 6**

### **Study programme courses and educational activities**

(1) The courses of the study programme shall be regulated by a special regulation.<sup>39</sup>

(2) Each course at MBU is identified by assigning a code and a name and is designed as a one-semester course.

(3) Essential information on the course is provided in the course information sheet.<sup>40</sup> The course information sheet is prepared by the teacher and approved by the person responsible for the study programme. Course information sheets are part of the study programmes offered or part of the Faculty/University offer. They are available on the MBU website.

(4) Changes in the course information sheet are implemented in accordance with the internal regulations of the internal quality system of MBU.

(5) At the beginning of each semester, the teacher specifies to students information included in the course information sheet, in particular the content, the course outline, the recommended study literature, the type, scope and methods of learning activities, the methods and dates of continuous assessment, as well as the conditions for completing the course.

(6) Courses included in the study programme are divided into:

- a) obligatory courses,
- b) obligatory-elective courses,
- c) elective courses.

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<sup>37</sup> § 60 (4) of the Higher Education Act.

<sup>38</sup> § 60 (7) of the Higher Education Act.

<sup>39</sup> § 3 of the Decree on the Credit System of Study.

<sup>40</sup> Sample of the course information sheet – Annex 1 of the Decree on the Credit System of Study.

(7)Obligatory courses are those the completion of which is a condition for successful completion of part or the entire study programme.

(8)Obligatory-elective courses are those for which the condition for successful completion of part or all of the study programme is the completion of a specified number of these courses or the acquisition of a specified number of credits according to the student's choice in the structure determined by the study programme.

(9)Elective courses are all types of courses of another study programme conducted at the Faculty/University or at other MBU Faculties or at another university, or courses from the offer of a set of Faculty and University elective courses. The student takes them to supplement his/her studies and to obtain a sufficient number of credits in a given part of study.

(10)Courses included in the study programme in a logical sequence are subdivided into:

- a) courses conditional on successful completion of other courses; enrolment in such a course is conditional on successful completion of another course (prerequisite course) or other courses,
- b) courses without continuation; enrolment in such a course is not conditional on the completion of another course.<sup>41</sup>

(11) Obligatory and obligatory-elective courses of the study programme may be completed by a student enrolled in the study programme exclusively within the framework of studies at the University/Faculty (except for recognised courses according to Article 16 of the Study Regulations) and within the framework of a part of study completed at another higher education institution on the basis of a study contract.

(12) The set of obligatory, obligatory-elective and elective courses represents the recommended study plan of the study programme. The courses are divided into semesters and years of study, and are arranged in a logical sequence with the aim of optimising the student's workload so that he or she completes his or her studies properly within the standard length of study.

(13)Each course is implemented by one or more learning activities, which can be supplemented by consultations with teachers. The teacher is required to publish a minimum of 2 hours of tutorials per week.

(14)Participation in learning activities together with the assessment conditions of the course is stated in the course information sheet.

(15) The student is obliged to ask the teacher for an excuse for non-participation in the educational activity immediately after he/she becomes aware of the reason for which he/she cannot attend the educational activity, but no later than within 3 working days of the educational activity; this does not

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<sup>41</sup> § 3 (3) of the Decree on the Credit System of Study.

apply if there are serious obstacles on the part of the student that prevent this procedure from taking place. The teacher shall excuse the student's absence from the learning activity because of the student's medical examination or treatment, or the teacher may excuse the student's absence for other reasons worthy of special consideration. When proving the reasons for a student's absence from an educational activity, the teacher is obliged to maintain confidentiality and to act in accordance with generally binding legislation on the protection of personal data. The teacher may ask the student to elaborate a substitute assignment.

(16) The teacher is obliged to excuse the student from participation in an educational activity if:

- a) the student attended a meeting of the Academic Senate of MBU, a committee of the Academic Senate of MBU, the Academic Senate of the Faculty or a committee of the Academic Senate of the Faculty,
- b) the student has attended a meeting of the university representation or a meeting directly related to his/her studies to which he/she has been invited,
- c) the student's absence is excused by the Rector, the Vice-Rector, the Dean or the Vice-Dean.

## **Article 7**

### **Credit system of study**

(1) The organisation of degrees and forms of study at MBU is based on the credit system. The credit system of study uses accumulation and transfer of credits. It enables the assessment of student's workload associated with the completion of courses of particular study programme by means of credits in accordance with rules specified in the study programme.<sup>42</sup>

(2) Credits are numerical values assigned to courses, reflecting the proportion of the student's work required to successfully complete them within the standard scope of work for one academic year.

(3) The student receives credits upon successful completion of the course. The student may receive credits for a given course only once during his/her course of study.

(4) Credits earned for completing the course are cumulative. One of conditions for continuing in student's studies is the acquisition of the necessary number of credits at the relevant control stage of study (Article 15 of the Study Regulations).

(5) If the student has previously obtained credits for a successful completion of a course, which is an obligatory course or an obligatory elective course of the study programme of his/her current study, or has obtained credits in the framework of mobility, Article 16 and Article 17 of the Study Regulations shall be followed.

(6) The number of credits, the achievement of which is a condition for the proper completion of study, is specified in the recommended study plan.

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<sup>42</sup> § 62 (1) of the Higher Education Act.

(7)The credit system of study shall apply mutatis mutandis to doctoral study programmes.<sup>43</sup>

## **Article 8**

### **Evidence of study**

(1)Evidence of study at MBU include the student ID card and the statement of study results.<sup>44</sup>

(2)The student ID card is a document that confirms the student's legal status and entitles him/her to enjoy students' rights and benefits arising from laws, internal regulations of MBU and agreements with other legal entities.

(3)The student ID card is issued by MBU to a student after the first enrolment in a bachelor's, master's, engineering or doctoral course of study.

(4)MBU shall issue a confirmation to the student of the sending university, that he/she is a student of MBU and indicates the period of time during which his/her study at MBU is to last. MBU shall issue the student with a student ID card if it cannot be replaced by a similar document of study issued by the sending university.<sup>45</sup>

(5)The statement of study results contains data on the study obligations that the student has fulfilled in the course of study in particular study programme. MBU issues the statement of study results in accordance with the Higher Education Act.<sup>46</sup>

(6)If the study programme is conducted at MBU, the statement of study results is issued by MBU; if the study programme is conducted at the Faculty, the statement of study results is issued by the Faculty.

(7)The statement of study results is also issued by MBU/the Faculty in English on the basis of a special request of the student.

(8)A student of a joint study programme of MBU with another university is provided with documents of study, as a rule, by one of the cooperating higher education institutions according to the agreement between the higher education institutions.<sup>47</sup>

## **Article 9**

### **Study schedule**

(1)Academic year begins on 1 September of the calendar year and ends on 31 August of the following calendar year.

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<sup>43</sup> § 9 of the Decree on the Credit System of Study.

<sup>44</sup> § 67 ods. 1 (a) and c) of the Higher Education Act.

<sup>45</sup> § 58 (a) ods. 3 of the Higher Education Act.

<sup>46</sup> § 67 ods. 5 of the Higher Education Act.

<sup>47</sup> § 67 (5) of the Higher Education Act.

(2)The study in one academic year is divided into winter and summer semesters.

(3) Each semester consists of a teaching part and a period for completing study obligations. The teaching part of semester usually lasts 13 weeks. The period for completing study obligations lasts at least 7 weeks. For the final years of study, the period of the teaching part of semester and the period for completing study obligations may be shortened after the prior approval of the Rector of MBU and the Dean of the Faculty.

(4)Bachelor's, master's and engineering study begin at the beginning of the winter semester of the academic year.<sup>48</sup>

(5)The study schedule for the following academic year at MBU (hereinafter referred to as the "the University study schedule") will be issued by the Rector of MBU after discussion in the MBU Rector's Board, no later than six months before the beginning of the academic year. The university study schedule is mainly determined by:

- a) the date of the ceremonial opening of the academic year,
- b) the beginning and end of the teaching part of individual semesters,
- c) the beginning and end of the period for completing the study obligations of individual semesters,
- d) periods for conducting state exams,
- e) the Rector's leave dates,
- f) dates of surveys related to assessment of the quality of education,
- g) deadlines for reviewing admission decisions.

(6) The study schedule for the following academic year at the Faculty for study programmes conducted at the Faculty (hereinafter referred to as the "the Faculty study schedule") will be issued by the Dean of the Faculty after discussion in the Dean's Board no later than five months before the beginning of the academic year.

(7) If the Faculty implements study programs in cooperation with other faculties, the deans of the concerned faculties shall mutually agree before issuing the Faculty study schedules.

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<sup>48</sup> § 61 (3) the first sentence of the Higher Education Act.

**PART TWO**  
**STUDY IN THE BACHELOR AND MASTER/ENGINEERING STUDY PROGRAMMES**

**Article 10**  
**Admission to study**

(1)The basic condition for admission to a bachelor's level or a study program combining the first and second level is the acquisition of a complete secondary education or a complete secondary professional education.<sup>49</sup>

(2)If it concerns persons who have been granted asylum, provided with supplementary protection or provided with temporary refuge status, the condition pursuant to Section 1 of this Article can be proven by an affidavit and a test of general study prerequisites, which is decided by the University or the Faculty, if the study programme is conducted at the Faculty, in accordance with general study prerequisites necessary for study in a relevant study programme.<sup>50</sup>

(3)The basic condition for admission to study in the second level study programme is the first level university education or the second level university education, while the sum of the number of credits obtained from the previous university studies, which resulted in the university education, and the number of credits required for the proper completion of the second level study programme, for which applicant applies, shall be at least 300 credits.<sup>51</sup>

(4)MBU or the Faculty, if the study programme is conducted at the Faculty, may determine additional conditions for admission to study individual study programmes in order to ensure that applicants with necessary skills and prerequisites are admitted to the study. Certain conditions and the method of verifying their fulfilment must enable the selection of applicants who demonstrate the highest degree of ability to study.<sup>52</sup>

(5)Other conditions determined by MBU, or by the Faculty, for admission to the bachelor's level or to study a study programme combining the first and the second level, in terms of the content of knowledge, shall not exceed the content of a complete secondary education or a complete secondary professional education.<sup>53</sup>

(6)The conditions for admission to the joint study programme will be determined by the agreement between MBU and the university with which MBU provides the joint study programme.<sup>54</sup>

(7)In the admission procedure, the applicant proves that s/he meets specified conditions for admission to study. The applicant who does not demonstrate fulfilment of basic conditions for admission to study at the time of verification of fulfilment of the conditions for admission may be admitted to study

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<sup>49</sup> § 56 (1) of the Higher Education Act.

<sup>50</sup> § 56 (2) of the Higher Education Act.

<sup>51</sup> § 56 (3) of the Higher Education Act.

<sup>52</sup> § 57 (1) of the Higher Education Act.

<sup>53</sup> § 57 (2) of the Higher Education Act.

<sup>54</sup> § 54a of the Higher Education Act.



conditionally, with the obligation to demonstrate fulfilment of basic conditions for admission to study at the latest on the day designated for enrolment.<sup>55</sup>

(8)The admission procedure for study begins with the delivery of applicant's written application to study at MBU or the Faculty that conducts the relevant study programme. The application can also be submitted in electronic form without a guaranteed electronic signature, using the MBU academic information system (hereinafter referred to as "AiS2") or through the Central Electronic Application (CEA) on the website of the Portal of Higher Education Institutions.<sup>56</sup>

(9)The Dean decides on admission to the study programme conducted at the Faculty. The Rector decides on admission to the study program conducted at the University.<sup>57</sup>

(10)The applicant can submit a request for a review of the decision on the result of the admission procedure. The application shall be submitted to the authority that issued the decision within 8 calendar days from the date of its delivery.<sup>58</sup>

(11)The applicant who has received a decision not to be accepted for study has the right to inspect the documentation of his/her admission procedure upon request.<sup>59</sup>

(12)MBU can also accept a student from another university, including a university is based outside the territory of the Slovak Republic, for a part of the study, usually for one semester, without an admission procedure, in accordance with the terms of the exchange program or on the basis of a contract between MBU and the sending university. MBU will issue a student ID card or other document confirming that s/he is an MBU student.<sup>60</sup>

(13) By announcing the decision on admission to study, the applicant has the right to enrol for study.<sup>61</sup>

## **Article 11**

### **Enrolment for study and enrolment for further study**

(1) Enrolment for study is governed by the Higher Education Act.<sup>62</sup>

(2)There are three types of enrolments for study:

- a) enrolment for study,<sup>63</sup>

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<sup>55</sup> § 58 (1) of the Higher Education Act.

