

# MATEJ BEL UNIVERSITY IN BANSKÁ BYSTRICA



**DIRECTIVE No. 4/2024  
ON THE ADMINISTRATION OF PROCESSES ASSOCIATED WITH STUDY  
AT MATEJ BEL UNIVERSITY IN BANSKÁ BYSTRICA**

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Banská Bystrica 22. 8.2024

REK/139/2024/109-SR  
REK/2372/2024

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The Rector of Matej Bel University in Banská Bystrica (hereinafter referred to as "MBU" or the "University"), in accordance with Article 3(8) of the Statute of MBU and in accordance with the Study Regulations of MBU, issues this Directive on the Administration of Processes Associated with Study at MBU (hereinafter referred to as the "Directive").

## **Article 1**

### **Subject of modification**

1. The Directive regulates the administration of processes associated with study at Matej Bel University in Banská Bystrica, especially in the following areas:
  - (a) enrolment in study, including enrolment of a student from another higher education institution at MBU, and enrolment in further study,
  - b) individual study plan,
  - c) control of study and recognition of completed courses,
  - d) state examinations,
  - e) interruption of study, termination of study, change of study programme,
  - (f) doctoral study,
  - g) services of the University Library, rights and obligations of the Library users.

## **Article 2**

### **Enrolment in study**

1. An applicant shall follow the procedure for enrolment in study according to Article 11 of the Study Regulations of MBU and the Information for Admitted Applicants sent by the Study Department of the Faculty or published on the Faculty website. The dates and method of enrolment in study are stated in the Study Schedule of the Faculty. The Study Schedule of the Faculty is available on the Faculty's website. The Study Schedule of the University is available on the University's website.
2. Upon receipt of the decision on admission, the applicant completes an electronic return in AiS2. Instructions are published on the website of the University under the Applicant/After admission section.
3. In the electronic return, the applicant shall apply for an MBU student ID card and accommodation. Information about the cards is available on the website of the University under the Student/MBU cards/Student cards/Future students and cards section. Information related to accommodation is published on the website of the University under the Applicant/After admissions section.
4. The applicant confirms the electronic return in AiS2. The student brings or delivers to the Faculty printed and signed consent for processing personal data for the purposes of enrolment. Upon receipt of the student MBU ID card, s/he shall hand in the application form for membership in CKM SYTS Association.

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\* The masculine nouns in this Directive are for reasons of clarity, consistency and balance of the text used in the generic masculine and include all genders.

5. In AiS2, the applicant creates an enrolment list of courses for the 1st year of study and enrolls in courses of the study programme for which s/he has been enrolled. Instructions for creating the enrolment list of courses are published on the website of the University under the Applicant/After admission section.

### **Article 3**

#### **Enrolment of student of another higher education institution at MBU**

1. Pursuant to Article 11 (18-20) of the Study Regulations of MBU, a student of another higher education institution may request to the Rector/the Dean, if the study programme is conducted at the Faculty (hereinafter also referred to as "the Rector/the Dean")\*\*, for permission to enrol in study at the University/the Faculty.

2. The written request shall be delivered by the student of another higher education institution to the Rector/the Dean at least 30 calendar days before the beginning of teaching part of the relevant semester. In the case of the student admitted to the first year of study, s/he shall attach the admission decision to the request. If the student wishes to enrol in further study, the request shall be accompanied by the record of study results and the certificate of study.

3. Within 30 calendar days, the Rector/the Dean shall issue a Decision on the permission/non-permission of enrolment to the student of another university, which contains information related to the enrolment in the University/Faculty and other instructions related to study.

### **Article 4**

#### **Enrolment in further study**

1. If a student has fulfilled all the conditions for advancement to further study and wishes to continue his/her study (Article 15(2) of the Study Regulations of MBU), s/he shall enrol electronically in AiS2 for the following academic year by the deadline of 15 July.

