	<b>COMENIUS UNIVERSITY IN BRATISLAVA</b> <b>JESSENIUS FACULTY OF MEDICINE IN MARTIN</b>	Int. doc. No.: IR 13/2020
	Study Regulations of the Jessenius Faculty of Medicine in Martin, Comenius University in Bratislava	Copy No.: 1 Archiving period:10 y.


## INTERNAL REGULATION No. 13/2020

### Study Regulations of the Jessenius Faculty of Medicine in Martin, Comenius University in Bratislava

<b>IR elaborated by:</b> prof. Mgr. Juraj Mokry, M.D.,PhD.	<b>Date:</b> 13.5.2020	<b>Signature:</b>
<b>IR agreed by:</b> The Faculty Board JFMED CU	<b>Date:</b> 18.5.2020	<b>Signature:</b>
<b>IR agreed by:</b> Academic Senate JFMED CU Academic Senate CU	<b>Date:</b> 23.6.2020 24.6.2020	<b>Signature:</b>
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#### Updates, amendments and supplements to internal regulation:

<b>Amendment 1:</b> Date: Signature:	<b>Amendment 2:</b> Date: Signature:	<b>Amendment 3:</b> Date: Signature:
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The Jessenius Faculty of Medicine in Martin, Comenius University in Bratislava (hereinafter referred to as „JFMED CU“ or “Faculty”) issues, after approval by the Academic Senate of JFMED CU on June 23, 2020 and by the Academic Senate of Comenius University in Bratislava (hereinafter referred to as the "CU") on June 24, 2020 pursuant to Art. 33, Section 3 a) of the Act No. 131/2002 Coll. on Higher Education, as amended, (hereinafter referred to as the “Higher Education Act”) these Study Regulations of JFMED CU (hereinafter referred to as the “ Study Regulations of JFMED CU ” or the “Study Regulations”).

## PART 1 GENERAL PROVISIONS


### Art. 1 Introductory Provisions

- (1) These Study Regulations of JFMED CU set out
  - a) the rules governing the higher education studies at the JFMED CU,<sup>1</sup>
  - b) proceedings related to academic rights and responsibilities of students of the JFMED CU.
  
- (2) These Study Regulations regulate the education of students of JFMED CU (hereinafter referred to as “a student”) in all cycles of education in the study programmes accredited pursuant to Higher Education Act.
  
- (3) These Study Regulations also regulate
  - a) studies of students studying in joint study programmes to the extent defined upon an agreement with other higher education institution with which Comenius University provides this joint study program<sup>2</sup>,
  - b) study of students of other universities with the seat outside the territory of the Slovak Republic admitted to part of the study within the academic mobility, taking into account conditions of the exchange program or agreement between JFMED CU and sending university.<sup>3</sup>

<sup>1</sup> Art. 42 (7) of the Statute of JFMED CU.

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

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

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## Art. 2

### Academic Rights and Responsibilities of Students

- (1) CU guarantees the freedoms and rights of students.<sup>4</sup>
- (2) Higher Education Act governs the rights of students. <sup>5</sup>The Statute of CU regulates academic rights in details.<sup>6</sup>
- (3) Higher Education Act governs responsibilities of students.<sup>7</sup> The Statute of CU regulates academic responsibilities in details.<sup>8</sup>
- (4) When communicating with subjects teachers (hereinafter referred to as “a teacher”) and other faculty employees, with faculty study department or with other organizational unit, which is entitled to deal with study agenda (hereinafter referred to as “study department”), organizational unit which is entitled to deal with study agenda of PhD. study (hereinafter referred to as “ PhD. department”) and with employees of other parts of CU or the Rector’s Office of CU, a student is obliged to use the designated email address issued by CU or the faculty of CU.

## PART 2

### BACHELOR, MASTER AND DOCTOR STUDIES

## Art. 3

### Study Programme, Recommended Study Plan and Standard Length of the Study

- (1) Study programme, recommended study plan and standard length of the study are set out in accordance with the Act on Higher Education.<sup>9</sup>
- (2) Study programme is a collection of subjects consisting of learning activities including, in particular, lecture, seminar, practicals, course, final thesis, project work, laboratory work, internship, excursion, professional practice, state exam and their combinations; and a set of rules designed in such a way that the successful completion of these educational

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


<sup>5</sup> § 70 of Higher Education Act

<sup>6</sup> Art. 53 of the Statute of CU

<sup>7</sup> § 71 of Higher Education Act.

<sup>8</sup> Art. 54 of the Statute of CU

<sup>9</sup> § 51 et seq. of Higher Education Act.

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activities, allows the student to be awarded a university degree, while following the above mentioned rules.<sup>10</sup>

- (3) The first cycle degree programme is bachelor study program. The second cycle study programme and study programmes joining the first and second cycle of university studies pursuant to the Art. 53, Section 3 of the Act on Higher Education are Master study program and doctor study program.<sup>11</sup>
- (4) Bachelor study programmes, master study programmes and doctor study programmes are carried out at faculties of CU.<sup>12</sup>
- (5) Study program can be carried out as full-time or an external form.<sup>13</sup>
- (6) The Faculty sets recommended study plan for each study program. Recommended study plan is prepared in the way that enables the student to comply with the requirements for successful completion of the study within the standard length of the study corresponding to the study program.<sup>14</sup>
- (7) Study advisers (tutors) provide advisory services to students when preparing study plans. The Dean appoints and recalls the study advisor from university teachers.<sup>15</sup> The Dean may appoint more study advisers, if required.
- (8) The standard length of the study is a time period determined by the study programmes measured in the academic years.<sup>16</sup> The standard length of the study is set forth in the accreditation file of study program.

<sup>10</sup> § 51 (2) of Higher Education Act

<sup>11</sup> Doctor study programs are study programs of the 2nd cycle or study programs pursuant to § 53 (3) of Higher Education Act


<sup>12</sup> § 2 (7) of Higher Education Act

<sup>13</sup> § 60 (1) of Higher Education Act.

<sup>14</sup> § 5 (6) of the decree of the Ministry of Education of the SR No. 614/2002 Coll. on credit system of study, as amended

<sup>15</sup> § 51 (9) of Higher Education Act.