<sup>56</sup> § 58 (2) of the Higher Education Act.

<sup>57</sup> § 58 (6) of the Higher Education Act.

<sup>58</sup> § 58 (8) of the Higher Education Act.

<sup>59</sup> § 58 (11) of the Higher Education Act.

<sup>60</sup> § 58a (1) of the Higher Education Act.

<sup>61</sup> § 59 (1) the first sentence of the Higher Education Act.

<sup>62</sup> § 55 (9), § 59 and § 69 (1) (2) of the Higher Education Act.

<sup>63</sup> § 59 of the Higher Education Act.

b) enrolment for further study<sup>64</sup> (hereinafter referred to as "enrolment for further study"); the student has the right to enrol for further study if s/he has fulfilled conditions determined by the study programme and the Study Regulations,

c) enrolment for a part of study within the framework of academic mobility, taking into account conditions of the exchange program or the contract between MBU and the sending university.

(3) An applicant accepted for study becomes a student on the day of enrolment for study.<sup>65</sup>

(4) The dates of enrolment for study and enrolment for further study, as well as the place and method of enrolment for study programmes conducted at the Faculty, are determined by the Dean in accordance with the Faculty study schedule. For University study programmes, the Rector determines the dates, place and method of enrolment for study and enrolment for further study.

(5) Enrolment for study and enrolment for further study are administratively provided by the Study Department.

(6) The student may authorise another person to perform actions related to enrolment for study or enrolment for further study, on the basis of a power of attorney with an officially certified signature of the student.

(7) If enrolment of an applicant admitted for study takes place before the beginning of the academic year, in which his/her studies are to begin, the applicant becomes a student from the beginning of this academic year, if s/he does not notify the University in writing by August 15 before the beginning of this academic year, or to the Faculty that s/he is cancelling his/her enrolment.<sup>66</sup> Cancellation of enrolment by this date also cancels the obligation to pay school fees.

(8) The applicant's right to enrol for study pursuant to Article 10 Section 13 of the Study Regulations expires if s/he responds negatively to the question from MBU or the Faculty whether s/he will enrol for study, or if s/he does not answer by the specified deadline.<sup>67</sup>

(9) The right of the applicant, who has been conditionally admitted for study, to enrol for study pursuant to Article 10 (13) of the Study Regulations expires if, at the latest on the day designated for enrolment, s/he does not prove that s/he has fulfilled basic conditions for admission.<sup>68</sup>

(10) After enrolment for study, the student will be issued an MBU student ID card.

(11) The beginning of study is recorded in AiS2, as well as in other study certificates as of the date of enrolment for study.

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<sup>64</sup> § 70 (1) (c) of the Higher Education Act.

<sup>65</sup> § 69 (1) the part of the sentence before the semicolon of the Higher Education Act.

<sup>66</sup> § 69 (2) of the Higher Education Act

<sup>67</sup> § 59 (3) the first sentence of the Higher Education Act.

<sup>68</sup> § 59 (3) the second sentence of the Higher Education Act.

(12) Enrolment for further study is carried out by closing a previous part of student's study in accordance with rules and conditions related to creating study plans of a given study programme, checking and making changes regarding student's data in AiS2, possible selection of courses that the student wants to complete in the upcoming period (semester or the entire academic year), by creating and confirming the enrolment list of courses, and by extending the validity of the student ID card.

(13) Enrolment for further study is realised by the student electronically in AiS2, no later than July 15 before the academic year for which s/he is enrolling. In AiS2, the student creates an enrolment list of courses for the following academic year, confirms the registered study results for the previous academic year and agrees to continue in his/her studies in the following academic year. Subsequently, s/he approves the extension of the student ID card and confirms the completion of enrolment in AiS2. The student can add courses to the enrolment list of courses at the beginning of academic year for which s/he is enrolled, as well as in the summer semester, but no later than 14 calendar days from the beginning of the teaching part of the relevant semester. The full-time student can supplement courses in the summer semester of the academic year, only if s/he was not required to pay tuition fees in that academic year. After completing the student's enrolment for further study in AiS2, the study department will confirm his/her enrolment list of courses, which means that the student is enrolled for further study.

(14) Before enrolment for further study, the student can express his/her interest in courses s/he wants to take in the following academic year (or semester) and consult his/her course composition plan with the study advisor of the relevant study programme.

(15) Enrolment for further study or re-enrolment of the student after interrupting his/her study is recorded in AiS2, as well as in other study certificates, as of the date of enrolment for further study.

(16) If the student does not show up for enrolment for further study or s/he does not show up for re-enrolment after interrupting his/her studies, the University or the Faculty where the study programme is conducted will invite the student in writing to appear for enrolment within 10 working days from the delivery of the invitation.<sup>69</sup>

(17) If the student, after receiving the invitation pursuant to Section 16 of this Article does not show up within the specified deadline for enrolment or does not request an extension of this deadline due to health reasons that prevent him/her from appearing for registration, the day on which the student was supposed to enrol for further study, or on which s/he was supposed to re-enrol is considered for the day in which the student dropped out his/her studies.<sup>70</sup>

(18) The Dean may, as a rule, after the prior statement of the person responsible for the study programme, on the basis of a written request, allow the enrolment of a student from another public university, state university or private university who was accepted to study in the study programme of the relevant level in the same field of study, or enrolment of a student from another recognized higher

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<sup>69</sup> § 66 (3) of the Higher Education Act.

<sup>70</sup> § 66 (4) of the Higher Education Act.

education institution established according to the legislation of another state, who was accepted for study in the relevant level in a similar field of study.<sup>71</sup>

(19) Enrolment for university study programmes pursuant to Section 18 of this Article is authorised by the Rector.

(20) A written application for enrolment pursuant to Section 18 of this Article is submitted by a student of another university no later than 30 calendar days before the beginning of the teaching part of the relevant semester. With the application, the student is obliged to attach a statement of study results and a certificate of studies. In the case of a student admitted to the first year of study, the student shall submit a decision on admission to study together with the application. The Rector/ the Dean shall decide on the student's application for study enrolment within 30 calendar days from its delivery.<sup>72</sup>

(21) On the day of enrolment, pursuant to Section 18 of this Article, the student becomes a student of MBU/the Faculty s/he enrolled for, and his/her previous study is considered terminated on the day preceding the day of enrolment. The University/the Faculty is obliged to notify this fact to the university where the student left his/her study, stating the study programme for which the student has been admitted, within 3 working days from the date of enrolment.<sup>73</sup> At the same time, MBU/the Faculty can request the student's documentation related to his admission procedure from his/her previous university.

(22) An applicant who has achieved previous level of education abroad is obliged to submit a recognition of a diploma or certificates on university qualifications obtained outside the territory of the Slovak Republic. The decision on the recognition of these documents shall be submitted by the admitted applicant no later than on the day of enrolment for study, otherwise s/he cannot be enrolled for study and the decision on admission becomes invalid.<sup>74</sup>

## **Article 12**

### **Study plan, enrolment and completion of courses**

(1) The student's study plan (hereinafter referred to as the "study plan") determines the time and content sequence of subjects and forms of assessment of study obligations, including consideration of the possibility of academic mobility. In addition to the form of assessment of study obligations, the study plan shall be drawn up by the student within the framework of the rules laid down by the study programme and in accordance with the Study Regulations.<sup>75</sup>

(2) The student draws up his/her personal study plan in accordance with the recommended study plan of the study programme (Article 4(5) of the Study Regulations) by enrolling in subjects in AiS2 by the

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<sup>71</sup> § 59 (4) of the Higher Education Act.

<sup>72</sup> § 59 (5) of the Higher Education Act.

<sup>73</sup> § 59 (6) of the Higher Education Act.

<sup>74</sup> Act No. 422/2015 Coll. on the recognition of educational qualifications and on the recognition of professional qualifications as amended. <https://www.minedu.sk/uznavanie-dokladov-o-vzdelani-a-odbornych-kvalifikacii-zo-zahranicia/>.

<sup>75</sup> § 51 (8) of the Higher Education Act.

deadline specified in the study schedule for the relevant academic year. The student is solely responsible for enrolling all courses of the study plan in AiS2. Enrolment in courses outside the period specified in the study schedule or the Study Regulations is not permitted.

(3)The student enrolls in courses of such credit value and in such a composition (obligatory courses, obligatory-elective courses and elective courses) that he/she is able to fulfil conditions for enrolment for further study in the control phase of study (Article 15 of the Study Regulations). In the academic year, in which the student plans to graduate from study, he or she shall enrol in courses of such credit value and in such a composition that, by successfully completing them, he or she will fulfil the conditions for graduating from study.

(4)If a course is limited to a limited number of students (course capacity) for space, staffing, time or other reasons, students are allowed to enrol in the course in the following order:

- (a) students from the Faculty/University for whom the course is obligatory and students from other universities who enrol in the course on the basis of learning agreement,
- b) students from the Faculty/University who enrol in the course as obligatory-elective,
- c) students of the Faculty/University for whom the course is elective,
- d) students from other universities who enrol in the course as elective.

(5)Under points (b) to (d)(4) of this Article, priority shall be given to students with a better weighted study average (Article 14(25) of the Study Regulations).

(6)If the student enrolls in and fails or unsuccessfully completes an obligatory course, he/she has the option of enrolling in the course again as part of his/her further study. After the second unsuccessful attempt to pass the obligatory course, the student is withdrawn from study.<sup>76</sup>

(7)If the student enrolls in and fails or unsuccessfully completes an obligatory-elective course, he/she has the option of enrolling in it again as part of his/her further study or enrolling in another obligatory-elective course instead. After a second unsuccessful attempt to complete the selected obligatory-elective course, the student is withdrawn from study.<sup>77</sup>

(8)In the event of repeated unsuccessful attempts to pass an obligatory-elective subject, the student shall not be expelled from the study if he/she has already obtained the minimum specified number of credits for obligatory-elective subjects of the given study programme within his/her studies.

(9)The student may re-enrol in an elective course that he/she has failed during his/her study, or may enrol in another elective course instead. If the student repeatedly attempts to complete an elective course unsuccessfully, he or she shall not be withdrawn from study if he or she has achieved sufficient

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<sup>76</sup> § 5 (3) of the Decree on the Credit System of Study.

<sup>77</sup> § 5 (4) of the Decree on the Credit System of Study.

number of credits. If the student has achieved sufficient number of credits by completing the obligatory and obligatory-elective courses, he/she does not have to enrol in any elective course.<sup>78</sup>

(10) All courses that the student enrolls in (obligatory, obligatory-elective, elective) and does not remove them from his/her enrolment list of courses by specified deadline become compulsory for him/her and their assessments are counted in the weighted study average. This provision also applies if the student decides that he/she does not need to complete any of the enrolled courses in order to achieve a required credit total.

(11) The student may cancel or change his/her enrolment in a course within 14 calendar days of the beginning of the teaching part of the semester. The change must be in accordance with policy related to enrolment in courses.

(12) It is only possible to refuse student's enrolment in a course due to failure to take prerequisite courses (prerequisites) if this continuity is indicated in AiS2, in the recommended study plan and in the course information sheet, or for capacity reasons. The minimum and maximum number of students (course capacity) who may enrol in a course is determined by the teacher.

(13) The student of a study programme of a given level cannot enrol in a subject of a study programme of another level.

### **Article 13** **Individual study plan**

(1) Study according to the individual study plan shall be conducted in accordance with modifications to conditions, nature and extent of the fulfilment of study obligations specified in the individual study plan form.<sup>79</sup>

(2) On the basis of a written request of a student, the Rector or the Dean, if the study programme is conducted at the Faculty, may authorise the study according to the individual study plan of the student who:

- (a) has persistent health problems (including health limitations caused by pregnancy),
- b) is fulfilling professional, scientific research, artistic representation duties beyond the scope of his/her study obligations,
- (c) is sent by the University/Faculty on academic mobility,
- (d) is permanently caring for his/her own or an adopted child under the age of six,
- (e) has been granted the status of the student with special needs, taking into account the nature and extent of the student's special needs,
- f) is a representative of MBU in the field of sport according to the Statute of MBU,
- g) provides other reasons worthy of special consideration.