2. If the student does not enrol in study and does not respond to the invitation to appear for enrolment within 10 working days of receiving the invitation, in accordance with Article 11(17) of the Study Regulations of MBU, his/her study shall be considered abandoned on the date by which the student should have enrolled for further study, which is the 10th working day following the receipt of the invitation to enrol for further study.

3. If the student has received the invitation from the Faculty/the University to appear for enrolment in further study and s/he is unable to participate in the enrolment for health reasons, s/he may within 10 calendar days from the receipt of the invitation, send to the University/the Faculty the "Application for Extension of the Deadline for Enrolment in Further Study due to Health Reasons", the form of which is attached as Annex 1 to the Directive, and which is published on the University's website under the section: Student/Study Regulations.

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\*\* If the study programme is conducted at the Faculty, students send relevant documents to the Dean of the Faculty and the decision is subsequently issued by the Dean. In the case of the University study programme, students send relevant documents to the Rector of the University, who subsequently issues the decision.

4. The student will be informed of acceding/non-acceding of the application within 10 calendar days. If the application is not acceded, the student shall be considered abandoned from his/her study as of the 10th working day following receipt of the invitation to enrol for further study.

## **Article 5**

### **Individual study plan**

1. The Rector/the Dean may, in accordance with Article 13 of the Study Regulations of MBU, permit a student to study according to the individual study plan.

2. The form "Request for Permission to Study According to the Individual Study Plan" is attached as Annex 2 to the Directive and is available on the website of the University under the Student/Study Regulations section. The student shall send the completed request to the Dean of the Faculty, or in the case of University study programmes to the Rector of the University, no later than on the first day of the teaching part of the relevant semester.

3. The Rector/the Dean shall issue the "Decision to authorise/not to authorise study according to the individual study plan" within 30 calendar days at the latest.

4. The "Individual Study Plan Form" is attached as Annex 3 to the Directive and is available on the University's website under the Student/Study Regulations section.

5. The completed Individual study plan form for the relevant semester with the above specified data agreed with teachers, signed by the student, the teachers and, as a rule, also by the person responsible for the study programme, 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. The student shall make a photocopy of the completed form. If this deadline is not fulfilled, the Rector's/the Dean's decision to authorise study according to the individual study plan will be revoked.

6. If the request for permission to study according to the individual study plan is submitted during the semester, the student shall deliver the completed individual study plan form to the Study Department without delay.

## **Article 6**

### **Control of study, assessment of study obligations**

1. The procedure for control of study and assessment of study obligations is regulated by Article 14 of the Study Regulations of MBU. This process is carried out in control phases, which are regulated by Article 15 of the Study Regulations of MBU.

2. For each study obligation performed, a student receives grades awarded in the continuous or final assessment. If the student is not satisfied with his/her assessment, s/he has the right not to accept the assessment. The student shall notify the teacher who awarded the assessment of his/her non-acceptance of the assessment and apply for a correction in AiS2.

The form "Notification of Student's Non-Acceptance of the Assessment of Study Obligation" is attached as Annex 4 to the Directive and is published on the University's website under the section: Student/Study Regulations.

3. If the student has at least one assessment date remaining, s/he may, within 5 working days, but no later than one week before the end of the assessment period, request in writing to the Rector/the Dean that the assessment take place before a Committee. The form 'Request for the Assessment of Study Obligations before a Committee' is attached as Annex 5 to the Directive and is published on the University's website under the Student/Study Regulations section.

4. The Rector/the Dean shall issue the "Decision to allow/not to allow the assessment of study obligations before a committee" within 10 working days of receipt of the request.

5. In case the student cannot perform his/her study obligation on the due date for serious health reasons, s/he may apologise in time and ask the Rector/the Dean to set an alternative deadline. The form "Application for Alternative Deadline for the Performance of the Study Obligation" is attached as Annex 6 to the Directive and is published on the University's website under the Student/Study Regulations section. The application, together with a medical certificate, shall be sent to the Rector/the Dean no later than the last day of the period for the completion of study obligations.