<sup>16</sup> § 51 (4) h) of Higher Education Act

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#### Art. 4 Subjects of the Study Programme and Educational Activities


- (1) Subjects of the study program are stipulated by the Decree on Credit System of Study.<sup>17</sup> Description of the subject is outlined in the Course Unit Information Form.<sup>18</sup>
- (2) Every subject within JFMED CU is clearly identified by its internal code and title. Each subject is usually conceived in such a way that it lasts one semester.
- (3) According to commitment of subjects completion, subjects of study program are split into
  - a) Compulsory – their completion is an essential condition for successful completion of a part or of the entire study program,
  - b) Semi- elective – supplement the nature of the study and allow the students to adapt the study plan to their individual interests according to their own choice in a structure stipulated by the study program,
  - c) Elective – are the other subjects that students can enrol to supplement his/her study and to obtain sufficient number of credits within a certain part of study.<sup>19</sup>
- (4) Compulsory and semi-elective subjects are as a rule taught at the Faculty, where the study program is being provided. Compulsory subjects may include subjects taught at other faculty upon the mutual agreement with the Dean of respective faculty.
- (5) A student may select, provided he/she follows the requirements of the study program, the elective subjects from the given study programme or from other study programmes provided at the faculty, or from programmes offered by different CU faculties or other universities. Enrolment of subject offered by other university is preconditioned by a prior written consent of the dean of the faculty at which the student is enrolled.
- (6) Subjects of the study programme are divided into:
  - a) subjects, enrolment of which is not conditioned by completion of another subject
  - b) subjects, conditioned by completion of other subjects – enrolment of such subject is possible only after successful completion of another subject or subjects-prerequisites.<sup>20</sup>

<sup>17</sup> § 3 of the decree of the Ministry of Education of the SR No. 614/2002 Coll. on credit system of study, as amended

<sup>18</sup> Template of Course Unit Information Form is included in the decree on credit system of study.

<sup>19</sup> § 3 (2) of the decree on credit system of study

<sup>20</sup> § 3 (3) of the decree on credit system of study.


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- (7) Each study programme involves Diploma Thesis and Diploma Thesis Defence representing one single subject; Diploma Thesis Defence is a part of State Examination.
- (8) Each subject is provided by means of one or a group of educational activities.<sup>21</sup>
- (9) Educational activities are characterized as follows:
- a) lectures generally have a character of professional interpretation of basic principles, methodology of the given discipline, problems and problem-solving approaches,
  - b) seminars, practical, project work and laboratory work shall, in particular, support and focus on developing practical skills and application of the theory gained from lectures or the knowledge the students should have learnt, individual students' work, presentation of the results of this work and critical discussion belongs to its essential part,
  - c) the course is a combination of the content of educational activities under a). and b).
- (10) Educational activities referred to in par. 8 may be supplemented by individual consultations with a teacher (s).
- (11) Educational activities within the subject shall be determined by the subject guarantor and are described in the Course Unit Information Form.<sup>22</sup> At the beginning of a semester, the subject guarantor is obliged to publish the exact conditions for completion of the subject that shall not be subsequently changed during a semester.
- (12) In case of re-enrolled subjects pursuant to Art. 10, the guarantor of the subject may, on the basis of a student's written request, in justified cases, recognize participation in all or some of the educational activities that the student completed during the first enrollment of the subject without substitution.
- (13) Lectures are usually carried out by Professors or Associate Professors. Content of lectures covers the syllabus of the subject and supplements the content of textbooks.
- (14) The aim of seminars is to methodologically develop and deepen the knowledge presented at the lecture and provide an interpretation of new scientific knowledge.
- (15) The aim of practical activities is to put into practice and deepen students' knowledge and skills necessary for practical and theoretical completion of the subject.


<sup>21</sup> Pursuant to § 60 (4) of the Higher Education Act, educational activities are carried out on face-to-face basis, online or, by a combination of both.

<sup>22</sup> § 2 (1) d) of the decree on Credit system of study



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- (16) The aim of the consultations is to guide students in terms of the content and methods of study, methodology of scientific research and professional activities. Consultations can also replace some forms of teaching or supplement preparation of students for exams.
- (17) The Dean may, in compliance with the accreditation of the relevant study program and upon a proposal by a subject guarantor, determine the block form of teaching. In accordance with Art. 12, a student is allowed to take the exam in the subject with a specified block form of teaching immediately after the end of the given teaching.
- (18) The aim of professional practice is to strengthen and verify the knowledge and skills as well as to acquire new knowledge. The Dean is entitled to determine the details of the schedule and organization of professional practice.
- (19) Compulsory summer practice of JFMED CU students is usually performed within the summer holidays. Students, having completed the subject and obtaining an assessment of the prerequisite subject or applied for a transfer of the practice to a higher study year, may also perform the practice continuously during the teaching period of the semester or examination period in a manner that the time schedule shall not be disrupted in the given academic year. Students who shall perform the practice abroad must have the prior consent from the subject guarantor. The application shall be submitted to the study department of the faculty.
- (20) Each student shall personally apply for the possibility and time period of performing summer practice in the relevant health care institutions according to the study plan of the specific study year:
- a) Students of General Medicine and Dentistry study programme are allowed to perform summer practice in Martin University Hospital and in other health care institutes with which the JFMED UC has contractual agreements,
  - b) Students of non-medical study programmed shall notify, according to the study program and according to the instructions of the subject guarantor, departments of nursing, midwifery and public health, about the places of practice in health care institutes, institutes providing social services and regional public health offices.
- (21) Duration of practice shall comply with the rules set out in a study plan for each individual academic year. No exceptions to the lengths of practice are allowed.
- (22) Allocation Letters on Clinical Practice with a confirmation of the practice shall be handed over by the students to the guarantors of the relevant practice not later than by the end of the academic year. Assessment of practice shall be registered by the guarantor or other appointed teacher in accordance with the Annex No. 1 to this Internal Regulation.

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- (23) The student is obliged to ask the teacher to excuse his/her absence at the educational activity; his/her absence at the educational activities may be excused by the teacher due to medical check-up or treatment in a health care facility, or due to other personal reasons. When proving the reasons for absence, the provisions on the protection of personal data and the provisions on the protection of personality pursuant to special regulations shall not be infringed. The teacher may assign a student an individual task as a substitution for his/her absence in educational activities.
- (24) The teacher can excuse a maximum of 20% of missed classes. In serious and reasonable cases beyond the set out 20%, the justification shall be considered and approved by the Dean upon a proposal by the subject guarantor.
- (25) Public holidays, Rector's and Dean's day off are days without an obligation to be substituted.
- (26) The teacher is obliged to excuse the student from teaching (without the substitution), if the student
- a) attended a meeting of the Academic Senate of CU, the committee of the Academic Senate of CU, the Academic Senate of the faculty or the committee of the Academic Senate of the faculty; if he/she is its member, or
  - b) attended a meeting of the body of the higher education representation if he/she is its member,
  - c) has been excused by the Rector or the Vice-Rector of the University, Dean or Vice-Dean of the Faculty.