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<sup>78</sup> § 5 (5) of the Decree on the Credit System of Study.

<sup>79</sup> MBU Directive on the Administration of Processes Associated with Study at MBU.

(3) The student submits request for permission to study according to the individual study plan for the whole academic year or for one semester in the relevant academic year to the Dean (or the Rector, in the case of a University study programme), in accordance with the MBU Directive<sup>80</sup>, no later than on the first day of the teaching part of the relevant semester. If any of the cases referred to in Section 2 of this Article occur during the semester in question, the student may submit the request after this deadline. A mandatory part of the request for permission to study according to the individual study plan shall include credible documents sufficiently demonstrating that at least one of the conditions listed in Section 2 of this Article is fulfilled.

(4) The decision of the Rector or the Dean, if the study programme is conducted at the Faculty, issued in accordance with the MBU Directive<sup>81</sup>, who decides whether or not to permit study according to the individual study plan, is final and may not be appealed. The student has no legal right to be granted permission to study according to the individual study plan.

(5) The student who has been admitted to study according to the individual study plan shall discuss his/her individual study plan with teachers of relevant courses, discuss with them the form of assessment, the extent of compulsory attendance, deadlines for completion of study obligations and conditions for assessment courses. The completed individual study plan form for the relevant semester with the above specified data agreed with the teachers, signed by the student, the teachers and, as a rule, the person responsible for the study programme in accordance with the MBU Directive<sup>82</sup>, shall be delivered by the student to the Study Department no later than 3 weeks after the beginning of the teaching part of the relevant semester. If this deadline is not met, the Rector/Dean's decision to authorise the study according to the individual study plan is revoked. The student shall make a photocopy of the completed form. If the application is submitted during a semester, pursuant to Section 3 of this Article, the student shall deliver a completed form to the Study Department without delay.

(6) In the event that the reason for permitting study according to the individual study plan ceases to exist, the student is obliged to immediately inform the Dean/the Rector of this fact, who may revoke the decision to permit study according to the individual study plan even without a proposal.

#### **Article 14**

##### **Control of study and assessment of study obligations**

(1) In matters related to assessment of student's study obligations and the provision of relevant processes within the study in a course are decided by the teacher of the course. In disputable matters, the student may contact the person responsible for the study programme, who shall take a position

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<sup>80</sup> MBU Directive on the Administration of Processes Associated with Study at MBU.

<sup>81</sup> MBU Directive on the Administration of Processes Associated with Study at MBU.

<sup>82</sup> MBU Directive on the Administration of Processes Associated with Study at MBU.

on the matter. If the teacher of the course is also the person responsible for the study programme, the Dean or, in the case of a university study programme, the Rector shall decide on any disputed issues.

(2)The assessment of study obligations is regulated by the Decree on the Credit System of Study.<sup>83</sup>

(3)The assessment of the student's academic performance in the course of study is carried out mainly by continuous assessment during the teaching part of the semester (control questions, continuous assessment written tests, assignments for individual work, term papers, laboratory protocols, reports, etc.) or by final assessment during the period for the completion of study obligations of the semester in question (e.g. oral examination, written examination, practical examination, or their combinations).<sup>84</sup>

(4)The requirements for completing the course in the regular and remedial term, including the percentage of the continuous and final assessment, must be specified in the course information sheet, which is published on the MBU or the Faculty website before the beginning of the teaching part of the semester. The sum of the individual parts in the overall assessment of the course is 100 %.

(5)If more than one teacher is involved in the teaching of the course or if the course is part of more than one study programmes, all data in the course information sheet, including the requirements for completion of the course, are the result of their mutual agreement.

(6)Continuous assessment of study obligations must be completed no later than 5 working days after the end of the teaching part of the semester. The student has the right to a remedial term from the continuous assessment plan only if this is defined in the course information sheet.

(7)Completion of the course is usually assessed by a grade. The grade reflects the level of mastery of knowledge, skills and abilities achieved for each part of the learning requirements in accordance with the study obligations specified in the course information sheet. For some courses, a pass or fail grade is also used in accordance with the course information sheet. If the student has not met the requirements for completing the course as stated in the course information sheet, the student is assessed with grade FX or 'failed'.

(8)The grade is based on the student's percentage achievement (% rounded down to the nearest whole number) according to a grading scale consisting of six grading levels:

- (a) A (100 - 94 %) - excellent (outstanding) = 1,
- (b) B (93-87 %) - very good (above average results) = 1.5,
- (c) C (86-80 %) - good (average results) = 2,
- (d) D (79 - 73 %) - satisfactory (acceptable results) = 2.5,
- (e) E (72 - 65 %) - adequate (results meeting the minimum criteria) = 3,
- (f) FX (64 % and below) - inadequate (results do not even meet the minimum criteria, further work is required) = 4.

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<sup>83</sup> § 6 of the Decree on the Credit System of Study.

<sup>84</sup> § 6 (1) of the Decree on the Credit System of Study.



(9) Each course, the completion of which is assessed, is assigned a number of credits in the study programme, which the student receives after its successful completion.

(10) The student is considered to have completed the course if he/she has enrolled in AiS2 and his/her results have been graded with any of the grading grades from A to FX or has received a grade of "pass" or "fail".

(11) The student has successfully completed the course and earned credits for it if the student's performance has been graded at any of the grading levels from A to E or has earned a grade "pass".

(12) Courses that the student has enrolled in the enrolment sheet in AiS2, but has not successfully completed, are graded with grade FX at the end of the assessment period.

(13) In the course with a pass/fail grade, the student will be awarded fail grade if he/she participated in the course but did not meet the course completion requirements. In the same way, grade 'pass/fail' will be awarded to the student, who enrolled in the course but did not attend the course and did not meet the requirements for successful completion of the course.

(14) The dates for the assessment of study obligations are set by the teacher no later than in the penultimate week of the teaching part of the semester by listing them in AiS2 so that they are spread evenly over the period for the completion of study obligations. It is the responsibility of the head of department providing the course to ensure that a sufficient number of dates of examination are set and adhered to. In the case of a justified absence of the teacher, the head of department is obliged to provide a substitute.

(15) Students register for examination dates exclusively via AiS2.

(16) If the student has not earned credits for the course in the regular examination date, the student is entitled to one remedial term within the designated examination dates during the completion period, unless disciplinary action is taken against the student in connection with the course. If the student fails to attend a regular or remedial term for valid reasons and apologises within 3 calendar days, he/she has the right, after acceptance by the teacher, to register for another of the announced terms. Both regular and remedial terms can be marked by the teacher in AiS2. Failure to meet the conditions in the regular and in the remedial term shall be recorded by the teacher in AiS2.

(17) The student has the right to be informed about the assessment of his/her study results, about the mistakes he/she has made, as well as about the correct solution of the assigned tasks by the teacher. If the student is examined in written form, he/she has the right to inspect his/her evaluated written work (test, written thesis, seminar paper, etc.) on the day of the announcement of the result of the evaluation or at another time specified by the teacher, as a rule within 5 working days from the date of the announcement of the result of the evaluation.

(18) The student has the right not to accept the teacher's assessment of his/her academic performance and to participate in the remedial term by registering for the remedial term in AiS2.

(19) In justified cases, if the student has at least one term of assessment of study obligations remaining, he/she may, within 5 working days of the award of the FX assessment, but no later than one week before the end of the period for the completion of study obligations, request in writing to the Rector or the Dean, if the study programme is conducted at the Faculty, that the assessment of learning outcomes be carried out before the committee; this also applies in the case of a written form of assessment. The student's request shall include a justification as to why he/she is requesting the assessment of study obligations before a committee. The committee of at least three members shall be appointed by the Rector, or by the Dean if the study programme is conducted at the Faculty, on the proposal of the person responsible for the study programme, and shall set the date of the assessment so that the assessment takes place no later than one week after the end of the relevant period for the completion of study obligations. The committee shall draw up a report on the conduct and outcome of the assessment. The result of the assessment awarded by the committee shall be final and shall be entered in AiS2 by the person designated by the Rector or the Dean if the study programme is conducted at the Faculty. The Rector's or the Dean's decision to allow or not to allow the assessment of study obligations before the committee is final and cannot be appealed. All the details of the request and the processes for the evaluation of a student's academic performance before the Committee shall be governed by the MBU Directive.<sup>85</sup>

(20) The teacher shall enter the assessment of the student's study obligations from the course into AiS2 without delay, no later than 5 calendar days after the assessment date.

(21) The teacher has the right to require the student to present his/her student ID card at the continuous or final assessment. The student must provide the student ID card on request of the teacher.

(22) A student who is, for serious health reasons, suddenly unable to perform his/her study duties on the due date is obliged to apologise in time and may, by written request, ask the Rector or the Dean, if the study programme is conducted at the Faculty, to set an alternative date of examination in accordance with the MBU Directive<sup>86</sup>. The request shall be submitted by the last day of the period for the completion of study obligations and shall be supported by a medical certificate. The Rector/the Dean shall decide on the student's request without delay, no later than within 10 working days of its receipt. The Rector's or the Dean's decision on whether or not to allow an alternative date for the completion of study obligations is final and cannot be appealed. The student shall have no legal right to be granted an alternative date of examination.

(23) A student who has not earned credits for a course in the regular term or in the remedial term pursuant to paragraph 16 of this Article may, by written request for reasons of special consideration, request the Rector or the Dean, if the study programme is carried out at the Faculty, to designate a second remedial term, in accordance with the MBU Directive.<sup>87</sup> The application must be submitted no later than 5 working days after the last day of the period for completing the study obligations. The Rector/the Dean will decide on the student's application without delay, but no later than 10 working

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<sup>85</sup> MBU Directive on the Administration of Processes Associated with Study at MBU.

<sup>86</sup> MBU Directive on the Administration of Processes Associated with Study at MBU.

<sup>87</sup> MBU Directive on the Administration of Processes Associated with Study at MBU.

days after receipt. The Rector's or the Dean's decision on whether or not to allow the second remedial term for the completion of study obligations is final and may not be appealed. The student shall have no legal right to be granted the second remedial term.

(24) A weighted study average is used to assess student's overall academic performance over a defined period of study (semester, academic year, or full period of study).

(25) The weighted study average is calculated by adding the products of the number of credits and the numerical grade (grade) for all courses taken by the student in the assessment period according to (8) of this Article and dividing the result by the total number of credits enrolled by the student for the period. A grade of 4 shall be included in the weighted study average for courses taken and not completed. Courses that are not graded shall not be included in the weighted study average calculation.

(26) The weighted study average is used in particular for the overall result of the fully completed study of the study programme, for other conditions of admission to study, for priority enrolment of courses due to capacity constraints, when deciding on the award of an incentive scholarship, when selecting students for academic mobility, when allocating accommodation in the accommodation facilities of the Administration of Special Purpose Facilities of MBU, etc.

## **Article 15**

### **Control phases of study**

(1) The control of the student's course of study in AiS2 is carried out by the Study Department after a completion of the part of study determined by the study programme or the Study Regulations. The form of control of the course of study shall be represented by the control phases of study specified in the Study Regulations.

(2) If the student wishes to continue on to a bachelor's or master's/engineering level of study, he/she shall:

- (a) obtain a minimum of 15 credits in the first semester in the first and second level of study and in the study programme combining the first and the second level,
- (b) obtain a minimum of 30 credits in the first year of study in the first level and in the study programme combining the first and the second level of study, for progression to the second year of study,
- (c) obtain a minimum of 40 credits in the first year of study in the second level of study, for progression to the second year of study,
- (d) obtain a minimum of 40 credits in the second year and further years of study in the first level and in the second year and further years of study in a study programme combining the first and the second level, for progression to the further year of the standard length of study,
- (e) in the case of a repeatedly enrolled course, to obtain a grade in the range of grades A - E (for a repeatedly enrolled obligatory-elective course or elective course, the procedure shall be in accordance with Article 12(8) or (9) of the Study Regulations),

- (f) to progress to further year of study within the standard length of an external form of study with enrolment before the academic year 2023/2024, successfully complete courses totalling at least 32 credits,
- (g) enrol for the following academic year by the deadline specified in the University/the Faculty Schedule of Study.