6. On the basis of the student's application, the Rector/Dean shall issue the "Decision to authorise/not to authorise the alternative deadline for the performance of the study obligation" within a period of no later than 10 working days from the receipt of the application. The Rector/the Dean does not have to accede the application to permit the alternative deadline for the performance of the study obligation and in case it is the last term within the period for the completion of study obligations, the student shall be assessed from the given course with the classification grade FX. If the course is a re-enrolled course and the Rector/the Dean does not authorise the alternative/remedial deadline, the student shall be withdrawn from study.

7. The student who has not earned credits for a course in the regular term or in the remedial deadline may, no later than 5 working days after the last day of the period for the completion of study obligations, for reasons of special consideration, apply in writing to the Rector/the Dean to permit the second remedial deadline. The form "Application for the Second Remedial Deadline for the Completion of Study Obligations" is attached as Annex 7 to the Directive and is published on the University's website under the section: Student/Study Regulations.

8. The Rector/the Dean shall decide on the student's application by issuing the "Decision to allow/not to allow the second remedial deadline for the performance of study obligations" within 10 working days of its receipt.

**Article 7**  
**Recognition of completed courses**

1. A student shall follow Article 16 of the Study Regulations of MBU regarding the recognition of completed courses.

2. If the student needs to recognise completed courses because s/he has already completed the courses at MBU in his/her previous study, s/he shall write the courses down in the enrolment sheet and then request for a record of completed courses generated from AiS2 (template 606) from the Study Department of the relevant Faculty where s/he has completed previous study. For the courses on the record, the student shall request a written opinion from the teachers on the recognition of the course in question. Only those courses, for which the teacher's signature confirms agreement to accept the credits and grade, will be accepted. Courses without the teacher's approval will not be accepted. The student shall complete and submit the "Request for the Recognition of Completed Courses at MBU", the form of which is attached as Annex 8 to the Directive and is published on the University's website in the Student/Study Regulations section. The request shall be sent by the student to the Rector/the Dean no later than 14 calendar days after the beginning of the teaching part of the semester in question. The request shall be accompanied by a certified record with the results of the courses completed at the previous study at MBU. The Faculty which has set up a different recognition process in accordance with the Study Regulations of MBU is obliged to publish the course recognition procedure on the Faculty's website.

3. In the case of a student who has completed study at another university and is interested in the recognition of completed courses, s/he completes and sends the "Request for the Recognition of Courses Completed in Previous Study at Another University", the form of which is attached as Annex 9 to the Directive and is published on the University's website in the Student/Study Regulations section. Together with the request, which s/he sends to the Rector/the Dean no later than 14 calendar days after the beginning of the teaching part of the semester in question, s/he shall submit a certified record of the results of the courses completed at another university (a comparison table indicating the corresponding courses in the new study programme). The procedure for the recognition of courses taken at another higher education institution is the same as the procedure set out in Section 2. The student is advised to contact the study advisor at the relevant department before the recognition of his/her completed courses.

4. The Rector/the Dean shall issue the "Decision to allow/not to allow the recognition of completed study obligations" no later than 10 working days after receipt of the Request.

**Article 8**  
**State examination**

1. The processing of state examinations is regulated by Article 19 of the Study Regulations of MBU.

2. For serious health or personal reasons, a student may apologise in writing to the Rector/the Dean for non-participating at the state examination(s) within 3 working days from the date of the state examination. The form "Request for Excuse for Non-Participation at the State Examination" is attached as Annex 10 to the Directive and is published on the University's website in the Student/Student Regulations section.

3. In the case of the excuse for non-participation at the state examination(s) is accepted in accordance with the University/Faculty Study Schedule for the academic year:

(a) if the state examination schedule permits, the student may be allowed to take the state examination(s) on a different date. If the state examination schedule does not allow for this, the student shall enrol for the next announced state examination date(s);

(b) the student enrolls in AiS2 for the next scheduled date of the state examination(s) in that academic year. If the student has excused himself/herself from the second date of the state examination(s) announced by the Faculty, s/he may enrol for the state examination(s) in the next academic year if s/he enrolls for further study.