## **Art. 5**

### **Credit System of Study**

- (1) Organization of all cycles and forms of higher education is based upon a credit system.<sup>23</sup> The credit system<sup>24</sup> makes the studies and subjects more transparent, supports student mobility and provides students with the opportunity to participate in the making up of their study plan.
- (2) The student obtains credits after successful completion of a subject. Should the student obtained the credits in previous study for a successfully completed subject that is a part of the study program of his/her current study as a compulsory subject or a semi-elective subject, Art. 18 shall apply.

<sup>23</sup> § 62 of Higher Education Act and § 4 of a decree on credit system of study.

<sup>24</sup> § 62 (1) of Higher Education Act

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- (3) In order to be allowed to proceed to the next part of the study, students shall obtain certain number of credits in the relevant phase of study progress check.
- (4) The number of credits required to be achieved for proper completion of the study are stipulated by the accreditation file of study program.<sup>25</sup>

### **Art. 6**

#### **Student Documentation**

- (1) Study documents are governed by the Higher Education Act.<sup>26</sup> Study documents are:
  - a) Student identification card
  - b) Transcript of records
  - c) Record book of clinical practice.
- (2) The student's identification card is issued at a student's first enrollment in the study of a bachelor study program, master study program, doctor study program or PhD. study program. The student identification card is issued by the CU. Details on the issuance of a student identification card are regulated by a separate internal regulation of CU.<sup>27</sup>
- (3) The Faculty issues, for a student of the sending university, a certificate that he/she is a student of CU, and shall confirm duration of study at CU. If a student is unable to present similar study document issued by the sending university, CU shall issue a student identification card.<sup>28</sup>

### **Art. 7**

#### **Schedule of the Academic Year**

- (1) The academic year begins on September 1 of the current calendar year and ends on August 31 of the following calendar year.<sup>29</sup>
- (2) The academic year is split into spring and summer semesters.<sup>30</sup>
- (3) Each semester consists of the teaching and exam period. The teaching period of the semester lasts not less than 13 and not more than 15 weeks. The exam period lasts for a period of a minimum of four weeks.

<sup>25</sup> § 51 (4) k) of Higher Education Act


<sup>26</sup> § 67 of Higher Education Act

<sup>27</sup> Rector's ordinance No. 1/2003 Organizational and operational code on automatic identification of persons at CU

<sup>28</sup> § 58a (3) of Higher Education Act

<sup>29</sup> § 61 (1) of Higher Education Act

<sup>30</sup> § 61 (2) of Higher Education Act

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- (4) Study of all study programs starts at the beginning of winter semester of the academic year.<sup>31</sup>
- (5) The Rector, after being discussed by the Rector's Collegium of CU, shall issue a study schedule at CU (hereinafter referred to as the “university study schedule”) for the following academic year not later than 31 January; the university study schedule contains in particular
- a) the beginning and end date of the teaching period for individual semesters
  - b) the beginning and end date for the exam period for individual semesters
  - c) dates of retakes and alternative dates for state examinations
  - d) the date and place of the opening ceremony of the academic year at CU.
- (6) The Dean, after the university study schedule is being published, shall issue a study schedule at the faculty (hereinafter referred to as the “faculty study schedule”) for the following academic year not later than 31 March, amending the university study schedule with information relevant to the individual faculty and shall contain information about enrolment dates, state exams, and other academic activities specific to the relevant faculty.
- (7) The faculty study schedule may, upon a prior written consent by the Rector, adjust the dates according to par. 5, a) to c) if,
- a) these are study programs according to Art. 53 Sect. 3 of the Higher Education Act,
  - b) recommended semester of the subject stated in the Course Unit Information Form is the last semester of the study; or
  - c) there are facts worth to be particularly considered and related to study programs provided at the faculty.
- (8) If the Faculty carries out study programs in cooperation with other Faculties, the Rector's consent to adjust the dates in the faculty study schedule pursuant to par. 7 shall be subject to a mutual consent of the relevant faculties.

### **Art. 8**


#### **Enrolment for study and Enrolment to the next part of the study**

- (1) Enrolment is governed by the Higher Education Act.<sup>32</sup> The applicant admitted to the study becomes a student of JFMED CU by the day of the enrolment.<sup>33</sup>

<sup>31</sup> § 61 (3) the first sentence of of Higher Education Act

<sup>32</sup> § 59, § 69 and § 55 (9) of Higher Education Act

<sup>33</sup> § 69 (1) of Higher Education Act


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- (2) There are three different types of enrolments:
- a) enrolment for study<sup>34</sup>, by enrolling for studies, the applicant admitted to study becomes a student of JLF UK,
  - b) enrolment for the next part of the study program<sup>35</sup> (hereinafter referred to as “enrolment in next part of the study”); the student has the right to enrol for the next part of the study, if he/she has complied with the conditions stipulated by the study program or by these study regulations,
  - c) enrolment for a part of the study within the framework of academic mobility, taking into account the conditions of the exchange program, or of an agreement between CU or the JFMED CU and the sending university.
- (3) The dates of enrolment and enrolment for the next part of the study are established by the Dean in accordance with the faculty study schedule.
- (4) Before being enrolled for the next part of the study, the student may express his/her interest in the subjects he/she wants to complete in the next academic year (next semester) and discuss their composition with the study advisor.
- (5) A student may enroll the follow-up subject only after successful completion of a pre-requisite subject (Article 4, par. 6 b.). Only the subjects of summer semester, which follow the pre-requisite subjects from the winter semester of the same academic year are exempt from this rule.<sup>36</sup>
- (6) Details about the responsibilities between the Faculty and the student, which arise from enrolment to the study and enrolment for the next part of the study, are given in Art. 1 of Annex No. 2
- (7) If the subject has a limited capacity due to available premises, personal capacity, time schedule or other reasons, students are allowed to enrol the subject according to the following priority:
- a) JFMED CU students for whom such subject is compulsory (it is recommended in the respective semester according to the study plan) and students from other universities, enrolling the subject on the basis of a Learning Agreement
  - b) JFMED CU students for whom this subject is elective,
  - c) Students from other faculties of CU for whom this subject is compulsory elective,
  - d) JFMED CU students for whom this subject is elective,
  - e) Students from other CU faculties for whom this subject is elective,

<sup>34</sup> § 59 of Higher Education Act

<sup>35</sup> § 70 (1) c) of Higher Education Act

<sup>36</sup> For the subjects of summer semester which follow the pre-requisite subjects from winter semestre of the academic year, a student may take an exam only after successfull completion of pre-requisite subject (Art. 11, par. 8)

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- f) Students from other universities for whom this subject is elective.
- (8) Within the categories according to Article 7, students with better weighted study average have priority. Enrolment of a subject by students from other universities is conditioned by a prior written consent of a teacher and the Dean.