**Article 16**  
**Recognition of completion of courses**

(1) Recognition of completion of courses is awarding grades with an appropriate number of credits based on the part of the course of study completed in the past, that was not a part of the course of study in which the student is applying for recognition.

(2) The student may request for the recognition of completion of courses if s/he:

- (a) has previously studied at the university and has not properly completed his/her study,
- (b) applies for enrolment in study pursuant to Article 11(18) of the Study Regulations,
- (c) requests for change of study programme within MBU (Article 25 of the Study Regulations).

(3) Completed courses may be recognised if all of the following conditions are met:

- (a) no more than six academic years have passed from the date of their assessment,
- (b) they are part of the study according to the current study programme as obligatory courses or obligatory-elective courses, or are substantially identical in content to them,
- (c) they were part of the study programme at the same level of study, with the exception of courses taken in the context of academic mobility.

(4) Completion of state examinations, with the exception of the dissertation examination, cannot be recognised.

(5) The Rector or the Dean, if the study programme is conducted at the Faculty, decides on the recognition of completion of courses, usually after the statement of the teacher of the course for the recognition of which the student applies, usually after the statement of the person responsible for the study programme. The student is obliged to request the written opinion of the teacher on the recognition of a relevant course on the course recognition form. Depending on the Faculty's process set up, this obligation is carried out by the student himself or herself or the procedure is suggested by the Faculty concerned. Only those courses for which the teacher's signature confirms agreement to accept the course grade will be recognised, if such an agreement is required. The teacher has the right to request from the student the course information sheets from previous study at another university for which he/she is requesting recognition. The Rector's or the Dean's decision on the recognition or non-recognition of the completion of courses, issued no later than 10 working days after the receipt of the request, is final and cannot be appealed.

(6)The student submits a request for recognition of a course on a completed and signed form in accordance with the UMB Directive no later than 14 calendar days after the beginning of the teaching part of the semester in question.<sup>88</sup>

(7)Recognised assessments are entered into AiS2 by a person authorised by the Rector/the Dean, based on the Rector's/the Dean's decision, no later than the beginning of the period for the completion of study obligations in the relevant semester.

(8)The student shall have all the subjects for which he/she is applying for recognition registered in the relevant academic year on the enrolment sheet in AiS2. The request for recognition of subjects shall be made only once and the student shall indicate in the request all the courses for the whole of his/her previous study for which recognition is requested.

### **Article 17** **Transfer of credits for academic mobility**

(1)Transfer of credits is the process of counting credits achieved during a part of study at another higher education institution in the Slovak Republic or at a higher education institution abroad within the framework of academic mobility towards the number of cumulative credits earned by the student. Procedures related to the transfer of credits are regulated by the Decree on the Credit System of Study.<sup>89</sup>

(2)The rules and conditions for sending students on academic mobility are regulated by the MBU Directive<sup>90</sup> and the terms and conditions of academic mobility programmes.

(3)Academic mobility is formally conditional on a study agreement. The study agreement contains in particular the proposed mobility study plan at the receiving university and the recognition of the corresponding part of study at the sending Faculty/MBU. The mobility study plan shall be signed by the Dean/the Rector or a person authorised by the Dean/the Rector. Courses to be taken by the student at the receiving university on the basis of the study agreement become part of the student's study plan.

(4)The completion of the course within the framework of the academic mobility to which the student has been sent by the Faculty/MBU is recognised on the basis of a statement of study obligations, which is issued to the student by the receiving university at the end of his/her study. The statement becomes part of the student's personal study record.<sup>91</sup>

(5)If the course taken at the receiving university has a non-integer number of credits, the number of credits earned shall be mathematically rounded to a natural number when transferring credits.

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<sup>88</sup> MBU Directive on the Administration of Processes Associated with Study at MBU.

<sup>89</sup> § 4 (3) of the Decree on the Credit System of Study.

<sup>90</sup> MBU Directive on the ERASMUS+ programme under the conditions of MBU.

<sup>91</sup> § 7 (3) of the Decree on the Credit System of Study.

(6)The course successfully completed at the receiving university, which is comparable in content and scope to the course at the sending Faculty/MBU, and which the student has successfully completed in the framework of mobility:

(a) shall be automatically recognised as having been completed in place of the relevant obligatory course or obligatory-elective course of the study programme to which the student has been admitted, if it has been specified in the study agreement in the section governing recognition of the corresponding part of study at the sending Faculty/MBU,

b) may be recognised by the Dean/the Rector, on the basis of a written request from the student and, as a rule, after the opinion of the person responsible for the study programme, as having been completed instead of the relevant obligatory course or obligatory-elective course from the study programme to which the student has been admitted, if the conditions under a) are not fulfilled.

(7)The course which has been recognised under Section (6) of this Article shall be indicated in the Diploma Supplement with zero credits and a note that its completion has been replaced by the completion of the course at the host higher education institution within the framework of academic mobility. Assessment of the course completed at the host university shall be converted into the grading scale used at MBU pursuant to Article 14(8) of the Study Regulations.

(8)Unless the terms and conditions of the relevant academic mobility programme, the study agreement or conditions referred to in Section (6) of this Article provide otherwise, courses completed at the receiving university as part of the academic mobility shall be recognised by the Faculty/MBU as elective courses.

(9)The provisions of this Article of the Study Regulations shall also apply mutatis mutandis to a student who takes only some courses at a higher education institution abroad during the relevant part of the academic year on the basis of an internship, summer school or other similar educational activity approved by the sending Faculty/MBU.

(10)A student who completes an internship within the mobility programme during his/her study is awarded a number of credits according to the UMB Directive.<sup>92</sup> Rules and conditions for sending students on internships are regulated by a special internal regulation of MBU and the contractual conditions of mobility programmes.

## **Article 18**

### **Bachelor and diploma thesis**

(1)The final thesis together with its defence constitutes one subject, which is part of the study according to each study programme. The defence of the thesis is the state examination.<sup>93</sup>

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<sup>92</sup> MBU Directive on the ERASMUS+ programme under the conditions of MBU.

<sup>93</sup> § 51 (3) the first sentence of the Higher Education Act.

(2) A student of bachelor or master/engineering studies is obliged to choose a thesis topic no later than by the end of the penultimate academic year of his/her study and to register for the thesis topic by the deadline specified in the Study Schedule of the Faculty/MBU via AiS2.

(3) Thesis topics of the respective study programme written by the thesis supervisors are approved by the person responsible for the study programme and published in AiS2.

(4) The student may propose his/her own topic of the thesis, but it must be approved by the thesis supervisor and subsequently by the person responsible for the study programme.

(5) Final thesis will be elaborated by the student under the supervision of thesis supervisor.

(6) The student and thesis supervisor are obliged to consult the thesis. The thesis supervisor is obliged to allow the student to consult the thesis upon the student's request, and the last date on which the student may exercise the right to consult his/her thesis is no later than 30 calendar days prior to the thesis submission date specified in the Study Schedule.

(7) The student is obliged to send to the supervisor his/her draft of final thesis he/she intends to submit at the latest two weeks before the deadline for submission of the final thesis specified in the Study Schedule. The supervisor, after studying the draft of the thesis, shall, at the latest on the day before the last day set by the Study Schedule for the submission of the thesis in AiS2, give his/her consent to the submission of the thesis by the student.

(8) The student submits the final thesis by the deadline set by the Study Schedule by uploading it to the Final Thesis Register (EZP) via AiS2. The thesis shall be submitted only electronically in PDF format.

(9) The thesis supervisor shall draw up an opinion on the final thesis in AiS2 and shall propose an assessment of the thesis.

(10) The final thesis is also assessed by an opponent. The opponent of the thesis shall draw up an opinion on the thesis in AiS2 and shall propose an assessment of the thesis.

(11) The student who has submitted the final thesis has the right to get acquainted with the opinions on the thesis no later than 5 working days before the defence of the thesis.

(12) In case the supervisor of the thesis assessed the final thesis with the grade FX despite the fact that he/she has agreed to submit the thesis in AiS2 (paragraph 7 of this Article), the student has the right to participate in the state examination and defend the thesis. The commission shall decide on the result of the state examination. If the commission decides that the final thesis needs to be revised, the student must submit the new version of the thesis by the deadline specified in the Study Schedule. The status of the thesis is set in AiS2 as "undefended with permission to elaborate a new version of the thesis on the topic". If the thesis has the status of "permanently undefended" in AiS2 by the decision of the examination commission, the original thesis is archived in the Central Register of Theses and Dissertations (CRZP), the student may continue his/her studies and shall choose a new thesis topic or a new thesis supervisor.

(13) The result of the final thesis defence is evaluated by classification grades A to FX. If the result of the defence is FX and the student has been assessed by the supervisor and the opponent of the thesis in the range of classification grades A - E, he/she may re-defend the thesis without revising it in the correction period, unless the state examination commission decides otherwise. If the assessment by the supervisor or the opponent of the thesis was FX and the result of the thesis defence was also assessed with the classification grade FX, the student must revise the thesis and defend it at the next deadline or must elaborate a new thesis in accordance with the decision of the state examination commission. With the consent of the person responsible for the study programme, the student's thesis topic may be changed, as well as the thesis supervisor (this applies if the thesis has a status of "permanently undefended" in AiS2).

(14) If the supervisor of the thesis or the opponent is not a member of the state examination commission, he/she may be invited to the defence of the thesis and shall have an advisory vote in its assessment. The result of the defence of the thesis shall be decided by the commission by vote; in the event of an equality of votes, the vote of the chair of the commission shall be decisive.

(15) Other requirements related to the final thesis that must be fulfilled, such as the method of its submission, the method of checking its originality, archiving and accessibility are regulated by the UMB Directive.<sup>94</sup>

(16) The final thesis shall be published and made available to the public through the Central Register of Theses and Dissertations (CRZP).

(17) The final thesis shall be prepared in Slovak language. With the consent of the person responsible for the study programme, the thesis may be written and defended in a language other than the Slovak language.<sup>95</sup> In philological study programmes, the thesis may be written and defended in the language in which the study programme is conducted, even without this consent. In the case of a thesis written in a language other than the state language, the abstract shall be written in the Slovak language, the resume in the Slovak language shall normally be written in the extent of 10 % of the thesis.<sup>96</sup> If the study programme is conducted in a foreign language, the final thesis shall be written in that language.

## **Article 19** **State examination**

(1) Each study programme shall include, as one of the conditions for its successful completion, the passing of the state examination or state examinations.<sup>97</sup>

(2) The state examination may consist of several parts or individual subjects.

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<sup>94</sup> MBU Directive on Final, *Rigorosum* and Habilitation Theses at MBU.

<sup>95</sup> § 51 (3) the second sentence of the Higher Education Act.

<sup>96</sup> Article 5 (1) of MBU Directive on Final, *Rigorosum* and Habilitation Theses at MBU.

<sup>97</sup> § 63 (1) of the Higher Education Act.



(3) Individual subjects of the state examination are determined by the study programme. The subjects of the state examination include the defence of the final thesis.

(4) The state examination shall be conducted before the state examination commission. The course of the state examination and the announcement of its results shall be public. The decision of the state examination commission on the results of the state examination shall be taken at a closed meeting of the state examination commission.<sup>98</sup>

(5) Unless the study programme specifies otherwise, the student may take the state examination:

(a) after obtaining at least such number of credits that, after obtaining credits for successful completion of the state examination, he/she achieves the total number of credits necessary to continue his/her study or to complete his/her study properly; and

(b) after successful completion of the obligatory courses, obligatory-elective courses and elective courses in the composition determined by the programme of study, in addition to the state examination, and provided that

(c) he or she is not the subject of disciplinary proceedings.

(6) The right to be a member of the state examination commission shall be held only by university teachers holding the positions of professors and associate professors and other experts approved by the Scientific Board of MBU or the Scientific Board of the Faculty; in the case of first degree study programmes, the right to be a member of the state examination commission shall also be held by university teachers holding the position of an assistant professor with a third degree university education.<sup>99</sup>

(7) The Rector appoints the chairperson and members of the state examination commission from among persons authorised to examine in study programmes conducted at the University, and the Dean for study programmes conducted at the Faculty. The state examination commission shall have at least four members. More than one commission may be appointed for one study programme.