4. The Rector/the Dean may not accept the student's excuse. In such a case, the student shall be graded FX on the state examination(s).

## **Article 9 Interruption of study**

1. A student of MBU may apply for the interruption of study during his/her study in accordance with Article 22 of the Study Regulations of MBU.

2. In order to initiate the procedure for the interruption of study, the student shall complete and send to the Rector/the Dean of the Faculty, no later than 7 calendar days before the beginning of the teaching part of the relevant semester, the "Application for Interruption of Study", which is attached as Annex 11 to the Directive and published on the University's website in the Student/Study Regulations section. For reasons under Article 22(1)(a) or (b) of the Study Regulations of MBU, students may submit this application even after this deadline. Along with the application, the student shall submit documents justifying his/her request.

3. The Rector/the Dean shall issue the "Decision to authorise/non to authorise the interruption of study" within 30 calendar days from the receipt of the Application at the latest.

4. If the student interrupts his/her study for serious health reasons, the Rector/the Dean may authorise the cancellation of the enrolment of courses the student has not completed. This information will be included in the Decision to authorise/non to authorise the interruption of study.

5. The student is obliged to re-enrol in further study after interrupting his/her study. At least 15 calendar days before the expiry of the period of the interruption of study, the student is obliged to contact the Study Department of the relevant Faculty for the purpose of enrolment



in further study after the interruption of study. If s/he fails to do so, the Faculty shall invite him/her in writing to appear for enrolment after the interruption of study. If the student fails to enrol after the interruption of his/her study, his/her study will be considered abandoned under Article 22(5) of the Study Regulations of MBU on the day on which s/he should have re-enrolled, which is the 10th working day after the receipt of the invitation to enrol after the interruption of study. In the event that the student is unable to appear for enrolment after the interruption of study for serious health reasons, Article 4(3) of this Directive shall apply.

## **Article 10**

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

1. In addition to the regular completion of study, a student may also complete his/her study in other ways in accordance with Article 24 of the Study Regulations of MBU.

2. The Rector/the Dean shall issue the "Decision on other than proper completion of study":

(a) if the student in the full-time form of study does not complete his/her study within two years from the end of the standard length of study and in the external form of study within three years from the end of the standard length of study;

(b) if the student has been withdrawn from study for failure to meet the requirements arising from the study programme and the Study Regulations of MBU;

(c) if the student has been withdrawn from study for a disciplinary offence;

(d) to the student in the case of the entry into force of a decision on the invalidity of a state examination or a part thereof, if:

- a graduate of the study programme has been validly convicted of a deliberate criminal offence and by committing this offence s/he has gained an advantage which has had an impact on the proper completion of study or his/her admission to study,

- the graduate has committed academic fraud as a student,

- the graduate has made unauthorised use of the subject-matter of the intellectual property of another person and has obtained an advantage which has had an effect on the proper completion of study or on his/her admission to study,

- as a result of a decision invalidating the state examination or as a result of the renunciation of a lower academic degree, the graduate no longer fulfils the basic condition for admission to a higher level of higher education;

(e) in the case of the student's renunciation of an academic degree awarded after completion of a lower-degree study programme, if the relevant education is a condition for admission to a higher-level study in progress, by delivery of the "Written Notification by the Student of the Renunciation of Academic Degree", the form of which is attached as Annex 12 to the Directive and is published on the University's website in the Student/Study Regulations section. The student's completed and signed notification of renunciation of the academic degree shall be sent by the student to the Rector/the Dean of the Faculty. The "Decision to terminate the student's current study due to the renunciation of academic degree in a previous course of study" shall be issued by the Rector/the Dean within 30 calendar days of receipt of the Notification. The date of termination of study shall be the date of receipt of the Notification of the renunciation of academic degree. No appeal may be lodged against this decision. The student is obliged to deliver the notification of the renunciation to the Faculty at which s/he is

currently studying, even if s/he has completed previous study at another higher education institution;

(f) in the case of cancellation of the study programme, if the student does not accept the offer to continue his/her study in another study programme.