### **Art. 9**

#### **Study plan**

- (1) The student's study plan (hereinafter referred to as the "study plan") determines sequencing of subjects with regard to time and content of subjects and the forms of evaluation of study results. Except for the form of evaluation of study results, the study plan is compiled within the rules determined by the study program and in accordance with these study regulations by the student himself/herself or in cooperation with the study advisor.<sup>37</sup>
- (2) The student determines his/her study plan for the following period of study (academic year or relevant semester) at the enrolment.
- (3) The student enrolls subjects in such a credit value and in such a composition (compulsory subjects, semi-elective subjects and elective subjects) so that in the control phase of the study he/she can meet the conditions for enrollment to the next part of the study. In the academic year in which the student plans to complete the studies, he/she enrolls subjects in such a credit value and in such a composition so to meet the conditions for proper completion of studies by their successful completion.
- (4) A student of a study program of the relevant cycle of the study may enroll the subject of a study program of a higher or lower study cycle only with the prior consent of the teacher and the guarantor of the study program in which the student is enrolled.
- (5) A student of a full-time form of study may enroll a maximum of 90 credits in one academic year, a student of an external form of study may enroll a maximum of 60 credits in one academic year. In justified cases and upon a written request, the dean may allow a student to enroll the subjects worth of more than one and a half fold of the standard workload in the given academic year. The Dean's decision is final and can not be appealed.
- (6) Upon a written request, the dean may allow a student to study according to an individual study schedule in a given academic year, if
  - a) it is a student with special needs, taking into account the nature and extent of the specific needs of the student,
  - b) the student has long-term health problems; or

<sup>37</sup> § 51 (8) of Higher Education Act

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- c) the student takes care of his/her own child or adopted child under the age of one year.
- (7) Exceptions from the faculty study schedule and study plan are granted and set by the dean according to the individual study plan. Before the beginning of the teaching period, the student is obliged to personally agree with the teachers of the relevant subjects on the conditions of individual fulfillment of study obligations and the method of control of study results. Exceptions must be justified on the ground of the reasons for which the student applies for permission according to the individual study plan and be made accordingly.
- (8) There is no legal claim with regard to the permission of the individual study plan in the relevant academic year. The Dean's decision on whether or not to allow the study according to the individual study plan is final and can not be appealed.

#### **Art. 10**

#### **Conditions for re-enrolment of subjects**


- (1) Re-enrollment of compulsory, semi-elective and elective subjects is stipulated by the Decree on the Credit System of Study<sup>38</sup>
- (2) A student may re-enrol the compulsory subject he/she failed once more in accordance with the rules stipulated in the study program. After second unsuccessful attempt to pass the compulsory subject, the student is expelled from the study in accordance with Higher Education Act<sup>39</sup>.
- (3) A student may re-enroll semi-elective subject which the student failed to complete, or the student may choose another subject from among semi-elective subjects of the relevant study program. After second unsuccessful attempt to pass the semi-elective subject, the student is expelled from the study in accordance with Art. 66, Sect. 1 c) of Higher Education Act.<sup>40</sup> If a student has obtained sufficient number of credits for proper completion of studies and has fulfilled the conditions to complete the subjects of the relevant study program, he/she does not have to re-enroll a semi-elective subject according to the first sentence.
- (4) While enrolling to the next part of the study, the student determines the semi-elective subject, which he/she enrolls instead of the unsuccessfully completed semi-elective subject. If a student selects another semi-elective subject instead of an unsuccessfully completed semi-elective subject, such semi-elective subject is deemed as a re-enrolled semi-elective subject.
- (5) The student may re-enroll an elective subject that he/she failed, or he/she may enroll

<sup>38</sup> § 5 of a decree on credit system of study

<sup>39</sup> § 66 (1) c) of Higher Education Act

<sup>40</sup> § 5 (4) of a decree on credit system of study



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another elective subject or a semi-elective subject among the semi-elective subjects not yet completed. If the student has obtained sufficient number of credits, he/she does not have to enroll any elective subject. If the student has not obtained sufficient number of credits, after the second unsuccessful attempt to complete the elective subject, he/she is expelled from the study.

- (6) If a student re-enrolls a pre-requisite subject (prerequisite, Art. 4, par. 6 b), the completion of which is a condition to enroll a follow-up subject from summer semester<sup>41</sup>, and a student completes this subject in time, he/she is allowed to enroll the follow-up subject into the study plan additionally, but not later than within two weeks from the beginning of the follow-up subject teaching.

#### **Art. 11**

##### **Assessment of study results**


- (1) The teacher of the respective subject decides how the study results shall be assessed, the guarantor of the study program makes decisions in controversial issues; if the teacher is also the guarantor of the study program, the head of the department makes decisions, which is in charge of subject teaching.
- (2) Assessment of study results is regulated by the Decree on the Credit System of Study.<sup>42</sup> Assessment of the student's study results within the subject is carried out, in particular<sup>43</sup>
- a) continuous assesment of student's results during teaching period of given period of study (questions, written tests, individual tasks, project works, seminar papers etc. (hereinafter referred to as „continuous assessment “),
  - b) an exam for the relevant period of study (hereinafter referred to as "the exam").
- (3) The conditions for completion of the subject are specified in the Course Unit Information Form.
- (4) At the beginning of the teaching period of the semester, the teacher shall publish on the website of the faculty, or by means of other communication methods the following:
- a) the extent of compulsory attendance in educational activities,
  - b) methods of assessments of study results,
  - c) time periods of continuous assessment,
  - d) information about options for retakes or alternative fulfillment of the conditions of the

<sup>41</sup> § 3 (3) of a decree on credit system of study

<sup>42</sup> § 6 of a decree on credit system of study

<sup>43</sup> § 6 (1) of a decree on credit system of study




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- continuous assessment,
- e) information on whether the condition for taking the examination is the achievement of the prescribed level of continuous assessment or the prescribed extent of compulsory attendance in educational activities.
- (5) If several teachers participate in teaching of a subject, or if the teaching of a subject is carried out in several study programs, the conditions pursuant to par.4 shall be published by teachers after mutual agreement; published conditions must be identical
- (6) To assess the study results, JFMED CU uses a grading scale consisting of six grades:
- A – excellent (outstanding results) (numeric value 1),  
 B – very good (above average results) (numeric value 1,5),  
 C – good (average results) (numeric value 2),  
 D – satisfactory (acceptable results) (numeric value 2,5),  
 E – sufficient (results meet minimum criteria) (numeric value 3),  
 FX – insufficient (additional work is required) (numeric value 4).<sup>44</sup>
- (7) Assessment (grade, grading scale) reflects quality of knowledge or skills acquired in accordance with the goals of the subject specified in the Course Unit Information Form.
- (8) Subject has been successfully passed if the student obtained the assessment from A to E. Student shall obtain credits for successfully completed subject only.
- (9) Enrolled subjects which the student hasn't completed (e.g. didn't take part in the final assessment or didn't take part in compulsory educational activities listed in the Course Unit Information Form and a teacher didn't excuse his/her absence), are at the end of the examination period assessed by FX.
- (10) Particulars of the assessment of study results are referred to in Art. 2 of Annex No. 2.
- (11) Weighted study average<sup>45</sup> is used to assess student's entire study results in the given period of study.<sup>46</sup> Weighted study average for the academic year/semester is calculated as follows: numeric value given to a grade (par. 6) is multiplied by number of credit of all subjects enrolled by a student. The values acquired are counted. The total is divided by the total number of credits obtained by a student for a given period, the result equals weighted study average. The subjects which the student enrolled but did not complete, are awarded numerical value 4 for