(8) The assessment of the state examination or its components shall be decided by the state examination commission by consensus. If no consensus on the assessment is reached, the commission shall decide by vote; in the event of a tie, the vote of the chairperson of the commission shall be decisive.

(9) Each subject of the state examination is assessed separately. The individual subjects of the state examination shall be graded A to FX. The state examination grade shall be entered in AiS2 on the day of the state examination.

(10) The student has the right to one regular and one remedial state examination within one academic year. If the student fails to register for the state examination on the regular or the remedial date during the standard period of study, he or she may continue his or her studies in the following academic year. He/she is obliged to attend the enrolment procedure and be duly enrolled. He or she may register for the state examination at the regular or remedial date according to the Study Schedule for the academic year in question. If he or she fails to do so or fails the state examination, a full-time student may

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<sup>98</sup> § 63 (2) of the Higher Education Act.

<sup>99</sup> § 63 (3) of the Higher Education Act.

continue his or her study for one final year of study in which he or she may register for the state examination. In this case, the student in the external form of study may continue his/her study for two more years. This procedure is considered to be an extra length of study and is subject to a fee according to the UMB Directive on Tuition Fees and Fees Associated with Study and Awarding Scientific and Pedagogical Degrees at MBU issued for the relevant academic year.

(11) If the student fails to register for or pass the state examination within two years (three years in the case of external studies) of the expiry of the standard length of study, he or she shall be excluded from study.<sup>100</sup>

(12) If the student, for serious health or personal reasons, is unable to attend the state examination for which he/she has been registered, he/she is obliged to justify his/her absence in writing to the Rector or the Dean, if the study programme is carried out at the Faculty, no later than within 3 working days from the date of the state examination.

(13) If the student fails to excuse himself/herself from the state examination or the Rector/the Dean does not accept the student's excuse, the student's state examination assessment shall be FX.

(14) The dates of state examinations are set by the Rector/the Dean of the University/the Faculty in the Study Schedule.

(15) If the student fails to pass the state examination in the regular term, he/she may take the state examination in a remedial term. If the student was not successful in the state examination, he/she has the possibility to take it again, however, within a maximum of two years after the end of the standard length of studies. If the student has not been successful even in the case of a second registration for the state examination, he/she shall be excluded from study.

## **Article 20**

### **Overall result of study**

(1) The overall result of a fully completed study shall be assessed after the completion of all study obligations prescribed by the study programme, including the passing the state examination or state examinations.

(2) The overall result of the fully completed studies shall be assessed by two grades:  
(a) passed with honours,  
(b) passed.

(3) The overall result of the fully completed study shall be assessed by the grade „passed with honours“ if the student:  
(a) has achieved a weighted study average (Article 14 (25) of the Study Regulations) of not more than 1.25 for the whole course of study, and at the same time  
(b) has been awarded grade A (1) in each part of the state examination.

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<sup>100</sup> § 66 (1)(b) of the Higher Education Act.

(4) If the conditions under Section (3) of this Article are not fulfilled, the overall result of the fully completed studies shall be „passed“.

(5) The student may be awarded the Rector's Prize or the Dean's Prize for an outstanding final thesis on the proposal of the person responsible for the study programme.

## **Article 21**

### **Documents of graduation**

(1)The documents of graduation according to the study programme in the relevant field of study include:<sup>101</sup>

- (a) a university diploma,
- (b) a state examination certificate,
- (c) a diploma supplement.

(2)The university diploma is proof of completion of the study programme in a relevant field of study and of the award of an academic degree. The university diploma is issued by MBU.<sup>102</sup>

(3)The state examination certificate is a document of the state examination, its components and the result of the state examination.<sup>103</sup>

(4)The Diploma Supplement is a document that contains details about completed study programme.<sup>104</sup>

(5) MBU provides the issuance of the university diploma in a combination of the state language and English. If the diploma is issued in two languages, the supplement to the diploma shall also be issued in these languages, either as one document in two languages or as two documents in separate languages.

(6) The documents of graduation shall be issued within 30 calendar days of the regular completion of studies, unless the graduate agrees to a later issue of such documents.<sup>105</sup>

(7)The documents of graduation are public documents.

(8) To graduates of joint degree programmes as agreed by the cooperating universities:

- (a) the cooperating universities shall issue joint documents of graduation,
- (b) each of the cooperating universities shall issue separate documents of graduation; or
- (c) only one of the cooperating universities shall issue documents of graduation for all the cooperating universities.<sup>106</sup>

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<sup>101</sup> § 68 (1) of the Higher Education Act.

<sup>102</sup> § 68 (2) the first and the second sentences of the Higher Education Act.

<sup>103</sup> § 68 (3) the first sentence of the Higher Education Act.

<sup>104</sup> § 68 (4) the first sentence of the Higher Education Act.

<sup>105</sup> § 68 (8) of the Higher Education Act.

<sup>106</sup> § 68 (9) of the Higher Education Act.

## **Article 22**

### **Interruption of study**

(1) The study of in the study programme may be interrupted at the request of the student for one semester or for an integral number of semesters:

- (a) for serious health reasons, personal reasons or other reasons of special consideration, including repeatedly, for a total of not more than two years,
- (b) for reasons of maternity or parental leave, including repeatedly, for a total of not more than three years,
- (c) without stating a reason, after fulfilling the study conditions for advancement to the next phase of study, for a maximum of one year, repeatedly for a total of a maximum of two years.

(2) The student submits a written request for the interruption of study to the Rector or the Dean, if the study programme is carried out at the Faculty, in accordance with the MBU Directive<sup>107</sup>, no later than 7 calendar days before the beginning of the teaching part of the semester. In the case of reasons under paragraph 1(a) or (b) of this Article, the student may submit a request after this deadline. The request for interruption of the student's study must be supported by reliable documents (e.g. medical certificate issued no more than 14 days ago, birth certificate of the child in case of maternity or parental leave, etc.) proving that the conditions under paragraph 1(a) or (b) of this Article have been fulfilled. The decision of the Rector or the Dean to authorise or not to authorise the interruption of study shall be final and may not be appealed.<sup>108</sup>

(3) The student who interrupts his/her studies ceases to be a student of UMB on the date specified in the decision to authorise the interruption of studies. He/she becomes a student after re-enrolling in study<sup>109</sup> (Article 11 (15) of the Study Regulations).

(4) If the student fails to re-enrol, MBU or the Faculty, where the study programme is conducted, shall request the student in writing to re-enrol within 10 working days of receipt of this invitation.<sup>110</sup>

(5) If the student fails to participate in re-enrolment within the specified period of time after receipt of the notice and does not request an extension of that period for medical reasons which prevent him or her from participating in re-enrolment, the day on which he or she should have been re-enrolled shall be deemed to be the day on which the student withdrew from his or her study.<sup>111</sup>

(6) If the student delivers a written statement on termination of study (Article 24(3)(a) of the Study Regulations) after the written request pursuant to Section (4) of this Article, the period of interruption of study shall be extended by the date on which the student's written statement on termination of study was delivered.

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<sup>107</sup> MBU Directive on the Administration of Processes Associated with Study at MBU.

<sup>108</sup> MBU Directive on the Administration of Processes Associated with Study at MBU.

<sup>109</sup> § 69 (1) the part of the sentence after the semicolon of the Higher Education Act.

<sup>110</sup> § 66 (3) of the Higher Education Act.

<sup>111</sup> § 66 (4) of the Higher Education Act.

(7) The period of interruption of study shall not be included in the standard length of study.

(8) If the student interrupts his/her study during the winter term, his/her enrolment for subjects in the summer term shall be cancelled. In the event of interruption of study for reasons pursuant to Section (1) (a) of this Article, the Rector or the Dean may, at the request of the student, authorise the cancellation of the enrolment for subject which have not been completed in the semester in which the studies were interrupted. The cancellation of the enrolment for subjects and the determination of the next phase of study (Article 15 of the Study Regulations) shall be specified in the decision authorising the interruption of study.

(9) If the student interrupts his/her study after or before the teaching part of semester, all grades in the course learning outcomes obtained up to the date of the request for interruption of study shall be recorded. Courses for which the student has received an FX grade or no grade shall be considered re-enrolled courses upon re-enrolment. In the event of interruption of study for the reasons referred to in Section 1(a) of this Article, the Rector or the Dean may, upon request, authorise the cancellation of the enrolment of subjects which have not been completed which the student had planned to take in the relevant period to complete his/her study obligations after the date of the request for interruption of study. The cancellation of the enrolment of courses and the determination of the next phase (Article 15 of the Rules of Procedure) shall be specified in the decision authorising the interruption of study.

(10) The student who, after interrupting his/her study, is unable to continue his/her study in the study programme to which he/she has been admitted because the programme is no longer being offered, shall be offered by MBU/the Faculty the opportunity to continue his/her studies in another study programme in the same or a related field of study of the level in question at MBU or at another higher education institution.<sup>112</sup> In the event that the student does not accept an offer to study in another study programme at MBU or at another higher education institution after interrupting his/her study in a study programme that is no longer held at the Faculty, his/her studies shall be deemed to have been abandoned as of the date of completion of the interrupted study programme.

11) Studies shall not be interrupted for the student who is pursuing part of his/her studies at another domestic or foreign higher education institution, provided that this part of study is part of the studies of the relevant study programme.

### **Article 23** **Proper completion of study**

- (1) The student shall properly complete his/her study according to the study programme if:
- (a) s/he has successfully completed all required courses and has earned the prescribed number of credits for obligatory courses, obligatory-elective courses and other prescribed study requirements of the study programme,
  - (b) s/he has obtained prescribed number of credits set for the relevant level of study, including the state examination or state examinations, during the course of his/her study.

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<sup>112</sup> § 51a (2) of the Higher Education Act.

(2)The date of completion of study shall be the date on which the last of the conditions prescribed for the proper completion of study of a given study programme is fulfilled.<sup>113</sup>

#### **Article 24** **Other than proper completion of study**

(1)In addition to the regular completion of study, the Higher Education Act also regulates other completion of study.<sup>114</sup>

(2)The day of completion of study other than regular termination is regulated by the Higher Education Act.<sup>115</sup>

(3)Withdrawal of study is also considered to be:

- (a) failure to appear for enrolment in the subsequent part of study or for re-enrolment after interruption of study pursuant to Article 11(16) and (17) of the Study Regulations; or
- b) enrolment of MBU student at another higher education institution.<sup>116</sup>

(4)The student may leave his/her study based on his/her own decision by a written statement addressed to the Rector or the Dean, if the study programme is conducted at the Faculty.

(5)A person who has completed the study programme otherwise than properly,<sup>117</sup> shall be issued a statement of the results of his/her study by MBU or by the Faculty, if the study programme is conducted at the Faculty pursuant to Article 8(5) of the Study Regulations.

(6)The content and formal requirements of decisions on the completion of study are regulated by the MBU Directive.<sup>118</sup>

#### **Article 25** **Change of study programme**

(1) A student has the right to apply for change of study programme within the same field of study. The student may apply for such change at the earliest after enrolment or after the end of the winter semester of the first year of study or always at the beginning of the academic year, if the conditions of the control phase of the original programme of study have been fulfilled. For reasons of special consideration, the change in the form of study of a study programme, which is also considered a change of study programme, may also be requested after enrolment in the study programme.

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<sup>113</sup> § 65 (1) the second sentence of the Higher Education Act.

<sup>114</sup> § 66 of the Higher Education Act.

<sup>115</sup> § 66 (2) of the Higher Education Act.

<sup>116</sup> § 59 (6) of the Higher Education Act.

<sup>117</sup> § 66 (1) of the Higher Education Act.

<sup>118</sup> MBU Directive on the Administration of Processes Associated with Study at MBU.

(2) The Rector or the Dean, if the study programme is conducted at the Faculty, decides on the student's request for change of study programme, usually after the statement of the person responsible for the study programme, no later than within 10 working days of its receipt. The student is obliged to submit a written request in accordance with the MBU Directive,<sup>119</sup> no later than 7 calendar days before the beginning of the teaching part of the relevant semester. The Rector's or Dean's decision to approve or disapprove the change in the study programme is final and cannot be appealed.<sup>120</sup>

(3) The recognition of completion of courses when changing the study programme within MBU is governed by Article 16 of the Study Regulations.

(4) In order to properly complete student's study in changed study programme, s/he is obliged to fulfil conditions specified in the study programme he/she is studying after the change.