3. Other forms of other than proper completion of study include:

- the withdrawal from study;

In the case of withdrawal from study for personal reasons, the student shall send to the Rector/the Dean the "Student's Written Declaration of Withdrawal from Study", the form of which is attached as Annex 13 to the Directive and is published on the University's website in the Student/Study Regulations section. The date of termination of study shall be the date of receipt of the student's written Declaration of withdrawal.

- the death of the student.

4. Along with the decision to otherwise complete study, and also in the case of withdrawal, the student is sent a record of the completed courses from AiS2.

### **Article 11** **Change of study programme**

1. A student has the right to request the change of study programme during the course of his/her study in accordance with Article 25 of the Study Regulations of MBU.

2. The change of study programme is also considered the change of the form of study.

3. If the student applies for the change of study programme, s/he shall complete the form "Application for the Change of Study Programme", which is attached as Annex 14 to the Directive and which is published on the University's website in the Student/Study Regulations section. The application shall be submitted to the Rector/the Dean at the earliest after enrolment or at the end of the winter semester of the first year of study, or always at the beginning of the academic year, after the conditions of the control phase of the original study programme have been fulfilled.

4. On the basis of the student's application, the Rector/the Dean shall issue the "Decision to authorise/not to authorise the change of study programme".

5. The student whose change of study programme has been authorised by the decision of the Rector/the Dean may apply for recognition of completed courses in accordance with Article 16 of the Study Regulations of MBU and Article 7 of this Directive.

6. After the change of study programme, the student shall fulfil all the requirements of the study programme in which s/he is enrolled. These conditions shall also be stated in the decision on the authorisation of the change of study programme.

## **Article 12**

### **Doctoral study**

1. The doctoral study at MBU is regulated in Articles 29 to 38 of the Study Regulations of MBU.

2. After enrolment, a doctoral student, in cooperation with his/her supervisor, prepare the doctoral student's individual study plan, which is delivered to the University/Faculty department by 31 October of the relevant academic year. The form "Doctoral Student's Individual Study Plan" is attached as Annex 15 to the Directive and is published on the University's website in the Student/Study Regulations section.

3. Monitoring of the doctoral student's individual study plan is carried out through the preparation of the "Annual Evaluation of the Doctoral Student" generated from AiS2, which shall be signed at the end of the academic year by the doctoral student, the supervisor and the chairperson of the doctoral study commission. Consequently, the supervisor shall or shall not recommend to the Dean the doctoral student's continuation of study. The doctoral student's annual evaluation shall be completed no later than 31 August of the academic year in question.

4. The doctoral student is obliged to take the dissertation examination during his/her study on the date set by the Study Schedule of the academic year of the relevant Faculty. The form "Application for the Dissertation Examination" is attached as Annex 16 to the Directive and is published on the University's website in the Student/Study Regulations section. The doctoral student shall deliver the application form for the dissertation examination to the relevant doctoral study department, which shall accept the application.

5. The response to the doctoral student's application for the dissertation examination is the initiation of the dissertation examination process.

6. For reasons worthy of special consideration, the doctoral student may request in writing to the Rector/the Dean an extension of the deadline/adjustment period for the dissertation examination. The form "Application for Extension of the Deadline of the Dissertation Examination / Application for the Remedial Deadline of the Dissertation Examination" is attached as Annex 17 to the Directive and is published on the University's website in the Student/Study Regulations section.

7. The Rector/the Dean shall issue the decision to allow/not to allow the remedial deadline of the dissertation examination, or to agree/disagree with the extension deadline of the dissertation examination within 10 working days from the date of receipt of the Application.

8. During the course of study and no later than one month after the dissertation examination, the doctoral student may submit a request to modify the dissertation topic or to change the dissertation thesis language, signed by the supervisor, to the chairperson of the doctoral study commission. The form "Request to Modify the Topic of Dissertation Thesis /Request to Change the Language of Dissertation Thesis" is attached as Annex 18 to the Directive and is published on the University's website in the Student/Study Regulations section.