<sup>44</sup> A = 100 – 91 %, B = 90 – 81 %, C = 80 – 73 %, D = 72 – 66 %, E = 65 – 60 %, FX < 60 %

<sup>45</sup> Semester or academic year, or the period of entire study of the given study program

<sup>46</sup> § 6 (7) of a decree on credit system of study

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the purposes of calculating weighted study average (par. 9). The subjects without a grade, will not counted towards the weighted study average.

- (12) Weighted study average for the entire study is calculated similarly as determined in par. 11, but only successfully completed subjects are included.
- (13) The weighted study average is particularly used in the overall result of a properly completed study, in other conditions for admission to study, in priority enrollment of subjects due to capacity limitations, in deciding on granting motivational scholarships from the state budget or from the funds of University, in selection of students for academic mobility and for accommodation purposes at the hostels of the University.


### **Art. 12**

#### **Exam**

- (1) The exam takes place during the examination period of the semester in which the student completed the study of the subject, except for cases referred to in par. 2 and 3. Provision of Art. 17 par. 17 shall not be affected thereby.
- (2) The subject guarantor or the examiner may set the students with a block form of teaching (Article 4, par. 17) to take the exam in the relevant subject also during the semester. The date of the exam is set by the guarantor or the examiner only after a block teaching for the given study group is concluded.
- (3) The subject guarantor or the examiner may also set the exam date outside of the current examination period (for example during the last teaching week of the teaching period of the semester - so-called pre-term, or in the examination period of the semester other than the one in which the student attended the subject, or outside of the exam period in case of re-enrolled prerequisite subjects, or subjects of winter semester, which are a prerequisite subject for the subject of summer semester
- (4) The examination is taken in written form, oral form, practical form or a combination thereof.
- (5) The condition for taking the exam may be the achievement of the prescribed level of continuous assessment or the prescribed compulsory attendance in educational activities. The student is entitled to substitutions to meet the conditions of continuous assessment in accordance with the conditions valid for exams (par. 17). The possibility shall be stated in the Course Unit Information Form of the subject according to Art. 11, par. 4. If the student does not meet the prescribed level of continuous assessment or the prescribed compulsory attendance in educational activities, he/she is awarded Fx grade without the possibility to take the exam.

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- (6) Successful completion of a prerequisite subject (Art. 11, par. 8 and Art. 8, par. 5) is a condition for taking exams in subjects of summer semester, which follow the prerequisite subjects from winter semester of the same academic year.
- (7) Exams and all study duties must be completed by 31 August of the relevant academic year.
- (8) Preparing for the exam during the teaching period does not excuse the student from class attendance. Being absent from compulsory class attendance is excused only on the day of the exam. The day of the exam means all days on which the individual parts of the given exam, determined by the head of the subject, take place. The teacher may require the student to substitute for the missed class, or may assign alternate form of substitution.
- (9) Not later than two weeks before the beginning of the exam period, the subject guarantor sets the exam dates for the given examination period in the number of at least one-and-a-half-fold of the capacity depending on the number of students in the given study year and the number of students who can sign for one date. The guarantor shall also set the maximum number of students who can sign for a given date. The teacher is obliged to set at least three exam dates with regard to their equal distribution in the exam period of the semester. The teacher may determine that the exam dates are divided into regular exam dates and retakes.
- (10) Unless otherwise provided by the teacher, the student is not entitled to other exam dates beyond the dates referred to in par 9.
- (11) The head of the teaching workplace shall appoint at least two examiners from among professors and associate professors for the given exam period, or may appoint, upon the the Dean's approval, a lecturer with a PhD. degree to held exam.
- (12) Upon the proposal of the head of the relevant teaching workplace, employees of other faculties, scientific workplaces and from the practice, may also be appointed to examine the given subject, on the basis of an agreement concluded in accordance with generally binding legal regulations.
- (13) If several examiners have been appointed to examine, the student has the right to freely choose the examiner and sign for the regular exam date within the exam dates published by the subject guarantor/head of the teaching workplace. The first and second retakes are usually taken by the student at the same examiner, or at another examiner appointed by the head of the teaching workplace.
- (14) Students sign up for the exam in a manner determined by the head of the teaching workplace, usually through the AIS system. It is possible to withdraw from the exam no later than 24 hours prior to the exam and without stating a reason. A student cannot sign up for an exam in a given subject for more than one exam date at the same time.

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- (15) If a student signed up for the exam date, did not withdraw from and failed to attend it, he /she is obliged to make an excuse via the university e-mail to the relevant teacher not later than three working days after the exam date. The student's absence can be additionally excused for serious, especially health reasons. The examiner decides whether the absence will be excused on the reasonable grounds, and upon an agreement, shall set an alternative date for the student. If the student does not excuse or the teacher does not accept his/her excuse, a student is awarded FX grade from the given exam date.
- (16) The result of the exam, which includes the results of continuous assessment, shall be assessed with a grade in accordance with Art. 6 par. 3 of the Decree on the credit system of study and Art. 11, par. 6 of these study regulations. The degree of crediting the results of continuous assessment is determined in accordance with Art. 11 par. 3, 4 and 5.
- (17) If a student is awarded FX grade at the regular exam date or has not signed up for one of the regular exam dates in time, he/she is entitled to have two retakes when the subject is enrolled for the first time, and one retake only when the subject is re-enrolled.
- (18) The student has the right not to accept the grade awarded during the exam, and instead, to take the retake. For more information, refer to Art. 2 of the Annex No.1 hereto.
- (19) If the student was awarded the FX grade for a retake or he/she failed to sign up for the retake in time, is deemed to have failed the subject.
- (20) A student has the right to request to be examined before a committee; this also applies to the written form of assessment.<sup>47</sup> The student submits a written request for examination before a committee to the dean stating the reasons. The request shall be submitted not later than five days before the last day of the relevant examination period. The Dean, on the proposal of the guarantor of the study program, appoints at least a three-member examination committee; the chairman of the examination committee is usually the teacher of the given subject. Examination before a committee can also be performed without the student's request.
- (21) Every student has the right to be informed about his/her performance during the exam, about mistakes and the correct solution.