## **Article 26**

### **Evaluation of education by students**

(1) Students have the right, at least once a year, to have the opportunity to express his/her opinion about the quality of teaching and the teachers by means of an anonymous questionnaire.<sup>121</sup>

(2) For the purpose of processing and evaluating the anonymous questionnaire, MBU is entitled to process data about the university teacher, anonymised students' opinions on the university teacher's pedagogical activities and the university teacher's reactions to the students' opinions given in the questionnaire. The data referred to in the first sentence shall be made available by MBU to students of MBU for the purposes of transparency in the evaluation of the questionnaires and to motivate students to complete them. The data on the university teacher for the purposes of the first sentence of this paragraph shall be processed to the extent of:

- (a) first name and surname,
- b) academic degree, scientific-pedagogical degree, artistic-pedagogical degree, scientific rank,
- (c) the component of MBU or the component of the Faculty at which he or she is enrolled; and
- (d) courses in the provision of which he or she is involved.<sup>122</sup>

(3) MBU implements a university format for evaluating the quality of education. Student evaluation is carried out via AiS2 after the end of the winter and summer semesters and after the end of the state examinations in the case of evaluation by students in their final years of study. Through anonymous questionnaires, students have the opportunity to evaluate study programmes, pedagogical process, teachers, professional and didactic competences of the teacher who was directly involved in their

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<sup>119</sup> MBU Directive on the Administration of Processes Associated with Study at MBU.

<sup>120</sup> MBU Directive on the Administration of Processes Associated with Study at MBU.

<sup>121</sup> § 70 (1)(h) of the Higher Education Act.

<sup>122</sup> § 74 (6) of the Higher Education Act.

education in the relevant period, the material and technical provision of education, as well as the quality of the services provided.

- (4) All MBU students can participate anonymously in the evaluation by means of surveys at:
- (a) evaluation of the quality of teaching and of the teachers of the study programme after the completion of the course,
  - b) evaluation of the quality of the study programme as a whole (students in their final years of study are evaluated),
  - c) evaluation of the quality of learning support.

#### **Article 27**

##### **Proposals from students**

(1) Students shall have effective mechanisms for reviewing complaints seeking protection of their rights or legally protected interests which they believe have been violated or pointing out specific deficiencies in the University's actions or inactions.

(2) By means of a complaint, a student may also submit proposals for the improvement of study programmes and conditions for the provision of study, creative activities and proposals for the improvement of other activities of the University and its Faculties.

(3) The student may submit a suggestion or proposal directly to the Rector, the Dean or the person responsible for the study programme. Suggestions for quality improvement, especially concerning the internal quality system, may also be submitted by the student in the form of electronic communication to the address indicated on the University's web portal.

(4) The review of suggestions is transparent and takes place with the participation of students. Feedback on the results of the review of complaints and on the measures taken shall be provided to the complainants.

#### **Article 28**

##### **Advisory and support of study**

(1)The University provides MBU students with free counselling and support, especially in the field of studies, career, legal, psychological and social counselling, counselling focused on mental health and anti-stress coaching.

(2)Communication with students on matters relating to their studies during the academic year shall be provided by the study department, which shall realise, in particular:

- (a) communication with applicants for studies and administrative processing of the admission procedure,
- (b) the maintenance of study documentation,
- (c) advisory, administrative, information, organisational and control activities in study matters.

(3)Each study programme shall have a study advisor who shall advise the student on study, credit study rules, interpretation of study regulations and other regulations related to study, effective learning, and



the development of a study plan in relation to the relevant study programme. The study advisor shall be appointed from among the university teachers on the proposal of the person responsible for the study programme by the Rector or the Dean if the study programme is carried out at the Faculty.

(4) The University has a University coordinator for students with specific needs, who is appointed by the Rector from among the university teachers. Faculty coordinators for students with specific needs are appointed by the Dean from among university teachers and their activities are coordinated by the University coordinator. The coordinator provides individualised support and coordinates the creation of appropriate conditions for the study of a student with specific needs, provides information on study opportunities for applicants with specific needs.

(5) The University and Faculties have buddy system coordinators who have successfully completed the buddy education programme appointed by the Vice-Rector for Education, Accreditation and Internal Quality System. A buddy is an MBU student who has completed the buddy program training at MBU and volunteers to provide assistance and support to students in the areas of adjustment to the university environment, mental health support, and easier access to information and services provided by MBU.

(6) The MBU student is provided with access and support to participate in international mobility and internships. The University, Faculties and departments have coordinators for academic mobility. Their task is mainly to deal with issues related to the sending and admission of students for study and to provide students with advisory services on the possibilities of studying at universities abroad.

(7) Students of study programmes which are conducted at MBU in full-time and external form in the first, second and third degrees of higher education may be awarded a scholarship in accordance with the MBU Scholarship Regulations. Scholarships are granted to students:

- (a) from the funds provided by MBU for this purpose from the state budget (social scholarship, incentive scholarship, pregnancy scholarship and scholarship in the full-time form of doctoral studies),
- (b) from MBU's own resources through the MBU Scholarship Fund <sup>123</sup>.

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<sup>123</sup> Article 1(2) of the Scholarship Regulations of Matej Bel University in Banská Bystrica.

**PART THREE**  
**STUDY IN DOCTORAL STUDY PROGRAMME**

**Article 29**  
**Basic provisions**

(1)The rules for the organisation of doctoral study are regulated by the Higher Education Act.<sup>124</sup>

(2) For the organisation of doctoral studies:

- (a) provisions of Articles 2 to 9, 13, 16, 17 and 21 to 28 of the Study Regulations shall apply equally,
- (b) provisions of Articles 10 to 12 and Articles 14, 15, 19 and 20 of the Study Regulations shall apply mutatis mutandis.

**Article 30**  
**Doctoral study commission**

(1)Doctoral study in a given field of study is monitored and evaluated by the doctoral study commission or a joint doctoral study commission (hereinafter referred to as the "doctoral study commission").

(2)Activities of the MBU doctoral study commission in the doctoral study programmes are regulated by the MBU Directive.<sup>125</sup> Sub-commissions for individual study programmes may be established according to the internal regulations of the University or the Faculty if the study programme is carried out at the Faculty.

**Article 31**  
**Supervisor**

(1)The supervisor for the relevant field of study may be a University teacher of MBU or another expert approved by the Scientific Board of MBU or the Scientific Board of the Faculty if the doctoral study programme is conducted at the Faculty. The supervisor for a topic announced by an external educational institution may be a person approved by that institution. The external educational institution shall provide the Scientific Board of UMB or the Scientific Board of the Faculty with the scientific and pedagogical characteristics of this supervisor.<sup>126</sup>

(2)The supervisor in particular:

- (a) proposes the topics of dissertation theses which the Faculty announces before the beginning of the admission procedure for doctoral study,
- (b) professionally supervises a doctoral student during his/her doctoral study,
- c) in cooperation with the doctoral student, draws up the doctoral student's individual study plan and submits it for approval to the doctoral study commission,

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<sup>124</sup> § 54 of the Higher Education Act.

<sup>125</sup> UMB Directive No. 10/2021 on Appointment of Doctoral Study Commissions at MBU.

<sup>126</sup> § 54 (4) of the Higher Education Act.

- d) manages and professionally guarantees the implementation of the doctoral student's individual study plan,
- e) determines the focus of the dissertation project and refines the dissertation topic together with the doctoral student,
- f) awards the doctoral student a specified number of credits for the subjects of the scientific part of the doctoral student's individual study plan in AiS2,
- g) submits the doctoral student's annual evaluation to the doctoral study commission, which assesses whether the doctoral student has fulfilled obligations specified in his/her individual doctoral study plan and subsequently recommends or does not recommend the continuation of his/her study,
- (h) on the basis of the annual evaluation by the doctoral study commission, submits to the Rector or the Dean, if the study programme is conducted at the Faculty, a recommendation for the doctoral student to continue or not to continue his/her doctoral study,
- (i) submits to the Rector or the Dean, if the study programme is conducted at the Faculty, a proposal for the initiation of disciplinary proceedings,
- (j) comment on the doctoral student's request to modify the dissertation topic, to change the language of the dissertation, to interrupt studies and to change the study programme,
- (k) after mutual consultation with the doctoral student, submits to the Rector or the Dean, if the study programme is conducted at the Faculty, a written proposal for the implementation of a study stay of the doctoral student in other domestic or foreign institutions of science, education, research, technology or art within the individual study plan of the doctoral student,
- (l) provides the doctoral student with consultations with other experts as necessary,
- (m) draws up the doctoral candidate's characteristics for the purposes of the doctoral examination and the defence of the doctoral thesis,
- (n) takes part in the doctoral candidate's dissertation examination and have the right to be heard in its evaluation,
- (o) attends the doctoral thesis defence and has the right to express his/her opinion in the evaluation of the thesis,
- (p) proposes on opponent of the written part of the dissertation examination and opponents of the dissertation thesis to the chairperson of the doctoral study commission,
- (q) proposes to the Rector or the Dean, if the study programme is carried out at the Faculty, to entrust a specialist (consultant) with the supervision of specific parts of the doctoral student's scientific programme of study,
- (r) guides the doctoral student in publishing activities, in participation in conferences and in involvement in project tasks, and comments on the doctoral student's participation in mobility.

(3) In addition to activities under Section 2 of this Article, the supervisor of a full-time doctoral student shall in particular:

- (a) in cooperation with the head of the relevant department (hereinafter referred to as the "department") to which the doctoral student is assigned and with the person responsible for

the doctoral study programme, coordinates and supervises the doctoral student in the performance of teaching activities or other professional activities related to teaching,  
(b) in cooperation with the head of department, monitors the doctoral student's attendance at the workplace in accordance with Article 33a(2) of the Study Regulations, including the granting of permission for business trips, home duties, study leave, etc.

## **Article 32**

### **Admission to study**

(1)The basic prerequisite for admission to doctoral study is a university education of the second level.<sup>127</sup> Another prerequisite for admission to doctoral study at MBU is successful completion of the entrance examination, which includes demonstration of proficiency in one of the following languages: English, German, Russian, French or Spanish at B1 level.

(2) The publication of dissertation topics shall be part of the information published concerning the admission procedure in accordance with the Higher Education Act; if the topic is announced by an external educational institution, the name of that institution shall also be indicated. An applicant shall submit his/her dissertation project for one of the announced and published topics no later than 15 calendar days before the date of the entrance examination for doctoral study at MBU. The application for doctoral study may also include a list of published articles or a list of the results of other professional or artistic activities, or evaluations of these works and activities of the applicant.

(3)The admission examination shall take place before the admissions commission. On the proposal of the chairman of the joint doctoral study commission/the doctoral study commission, the Rector or the Dean, if the study programme is carried out at the Faculty, appoints its chairman and at least two members. If the admission procedure relates to applicant interested in the dissertation topic offered by an external educational institution, a representative of the external educational institution shall also be a member of the admissions commission. The admission commission shall evaluate the result of the admission examination in a closed meeting and shall determine the ranking of the candidates according to their performance in the admission examination. In determining the ranking, the admission commission shall also take into account the extent and quality of the applicant's professional publishing or artistic activity and the results of his/her other professional or artistic activity (e.g. results in student scientific and professional thesis competitions or student art exhibitions, etc.).

(4)In the decision on admission to doctoral study, the Rector or the Dean, if the study programme is carried out at the Faculty, shall determine the supervisor, the topic of the doctoral thesis and the workplace at which the doctoral student shall work.

(5)An admitted candidate becomes a student of doctoral study at MBU on the date of enrolment (Article 11 of the Study Regulations).

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<sup>127</sup> § 56 (4) of the Higher Education Act.

(6) Doctoral study may also begin at the beginning of the summer semester of the academic year.<sup>128</sup>

(7) A decision on the award of a scholarship is issued to a full-time doctoral student within two weeks of enrolment.

### **Article 33**

#### **Individual study plan of doctoral student, assessment and control of study obligations**

(1) Doctoral study is carried out according to a doctoral student's individual study plan, which is elaborated by the supervisor in cooperation with the doctoral student.<sup>129</sup> Doctoral study consists of a study part and a scientific part. The doctoral student's individual study plan and any amendments thereto shall be submitted by the supervisor for approval to the doctoral study commission.<sup>130</sup> Individual study plan of the doctoral student is an inseparable part of the doctoral student's study documentation.