9. Response to the doctoral student's application to modify the dissertation thesis topic or to change the language of the dissertation thesis is to modify the relevant change in AiS2. The change will be made by the employee of the doctoral study office or the Study Department.

10. The doctoral study ends with the state examination - defence of the dissertation thesis. This can be done only after fulfilling all obligations, which includes obtaining the prescribed number of credits in accordance with the Study Regulations of MBU, registering for the state examination - defence of the dissertation thesis via AiS2 and completing and sending the form "Request for Permission to Defend the Dissertation Thesis", which is attached as Annex 19 to the Directive and is published on the University's website in the Student/Study Regulations section. The request shall be delivered by the doctoral student to the Rector/the Dean of the Faculty in sufficient time for the dissertation defence to take place at the latest on the day of the completion of the standard length of study. The response to the doctoral student's request for permission to defend the doctoral thesis shall be the initiation of the process of the doctoral thesis defence, which the doctoral student may complete on the date specified in the Study Schedule for the academic year.

11. In exceptional cases, usually in the academic year when the doctoral student has exceeded the standard length of study, the doctoral student may submit a request to the chairperson of the doctoral study commission for an extraordinary deadline of the defence of the dissertation thesis. For this purpose, the doctoral student shall fill in the "Request for Permission to Defend the Dissertation Thesis on Extraordinary Deadline ", the form of which is attached as Annex 20 to the Directive and is published on the University's website in the Student/Study Regulations section.

12. The Chairperson of the doctoral study commission shall immediately recommend/not recommend to the Rector/the Dean to allow the doctoral student to defend his/her dissertation thesis on the extraordinary deadline. Based on this recommendation/non-recommendation, the Rector/Dean shall agree/disagree with the doctoral student's request to defend the dissertation thesis on the extraordinary deadline within 10 working days from the statement of the chairperson of the doctoral study commission. If the Rector/the Dean allows the extraordinary deadline, the decision shall specify the exact deadline by which the doctoral student can upload the thesis to AiS2 outside the Study Schedule of the academic year and on what date (also outside the Study Schedule of the academic year) the dissertation defence will take place.

### **Article 13**

#### **Services of the University library of MBU**

1. Every student has the right to use services of the University Library of MBU (hereinafter also referred to as the "University Library of MBU" or the "University Library"). The offer of services and activities provided by the University Library of MBU is published on the University's website <https://kniznica.umb.sk/>.

2. The University Library provides the students with online borrowing of documents, as well as borrowing of documents in person. Other services include: "Ask the Library"; "Write to

us”; processing of searches from online catalogues and available electronic information resources, as well as premises for relaxation.

3. The University Library's online catalogue is used by students to search for literature in the library's collection. Access to the online catalogue of the University Library as well as access to e-books, digitised publications and licensed information resources (databases) is possible via the University Library website.

4. In accordance with the Regulations of the University Library of MBU, the student or registered user has the following rights and obligations:

**Rights of the registered user include:**

- (a) free access to the premises of the University Library (library lending desk, study rooms) and technical equipment,
- (b) access to the library collection in printed and electronic form,
- (c) access to all services of the University Library of MBU,
- (d) remote access to the electronic resources of the University Library of MBU.

**Obligations of the registered user:**

- a) to comply with the internal regulations of the MBU (The Regulations of the University Library of MBU, the Operating Regulations of the MBU Metropolitan Network, etc.),
- b) to report changes in the personal data used by the University Library of MBU to communicate with users (address, telephone number, e-mail address) to the Study Department,
- c) to submit to the Study Department a confirmation of the settlement of liabilities to the University Library in the case of the interruption of study or the termination of study.

**Article 14**  
**Final provisions**

1. Directive No. 4/2024 on the Administration of Processes Associated with Study at Matej Bel University in Banská Bystrica enters into force on the date of its approval and becomes effective on 1 September 2024.

doc. Ing. Vladimír Hiadlovský, PhD.  
the Rector of MBU

**List of Annexes**

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