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<sup>47</sup> Examination before a committee doesn't affect number of retakes

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### Art. 13 Control phase of study


- (1) A study progress check within the study program (hereinafter referred to as "a control phase of study ") is carried out to see whether a student obtained enough credits for completed subjects.<sup>48</sup>
- (2) In order to continue studying, the student of the full-time form of study must prove, at control phase of study, that he/she obtained minimum number of credits according to Annex no. 1. A Study progress check is carried out at
  - a) at the end of the first semester of study,
  - b) at the end of each academic year.
- (3) Entire semesters, in which the study of a full-time student has been interrupted, shall not be included in the length of study for the purposes of control phase of study.
- (4) In order to continue studying, the student of external form of study, must obtain
  - a) at least 10 credits for successfully completed subjects at the end of the first semester of study,
  - b) at least 30 credits for successfully completed subjects for winter and semester in every year of study.
- (5) A student of the external form of study is obliged, in the academic year during which he /she interrupted the study, to meet the conditions of a study progress check according to par. 4 accordingly.
- (6) The number of obtained credits for the purposes control phases of study, also includes credits for subjects, the completion of which was recognized according to Art. 18.

### Art. 14 Bachelor and Diploma Thesis

- (1) The final Thesis makes part of the study according to each study program, which together with its defense makes one subject; the defense of the final thesis belongs to the state exams.<sup>49</sup>

<sup>48</sup> § 51 (4) j) of Higher Education Act

<sup>49</sup> § 51 (3) first sentence of Higher Education Act

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- (2) The final thesis of the study according to the study program of the first cycle is a bachelor thesis, in the study according to the study program of the second cycle or the study program according to Art 53 par. 3 of the Higher Education Act, is a diploma thesis.
- (3) The bachelor's thesis aims to demonstrate the student's ability to independently acquire theoretical and practical knowledge and their application into practice. Diploma thesis aims to demonstrate the student's ability to independently acquire theoretical and practical knowledge based on the current state of scientific knowledge, or the ability to apply them in practice.
- (4) The final thesis is written in Slovak language. With the consent of the faculty, the final thesis may be written and defended in a language other than the state language. If the final thesis written in a language other than the state language, it includes an abstract in the state language.<sup>50</sup>
- (5) Basic essentials of the final thesis, the method of its submission, control of originality, archiving and access are regulated by a separate internal regulation of Comenius University<sup>51</sup> and JFMED CU.<sup>52</sup>
- (6) The final thesis is elaborated by the student under the guidance of the supervisor of the final thesis. The supervisor of the final thesis submits a written opinion on the final thesis and proposes its assessment.
- (7) Final thesis is reviewed by an opponent who shall submit the written opinion on the thesis and proposes its assessment.
- (8) A student has the right to read the opinions on the final thesis (with the opinion of the supervisor of the final thesis and the opponent) not later than three working days before the defense.
- (9) If the supervisor of the final thesis or the opponent are not members of the examination committee for state exams, they are invited to be present at the defense of the final thesis and have the right to comment on its assessment.

### **Art. 15** **State exam**


- (1) State exam is stipulated by Higher Education Act.<sup>53</sup>

<sup>50</sup> § 51 (3) second and third sentence and § 51 (4) p) of Higher Education Act

<sup>51</sup> Internal Regulation No. 12/2013 Rector's Directive on the essentials of final thesis

<sup>52</sup> Internal Regulation No. 43/2013 Decision of the Dean of the Jessenius Faculty of Medicine in Martin CU - Implementation regulation on final thesis of students at JFMED CU

<sup>53</sup> § 63 of Higher Education Act

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- (2) State exam is deemed as a subject of the study program.<sup>54</sup>
- (3) State exam may consist of individual parts, parts of the state exam are not considered to be subjects of the study program and no credits are assigned to them.
- (4) Unless otherwise stipulated by the study program, the student may take the last state exam:
  - a) after obtaining at least such number of credits so as to have, after obtaining credits for successful passing of last state exam, enough credits required for regular completion of the study, and
  - b) after successful completion of compulsory subjects, semi-elective subjects and elective subjects in the composition determined by the study program except for the last state exam (in study programs general medicine and dentistry it is possible to take a state exam in the last year of study after the completion of block study according to schedule and dates of state exams for the current academic year), and
  - c) there is no disciplinary action against a student.
- (5) Dates of state exams are set by the dean in accordance with time schedule the faculty.
- (6) The state exam is taken before an examination committee (hereinafter referred to as the "committee").
- (7) The right to examine at the state exam is given to university teachers working in the posts of professors and associate professors, and other specialists approved by the respective Scientific Board.<sup>55</sup> In case of bachelor study programmes, also university teachers working in the post of lecturer having a higher education of the third cycle have the right to examine.
- (8) Composition of the committee is determined by Dean in accordance with Higher Education Act<sup>56</sup> from among the persons authorized to examine. The committee is composed of no less than four members. Chairman of the committee is a university teacher working in the post of professor or associate professor at a respective faculty. The committee has a quorum if a chairman and at least two more members are present.
- (9) The examination committee decides on the assessment of the state exams or its part by consensus. If the examination committee does not reach a consensus, the assessment of the state exam or its part is decided by voting. Details on the method of voting of the examination committee shall be stipulated by an internal regulation of the faculty issued by the dean.

<sup>54</sup> § 3 (4) of a decree on credit system of study

<sup>55</sup> Scientific Board of JFMED CU, if the study program is carried out at the Faculty

<sup>56</sup> § 63 (4) of Higher Education Act



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- (10) The course of state exam and announcement of its results are open to public. The committee shall make decision on results of the state exam at a closed meeting of the committee..
- (11) The individual parts of state exam are assessed by grades from A to FX.
- (12) If a student is unable, for serious reasons, to take the state exam or its part for which he/she has signed up, he/she is obliged to make an excuse in writing to the chairman of the examination commission prior to the exam or not later than three working days after the date of the state exam or its part, provided however, there were serious reasons that prevented him/her from making an excuse in advance. If a student fails to appear at the state exam or its part without an excuse within the specified period, or if the chairman of the examination committee does not accept his/her excuse, he/she is awarded FX grade from the given date of the state exam.
- (13) If a student was awarded FX grade at the regular date of the state exam, he/she is entitled to two retakes. Retakes of the state exam can be taken as follows:
- a) within the time period scheduled for retakes of state exams in relevant academic year, or
  - b) within the time period scheduled for state exams in any of the following academic years, provided that the standard length of study is not exceeded by more than two years<sup>57</sup>; in such a case, the student re-enrolls the state exam as the subject of the study program in accordance with the provisions of Art. 10.
- (14) The date of the individual exams of state exam, as well as the defense of the final thesis during the first retake of the state exam, is referred to as the first retake. The first retake is determined by the dean, while the time interval between the regular date and the first retake must be at least 20 days.
- (15) The date of the individual exams of state exam, as well as the defense of the final thesis during the second retake of the state exam, is referred to as the second retake. The second retake is determined by the dean, while the time interval between the first retake and the second retake must be at least 30 days.