(2) The study part of the doctoral study consists mainly of lectures, seminars and the individual study of literature necessary in terms of the focus of the doctoral thesis. The study is carried out under the guidance of a supervisor. The study part of the doctoral study is concluded with the dissertation examination, which is considered to be a state examination.

(3) The doctoral student's individual study plan shall contain a list of subjects to be taken by the doctoral student. The selection of obligatory-elective and elective courses shall be proposed by the supervisor in cooperation with the doctoral student. Elective courses may be chosen from subjects offered in the third level study programmes at all MBU Faculties. The doctoral student's individual study plan shall also include planned dates for the completion of the study obligations and the planned date of the dissertation examination.

(4) The study part of the individual study plan of the doctoral student in the full-time form of study shall also include the performance of teaching activities or other professional activities related to teaching (hereinafter referred to as "teaching activities") to the extent of no more than four hours per week on average per academic year in which the teaching takes place.<sup>131</sup>

(5) The teaching activity of the doctoral student in full-time study programme at a department within the legally established scope shall be determined by the head of department after consultation with the supervisor. The department is obliged to provide the Faculty with the premises and conditions for the doctoral student's preparation for teaching activity. For a student in the external form of doctoral

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<sup>128</sup> § 61 (3) the second sentence of the Higher Education Act.

<sup>129</sup> MBU Directive on the Administration of Processes Associated with Study at MBU.

<sup>130</sup> § 54 (8) of the Higher Education Act.

<sup>131</sup> § 54 (11) of the Higher Education Act.

study and for a student who has exceeded the standard length of study in the study programme currently being studied in the full-time form of study, this obligation does not apply.

(6) The scientific part of the doctoral study shall consist of individual or team scientific work. The scientific part includes the most important tasks characterising the content and the procedure for solving the topic of the doctoral thesis. The doctoral student is obliged to demonstrate the outputs of the scientific activity in accordance with the required level of creative activity in relation to the relevant standards for the study programme. The doctoral student's scientific programme includes, in particular, written work for the dissertation examination, elaboration of the dissertation, active participation in conferences, symposia, student scientific activities, seminars and other professional events, publishing and research activities in accordance with the recommended curriculum for the given study programme. The doctoral student is obliged to demonstrate the results of scientific work by documenting the annual presentation of partial results of scientific work. The quality of the doctoral student's publication outputs must be in accordance with the requirements defined in the approved recommended curriculum for the degree programme. The scientific part of the doctoral studies shall be professionally supervised by the supervisor.

(7) The study or scientific part within the recommended study plan of the doctoral study programme must include a subject focused on the methodology and ethics of scientific work. Other support activities for doctoral study at MBU are part of the concept of the "MBU Doctoral School".

(8) During his/her studies, a doctoral student obtains credits for:

- (a) courses of the study part of the doctoral study,
- (b) written work for the dissertation examination,
- (c) independent creative activity in the field of science, research or art (completed stage of research work in accordance with the individual study plan, publishing activity, project activity), which is related to the topic of the dissertation,
- (d) the dissertation and its defence.

(9) In order to complete the doctoral study properly, the doctoral student shall obtain credits in the composition determined by the study programme.

(10) The study and scientific parts of the study programme are mutually irreplaceable. The doctoral student shall be required, in the case of a three-year full-time and a four-year external study programme, to obtain during the course of his or her study 60 credits for the study part and 120 credits for the scientific part, and for the four-year full-time and five-year external study programme to obtain 80 credits for the study part and 160 credits for the scientific part.

(11) In the first year of the doctoral programme, a full-time student shall enrol in courses from the study part and activities from the scientific part with a total value of at least 60 credits. An external doctoral student with a standard duration of 4 academic years shall enrol in subjects totalling at least 45 credits and with a standard duration of 5 academic years shall enrol in subjects totalling at least 48

credits. In the final year of the doctoral programme, the student may enrol for a smaller number of credits if this number of credits is sufficient for the completion of the doctoral programme.

(12) In order to continue doctoral study in the second year, the doctoral student shall:

- (a) in the full-time form of doctoral study, obtain a minimum of 40 credits in the first year of study,
- (b) in the external form of doctoral study, in the first year of study, a minimum of 30 credits at a standard length of study of 4 years and 32 credits at a standard length of study of 5 years.

(13) The monitoring of the doctoral student's individual study plan is carried out annually in the doctoral student's annual evaluation.<sup>132</sup> Doctoral students shall complete an annual evaluation of their studies at the doctoral student's department within the deadlines specified in the doctoral student's individual study plan. The annual evaluation of the doctoral student is commented on by the doctoral study commission, which evaluates whether the student has fulfilled obligations determined by his/her individual doctoral study plan and subsequently recommends to continue or not to continue his/her studies. At the annual evaluation, the supervisor shall submit to the Rector/the Dean an evaluation of the fulfilment of the doctoral student's individual study plan with a recommendation to continue or not to continue his/her doctoral study.

(14) In the event of failure to meet the minimum number of credits pursuant to paragraph (12) of this Article and failure of the doctoral study commission to recommend continuation of studies pursuant to paragraph (13) of this Article, the student shall be dismissed from the study.

(15) The University/the Faculty may send a full-time doctoral student on a working trip<sup>133</sup> outside the doctoral student's place of work or residence for the necessary period only with the doctoral student's consent, and may reimburse the doctoral student's travel expenses, in accordance with the agreement on the performance of tasks for MBU.<sup>134</sup> On the working trip, the doctoral student performs tasks according to the instructions of the supervisor, the head of department, the person responsible for the study programme or another senior staff member of the University who sent him/her on the working trip.

### **Article 33a**

#### **Other duties of full-time doctoral student**

(1) The doctoral student:

- (a) actively participates in the annual evaluation. The evaluation of the doctoral student in his/her absence or in the absence of the supervisor may take place only exceptionally, and only if the supervisor or the doctoral student is unable to attend for

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<sup>132</sup> MBU Directive on the Administration of Processes Associated with Study at MBU.

<sup>133</sup> § 2 (1) of Act No. 283/2002 coll. on Travel Allowances, as amended.

<sup>134</sup> § 1 (2)(c) of Act No. 283/2002 coll. on Travel Allowances, as amended.

serious reasons. The doctoral student, except for a first-year doctoral student, shall submit to the designated department of the University/the Faculty the doctoral student's individual study plan for the following academic year, as well as the doctoral student's annual evaluation signed by the supervisor and the chair of the doctoral study commission no later than 31 August of the previous academic year,

(b) in the first year of doctoral studies s/he is obliged to deliver the signed individual study plan of the doctoral student for the given academic year no later than by the end of October of the given academic year to the designated department of the

University/the Faculty, in the case of commencement of study at the beginning of the summer semester of the given academic year no later than by the end of March,

(c) shall keep the supervisor informed, at least once a month, about the fulfilment of the tasks of the doctoral student's individual study plan,

(d) shall consult with the supervisor on the procedure for the development and implementation of the study and scientific part of the doctoral student's individual study plan,

e) submits projects, written work for the dissertation examination and the dissertation thesis to the supervisor for approval,

(f) deals with all matters related to doctoral study with the knowledge or consent of, or through, the supervisor,

(g) carries out other tasks specified by the supervisor in such a way as not to interfere with the doctoral student's individual study plan,

(h) participates in events organised for doctoral students by the University/the Faculty in such a way as not to interfere with the doctoral student's individual study plan,

(i) keeps a record and keeps copies of all teaching, scientific and artistic activities related to the doctoral study (e.g. invitations to conferences, elaborated projects, lectures, publication outputs, etc.), which he/she submits to the supervisor when awarding credits for the study and scientific part of the study programme,

j) with the consent of the supervisor, performs the tasks specified by the head of department,

k) registers his/her publication activity in the register of the MBU University Library.

(2) The full-time doctoral student shall record his/her presence at the workplace in the manner that is customary at that workplace for recording attendance. The presence of the doctoral student at the workplace shall also be considered to be the performance of study or scientific tasks from the home environment, if the supervisor in cooperation with the head of the workplace has agreed to this.

(3) Repeated absence of a full-time doctoral student from the workplace without prior consent of the supervisor or the head of department or without a proven justifiable reason shall be considered a culpable violation of the study regulations. The supervisor may initiate disciplinary proceedings against the doctoral student on the grounds of the doctoral student's repeated absence from the workplace, in particular for failure to fulfil the tasks set by the supervisor.

(4) The full-time doctoral student shall be entitled to study leave within the scope of 40 working days (such as the basic amount of leave of a researcher of a public higher education institution according to



the relevant law).<sup>135</sup> The doctoral student takes study leave in agreement with the supervisor and with the written consent of the head of department.

(5) Obligations of the full-time doctoral student whose supervisor is from an external educational institution which is also the doctoral student's workplace shall be governed by the doctoral study agreement pursuant to Article 4(19) of the Study Regulations.

### **Article 34** **Dissertation examination**

(1) The dissertation examination is a state examination.

(2) A doctoral student shall submit an application for the doctoral examination to the relevant doctoral study institution, which shall accept the application if:

- (a) the doctoral student has attached a written assignment for the dissertation examination to the application and has uploaded the written assignment to AiS2,
- b) the supervisor has recommended the written assignment in writing and has proposed an opponent for the written assignment for the dissertation examination,
- c) the doctoral student has registered for the dissertation examination in AiS2.

(3) The doctoral student shall take the dissertation examination in due time no later than within 18 months in full-time study with a standard length of 3 years, within 24 months in full-time study with a standard length of 4 years; in external study with a standard length of 4 years no later than within 24 months; for a standard duration of 5 years, no later than 30 months from the date of enrolment.

(4) The time and place of the dissertation examination shall be determined by the Rector or the Dean in agreement with the members of the commission, if the study programme is carried out at the Faculty. On the basis of the supervisor's proposal, the University/the Faculty department shall send the written assignment to the opponent. The opponent shall prepare a written assessment of the written thesis for the dissertation examination within 4 weeks from the date of receipt of the thesis at the latest.

(5) For reasons worthy of special consideration, the doctoral student may request in writing to the Rector or the Dean, if the study programme is carried out at the Faculty, for an extension of the deadline for the dissertation examination. The Rector/the Dean shall accept/not accept the doctoral student's request within the time limit 10 working days from the date of receipt of the request, of which the doctoral student will be informed in writing.

(6) The dissertation examination demonstrates the doctoral student's ability and readiness for independent scientific and creative activity based on the application of scientific methods in the field of research. A condition for granting consent to conduct the dissertation examination is the fulfilment of all obligations set out in the study part of the recommended study plan.

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<sup>135</sup> Act No. 311/2001 coll. Of the Labour Code as amended.

(7) The content of the dissertation examination includes:

- (a) a discussion of the written assignment to be submitted for the dissertation examination. The written assignment shall include objectives of the dissertation thesis, the theoretical and methodological background of the future dissertation solutions, the current state of the dissertation topic, the relevant methodology, the research focus and the state of the dissertation elaboration,
- b) answering the questions and comments from the opponent's opinion of the written thesis,
- c) demonstration of the doctoral candidate's theoretical knowledge with a focus on areas of research related to the doctoral candidate's scientific profile.

(8) The dissertation examination shall be graded according to the grading scale referred to in Article 14(8) of the Study Regulations. If the doctoral student has not been successful in the dissertation examination in the regular term, he or she must take it in one remedial examination within 24 months at the latest in the full-time form of study at a standard length of study of 3 years, within 30 months in the full-time form of study at a standard length of study of 4 years from the date of enrolment in the study; in the external study at a standard length of study of 4 years within 30 months at the latest, and at a standard length of study of 5 years within 36 months at the latest, from the date of enrolment in the study.

(9) In the case of an unsuccessful state examination (grade FX), the commission may allow the written assignment to be revised for the dissertation examination.

(10) For reasons worthy of special consideration, the doctoral student may request in writing to the Rector or the Dean, if the study programme is carried out at the Faculty, an extension of the deadline for taking the revised dissertation examination. The Rector/the Dean shall accept/not accept the doctoral student's request within 10 working days from the date of receipt of the request, of which the doctoral student shall be informed in writing.

(11) During the course of the study and at the latest within one month after the dissertation examination, the doctoral student may submit a request signed by the supervisor to modify the dissertation topic or for a change in the language of the dissertation (Article 36(8) of the Study Regulations) to the chair of the doctoral study commission.

(12) If the student fails to pass the dissertation examination in the regular or the remedial term, he/she shall be dismissed from doctoral study.

### **Article 35**

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

(1) A doctoral student may submit an application for permission to defend his/her dissertation thesis during the doctoral study in accordance with the University/the Faculty Study Schedule for a given academic year, which is published on the MBU/the Faculty website. In exceptional cases, as a rule in an academic year when the doctoral student has exceeded the standard length of study, the doctoral student may submit a request for an extraordinary term to the chair of the doctoral study commission.

(2) The condition for applying for permission to defend the doctoral thesis and the condition for the doctoral student to register via AiS2 for the state examination - the defence of the doctoral thesis, is the acquisition of credits, the sum of which with the defence of the doctoral thesis shall be 180 credits for three-year full-time and four-year part-time studies and 240 credits for four-year full-time and five-year part-time studies.

(3) The doctoral student is obliged to submit his/her application in sufficient time for the defence of the dissertation thesis to take place at the latest on the day of the completion of the standard length of study. The defence of the dissertation thesis shall take place in accordance with the Study Schedule for the academic year in question. The doctoral student who is continuing his/her studies beyond the standard length of study is obliged to submit a request for the defence of his/her dissertation thesis within the time limit set by the University/the Faculty so that the defence of the dissertation thesis is completed within the extra length of studies.

(4) By the deadline specified in the Study Schedule for the given academic year, the doctoral student delivers to the relevant department of the University/Faculty:

(a) a brief curriculum vitae,

(b) the electronic form of the dissertation thesis shall be in PDF format with the possibility of conversion to text format; the formal requirements of the dissertation thesis shall be regulated by the relevant MBU Directive<sup>136</sup>,

(c) a list of publications with complete bibliographic data (output from the MBU University Library) and a list of unpublished scientific articles or public and non-public exhibitions of artistic works, performances and their reviews, and, where appropriate, testimonials about them from the relevant institutions of science, education, research, technology or art,

(d) a justification of the differences between the original and the submitted dissertation thesis, if the doctoral student submits a new dissertation thesis in the same doctoral programme after an unsuccessful defence.

(5) The Rector or the Dean, if the study programme is carried out at the Faculty, shall refer the request for permission to defend to the chair of the doctoral study commission and, on the basis of his/her opinion, shall request the preparation of opponents' opinions from the proposed opponents.<sup>137</sup>

### **Article 36**

#### **Dissertation thesis and defence of dissertation thesis**

(1) The dissertation thesis is the final thesis. The defence of the dissertation thesis is a state examination. It is public and takes place before a state examination commission, which is appointed by the Rector on the proposal of the chairperson of the doctoral study commission or by the Dean, if the study programme is carried out at the Faculty, preferably from among the members of the doctoral study commission. At least one member of the commission shall be from outside MBU/the Faculty.

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<sup>136</sup> MBU Directive No. 9/2021 on Final, Rigorosum and Habilitation Theses at MBU.

<sup>137</sup> MBU/the Faculty may also recommend a so-called small defence before the defence of the dissertation thesis. In this case, MBU/the Faculty will draw up guidelines in its internal regulations for the so-called small defence and publish them on its website.

(2) The Rector/the Dean shall immediately forward to the chairperson of the doctoral study commission, upon receipt of a request for permission to defend the doctoral thesis, the doctoral student's application (Article 35(1) of the Study Regulations) together with the dissertation thesis, which shall contain all necessary requirements which are in compliance with the MBU Directive.<sup>138</sup> Within 7 working days, the chairperson of, the chairperson of the doctoral study commission shall state whether he/she recommends the dissertation for defence, shall propose to the Rector/the Dean members of the dissertation defence commission and opponents of the dissertation thesis.

(3) The Rector/the Dean, after receiving the proposal from the chairperson of the doctoral study commission, appoints the thesis defence commission, its chairperson and opponents of the dissertation thesis.

(4) The Rector/the Dean, through MBU/the Faculty, shall send to appointed opponents the dissertation thesis together with the request for elaboration of their opinion, the appointment decree as opponent of the dissertation thesis and the originality protocol. Upon receipt of all opponent's opinions, the Rector/the Dean shall forward the doctoral candidate's application for the defence of the dissertation thesis to the chairperson of the dissertation defence commission within 7 working days.

(5) The chairperson of the dissertation defence commission shall propose to the Rector/the Dean the time and place of the dissertation thesis defence no later than 10 working days after receiving the dissertation defence documentation. On the basis of the proposal, the Rector/the Dean shall determine the time and place of the dissertation thesis defence. MBU/the Faculty shall publish a notice of the dissertation thesis defence.

(6) Upon receipt of all opponent's opinions entered via AiS2 into the CRZP, and if more than half of the opinions are positive, the relevant department of the MBU/the Faculty shall send all opinions and an invitation to the dissertation thesis defence (indicating the place and time of the defence) to the individual commission members and opponents via e-mail.

(7) In addition to the chairperson, the dissertation thesis defence commission shall have at least three other voting members. The opponents shall also have the right to vote. At least half of the total number of opponents shall attend the defence of the dissertation thesis.

(8) The doctoral student submits his/her dissertation for defence in Slovak, and with the written consent of the doctoral study commission also in a language other than the state language. If the study programme is conducted in a foreign language, written consent is not required.

(9) The University/the Faculty may regulate the course of the dissertation thesis defence in its internal regulations. The defence of the dissertation thesis may take place even in the event of one negative opinion, but the opponent who drew up the negative opinion must be present at the defence. If there is more than one negative opponent's opinion, the defence may be held on a remedial date after the

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<sup>138</sup> MBU Directive No. 9/2021 on Final, Rigorosum and Habilitation Theses at MBU.

deficiencies in the reviews have been implemented and the dissertation has been reassessed by the already approved opponents. If one of the approved opponents is unable to reassess the dissertation, the supervisor shall propose a new dissertation opponent to the chairperson of the doctoral study commission.

(10) The dissertation defence takes the form of a scientific/artistic debate between the doctoral student, the dissertation opponents, the members of the examination commission and other participants on the knowledge gained and the contribution of the dissertation. During the defence, the reasonableness and plausibility of the conclusions and proposals contained in the dissertation thesis are also examined.

(11) The defence of the dissertation thesis of the doctoral student in a joint study programme shall be conducted according to an agreement concluded between the partner universities at the foreign university or at MBU in accordance with the internal regulations of MBU and the legislation of the country in which the defence of the dissertation thesis takes place.

(12) Upon successful defence of the dissertation, the doctoral study is terminated. The result of the state examination - defence of the dissertation thesis shall be evaluated with the classification grades A to FX according to the classification scale specified in Article 14(8) of the Study Regulations. The doctoral student shall pass the state examination if his/her result has been assessed by one of the grades A to E. Credits shall be awarded for the successful completion of the state examination. The results of the dissertation defence in the State Examination Record shall be filled in by the chairperson of the dissertation thesis defence commission (or an administrator authorised by him/her) in AiS2.

(13) The same conditions and rules apply for the remedial term of the dissertation thesis defence as for the regular term.

(14) After the unsuccessful defence of the dissertation thesis in the remedial term, the doctoral student is withdrawn from study.

(15) The result of the dissertation thesis defence shall be valid on the basis of a secret ballot and the decision of the commission members and opponents present.

(16) The Rector or the Dean, if the study programme is carried out at the Faculty, shall award or not award the academic degree on the basis of the results of the secret ballot of the dissertation thesis defence committee and the opponents.

(17) The overall assessment of the doctoral study programme shall be expressed in grades:  
(a) passed with honours,  
(b) passed.

(18) The doctoral student shall be graded as “passed with honours” if his or her weighted study average (Article 14, paragraph 25 of the Study Programme) of all assessed duties is no more than 1.25 and he or she has obtained a grade A (1) in the dissertation examination and the dissertation thesis defence. In other cases, the student shall be assessed with a pass grade.

### **Article 37**

#### **Opponents of dissertation thesis and their opinions**

(1) The Rector/the Dean appoints opponents of the dissertation thesis on the basis of a proposal of the chairperson of the doctoral study commission, which is based on the proposal of the supervisor. No more than one of the opponents may be from the doctoral student’s department. Other opponents shall not be employees of MBU and shall be selected from another university or shall be experts from practice. It is recommended that one of the opponents should be a member of the doctoral study commission.

(2) The dissertation thesis shall be assessed by at least two opponents. At least one opponent shall be a university teacher in the function of a professor. Another opponent may also be a university teacher in the function of an associate professor or a distinguished expert with at least the academic degree of PhD or a researcher with the qualification degree IIa.

(3) The opponent's opinion shall contain an objective and critical analysis of the merits and shortcomings of submitted dissertation thesis, shall be concise and shall not repeat the content. In particular, the opponent's opinion shall state:

- (a) on the relevance of the chosen topic,
- (b) selected methods of research,
- (c) the results achieved, indicating what new insights the dissertation brings,
- (d) the contribution to the further development of science, technology or the arts,
- (e) whether the dissertation has fulfilled its objective,
- (f) the result of the originality control related to the dissertation thesis,
- (g) whether the dissertation shows any signs of plagiarism. If the thesis shows signs of plagiarism, a written justification shall be recorded.

(4) In his/her opinion, the opponent shall evaluate the dissertation thesis, and in the conclusion shall state whether or not he/she recommends it for defence. The opponent shall prepare the opinion no later than 30 calendar days from the date of its request.

### **Article 38**

#### **Scholarship in full-time form of doctoral study**

(1) MBU provides doctoral scholarships in accordance with the Higher Education Act. The source of funding is the subsidy of the Ministry of Education, Research, Development and Youth of the Slovak

Republic and own resources of the MBU Faculties. The source of funding may also be funds from external sources or funds obtained on the basis of a sponsorship agreement or a donation agreement.

(2) MBU provides scholarship to a full-time doctoral student during his/her doctoral study from the date of enrolment in the doctoral study until the date of completion of the doctoral study, up to a maximum of the standard duration of study.<sup>139</sup>

(3) The student in the full-time doctoral study programme is entitled to the scholarship for the duration of the standard length of study of the study programme to which he/she has been admitted, unless he/she has already obtained the third level university degree.

(4) The scholarship shall be granted to the doctoral student throughout the academic year. During interruptions in doctoral study and after the standard length of study has expired, the full-time doctoral student shall not receive the scholarship.

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<sup>139</sup> Article 5 (2) of the Scholarship Regulations at MBU.

**PART FOUR  
GENERAL AND FINAL PROVISIONS**

**Article 39  
General provisions**

(1) The general rules on health and safety at work and working conditions for women shall apply to a student participating in practical training and practice.<sup>140</sup>

(2) Unless otherwise provided for in the Study Regulations of MBU, documents shall be delivered to the student in paper form to the student's address indicated in AiS2 or in electronic form to the student's assigned electronic e-mail address.

**Article 40  
Final provisions**

(1) The Study Regulations of MBU may be amended by means of numbered amendments, which are subject to approval by the Academic Senate of MBU. After each amendment of the Study Regulations of MBU, the University is obliged to immediately issue and publish its full text.

(2) The following shall be repealed:

(a) The Study Regulations of Matej Bel University in Banská Bystrica for students of study programmes accredited since 1 January 2013 approved by the Academic Senate of UMB on 29 April 2013, as amended,

b) The Study Regulations of Matej Bel University in Banská Bystrica (for students of study programmes accredited until 31 December 2012) approved by the Academic Senate of UMB on 25 February 2008, as amended,

c) MBU Directive No. 7/2021 on Doctoral Study at Matej Bel University in Banská Bystrica.

(3) The Study Regulations of MBU pursuant to Section 9 (1) (c) (1) of the Higher Education Act were approved by the Academic Senate of MBU at its meeting on 10 June 2024.

(4) The Study Regulations of MBU shall enter into force on the date of their approval by the Academic Senate of MBU and shall take effect on 1 September 2024.

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**Ing. Barbora Mazúrová, PhD.**

The Chairperson of the Academic senate of MBU

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**doc. Ing. Vladimír Hiadlovský, PhD.**

The Rector of MBU

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<sup>140</sup> Act No. 311/2001 Coll., the Labour Code as amended.