### **Art. 16**


#### **Overall result of the study**

- (1) Overall assessment of successfully completed bachelor, master or postgraduate PhD. study is awarded as:
- a) pass with honours,

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<sup>57</sup> § 65 (2) and § 66 (1) b) of Higher Education Act



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b) pass.

- (2) The overall result of properly completed study is awarded with the degree of pass with honors, if the student
- a) achieved the study average less than or equal to 1.30 for the entire study, including state exams; the study average is a weighted study average, in the calculation of which all subjects enrolled by the student are included<sup>58</sup>, and
  - b) completed the subjects in the regular dates of state exams only with grades A or B, while the number of grades with grade A may not be less than the number of grades with grade B.
- (3) If the conditions of par. 2 are not fulfilled, the overall result of duly completed study shall be assessed as “pass”.
- (4) CU shall issue a university diploma with honors to a graduate who has duly completed his/her studies with the overall result of passing with honors.


### **Art. 17**

#### **Change of the study program within CU**

- (1) A student has the right to apply for a change of the study program within the same field of study; a change in the study program within the same field of study does not take place in the form of an admission procedure.
- (2) A student's request for a change with respect to the form of study is a request for a change of the study program.
- (3) A student may apply for a change of the study program after the end of the winter semester of the first year of study or always at the beginning of the academic year. A student applying for a change of the study program must prove fulfillment of the following:
  - a) the requirements of a control phase of study in the original study program; and
  - b) other requirements of admission to studies relating to the transfer, which are valid for the relevant academic year. Requirements are set out in par. 4-7.
- (4) The applicant for a change of the study program within Comenius University must submit to the study department of the faculty by August 31 of relevant academic year the following:

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<sup>58</sup> § 6 (7) of a decree on credit system of study

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- a) official documents confirming previous study results,
  - b) Course Unit Information Forms of the subjects, which a student completed by an exam,
  - c) Application for a change of a study program
- (5) If a student fails to submit all required documents according to par. 4, he/she shall be called by the dean to complete the application within a reasonable time. If the student fails to deliver the required materials within the specified period, the dean shall dismiss the application for a change of the study program at JFMED CU. The dean of the faculty may also dismiss a student's request for capacity reasons.
  - (6) The Dean may assign to the student the obligation to complete the differential teaching and exams determined by the study program of JFMED CU, which the student did not complete.
  - (7) A student who has not fulfilled all prescribed study obligations in previous study program, or could not be able to continue the studies of the original study program, or was expelled from the study or the study was terminated for any reason, can not be accepted at JFMED CU through the change of a study program. When changing the study program, a student may not enroll the subjects of the recommended study plan for the year of study in which he/she studied before transferring from the original study program.
  - (8) The dean decides on a student's application for a change of the study program. If the original study program and the new study program are provided at different faculties, the condition of the change of the study program is the consent of both respective deans.
  - (9) Provisions of Art. 9 shall apply for the recognition of completed subjects when changing the study program within Comenius University.
  - (10) In order to complete the study successfully, the student is obliged to fulfil requirements set out in the new study program after the change.

### **Art. 18 Recognition of completed subjects**

- (1) Subject is considered as recognized by having been awarded the grade and required number of credits assigned to the subject.

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- (2) A student who has studied at a university in the past and his/her studies have not been duly completed, a student requesting a transfer or a change of the study program within CU, may apply for recognition of subjects, if
- a) no more than four years have passed since completing the exams in bachelor study programs or master study programs, except for study programs according to Art. 53 par. 3 of Higher Education Act, or no more than five years have passed since completing the exams in master study programs according to Art. 53 par. 3 of Higher Education Act or doctor study programs,
  - b) a student was awarded grades A to C, or their equivalent, for the given subject
  - c) are part of the study plan according to the current study program as compulsory subjects or semi-elective subjects or are equivalent as to the content to compulsory subjects or semi-elective subjects in the study according to the current study program.
- (3) State exams cannot be recognized.
- (4) The student may apply for recognition of completed subjects before the beginning of the teaching period of winter semester in the given academic year together with the Course Unit Information Forms of the subject which the student successfully completed (not applicable for the subjects completed at JFMED CU).
- (5) A student may have the subjects recognised worth of no more than 50 credits according to the current study program; this does not apply if the student is admitted to study when transferring from another university or there is a change of the study program according to Art. 17.
- (6) The dean decides on the recognition of completed subjects upon the statement of the teachers of respective subjects. In case of recognition of completed subjects at JFMED CU, the statement of teachers is not required. The decision of the dean on the recognition or non-recognition of the completed subjects is final and can not be appealed.

### **Art . 19**

#### **Academic mobility and Transfer of credits**

- (1) Credit transfer is the process in which the credits gained within a part of studies at another university in the Slovak Republic or at a university abroad (hereinafter referred to as "academic mobility") are counted towards the overall number of credits gained by a student according to Art. 4 par. 3 of the Decree on the credit system of study. The basic essentials for the transfer of credits are regulated by the Decree on the credit system of study.<sup>59</sup>

<sup>59</sup> § 7 of a decree on credit system of study


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- (2) Terms and conditions of sending students to academic mobility are regulated by special internal regulations of Comenius University<sup>60</sup> and the contractual agreements of academic mobility programs.
- (3) Academic mobility is formally conditioned by a Learning Agreement.<sup>61</sup> Learning Agreement<sup>62</sup> contains, in particular, the proposed study plan at the receiving institution and the recognition of the corresponding part of the study at the sending institution. Learning Agreement and its changes are signed by the dean, or the vice-dean after the prior written consent of the guarantor of the study program. The subjects that the student has to complete at the receiving institution, on the basis of a Learning Agreement, become part of the student's study plan.
- (4) If the subject completed at the receiving institution has credits carrying a decimal number, obtained credits shall be mathematically rounded off.
- (5) A subject completed at the receiving institution, which is compatible, as to the content and extent, with the subject at the sending institution, and which the student completed within the approved academic mobility,
  - a) is automatically recognized as completed and replacing the relevant compulsory subject, semi-elective subject or elective subject from the study program for which the student was admitted, if a subject was included in a Learning Agreement in the part regulating the recognition of the corresponding part of the study at the sending institution,
  - b) if the conditions of a) are not fulfilled, the dean may, upon a written request of the student and after the statement of the guarantor of the study program, recognize the subject replacing the relevant compulsory subject or semi-elective subject from the study program for which the student was admitted.
- (6) A subject which has been recognized pursuant to par. 5, shall be stated in the Diploma Supplement with zero number of credits and a note that its completion has been replaced by completion of the subject at the receiving institution within the framework of academic mobility. The number of credits for the subject completed at the receiving institution is listed in the Transcript of Records; assessment of subject completed at the receiving institution shall be transferred to the grading scale used by Comenius University according to Art. 6 par. 3 of the Decree on the credit system of study.

<sup>60</sup> e.g. Internal Regulation No. 3/2016 Rector's Directive CU on CU and its faculties within Euro pean Community Erasmus+

<sup>61</sup> § 7 (1) and 2 of a decree on credit system of study

<sup>62</sup> Template of Learning Agreement is in Annex No. 3 of a decree on credit system of study

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- (7) Unless otherwise provided by the contractual conditions of the relevant academic mobility program, Learning Agreement or par. 5, subjects completed at the receiving institution within the framework of academic mobility shall be recognized by the faculty as elective subjects.
- (8) Provisions of this Article shall apply accordingly to a student who completes only certain subjects in the relevant part of the academic year at a university abroad, on the basis of an internship, summer school or other similar educational activity approved by the sending institution.


### **Art. 20**

#### **Interruption of study and re-enrolment for studies**

- (1) Studies can be interrupted upon a student's written request, usually for a part of study (semester, year).<sup>63</sup>
- (2) Studies can be interrupted without stating a reason for no more than one year.
- (3) If the grounds for interruption are serious health problems, maternity leave or parental leave, study may be interrupted for not longer than 3 years.
- (4) If the study is interrupted more times, the total length of interruption cannot cumulatively exceed three years.
- (5) The Dean makes a decision on the interruption of studies.<sup>64</sup> The decision on whether or not to interrupt the study contains essentials according to Art. 37 par. 2, including a defined period of study interruption; the instruction shall state the day or days when it is possible to re-enroll for the study (hereinafter referred to as "re-enrollment"). The Dean's decision to approve or not to approve interruption of studies is final and cannot be appealed.
- (6) A student who requests the interruption of studies and does not meet the requirements of a control phase of study, is not allowed to interrupt the studies.
- (7) If a student interrupts the studies during winter semester, subjects enrolled for summer semester are void. If the study is interrupted for serious health reasons, serious personal reasons or other reasons worthy of special consideration, the Dean may allow to cancel enrolment of non-completed subjects also in the semester in which the study was interrupted; the cancellation of the enrollment of subjects is stated in the decision on the permission to interrupt the study.
- (8) If a student interrupts the studies in non-teaching period of semester, all assessments of study results gained prior to the date when application for interruption is submitted, shall

<sup>63</sup> § 64 (1) of Higher Education Act

<sup>64</sup> § 64 (2) of Higher Education Act

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be recorded. Subjects with FX grade or with no assessment which a student gained before the date of application for interruption are deemed as re-enrolled after the interruption period. Re-enrolment of subjects is governed by Art. 10.

- (9) Student who interrupts the study ceases to be a student from the first the day of the interruption period stated in the decision.
- (10) An interrupting student shall become a student from the day of re-enrollment.<sup>65</sup> Re-enrollment is also enrollment for the next part of the study. The period of interruption ends on the day preceding the day of re-enrollment.
- (11) If a student fails to appear at re-enrollment, the faculty shall call on the student in writing to appear for enrollment within ten working days from delivery of this notice.<sup>66</sup> The provisions of Art. 37 par. 3 and 4 shall apply to deliveries of notices.
- (12) If a students neither fails to come to re-enroll, after delivery of the notice within the specified period, nor the student fails to apply for an extension of this period for health reasons that prevent him from appearing for re-enrollment, the day on which he was to re-enroll shall be considered the day in which the student withdrew from the study.<sup>67</sup>
- (13) If a student, after a written notice pursuant to par. 1, delivers a written statement on the withdrawal from the studies, the period of study interruption ends on the day when the student's written statement on the withdrawal from the studies was delivered to the faculty.

### **Art. 21**

#### **Proper Completion of studies**

Proper completion of studies is regulated by the Act on Higher Education.<sup>68</sup>

### **Art. 22**

#### **Terminations of studies**

- (1) In addition to proper completion of studies, the Higher Education Act also regulates other terminations of studies.<sup>69</sup>


<sup>65</sup> § 69 (1) of Higher Education Act

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

<sup>67</sup> § 66 (4) of Higher Education Act

<sup>68</sup> § 65 of Higher Education Act

<sup>69</sup> § 66 of Higher Education Act

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- (2) Student may withdraw from studies on the basis of his/her own decision by a written statement addressed to the dean.
- (3) Withdrawal from the studies is also considered to be,
  - a) failure to appear for enrollment for the next part of the study according to Art. 66 par. 3 and 4 of the Higher Education Act,
  - b) failure to appear for re-enrollment pursuant to Art. 20 par. 10, or
  - c) transfer of a student of CU to another university.<sup>70</sup>
- (4) The faculty shall issue Transcript of records<sup>71</sup> upon a person who has completed the study of the study program according to Art. 66 par. 1 of the Higher Education Act.
- (5) Essentials of the decision on the termination of studies according to Art. 66 par. 1c) and d) of Higher Education Act are in Annex no. 3 hereof. Sample decision on the termination of studies according to Art. 66 par. 1 c) and d) of Higher Education Act is in Annex No. 4 hereof.

### PART THREE PROVISIONS OF POSTGRADUATE PhD. STUDY

#### Art. 23 Basic provisions

- (1) The study program of the third cycle is called Ph. study program.<sup>72</sup>
- (2) PhD study programs are carried out at at the faculties of Comenius University.<sup>73</sup> External teaching institutions may also be involved in carrying out the PhD. study programs, with which the faculty has an individual agreement on PhD. study of the PhD. student.<sup>74</sup>
- (3) The rules of organization of PhD. study are regulated by the Higher Education Act.<sup>75</sup>
- (4) For the organization of PhD. study
  - a) provisions of Art. 3, 4, 6, 17, 21 and 22 apply equally,
  - b) provisions of Art. 5, 7, 8, 9, 10, 11, 12, 18 and 19 apply accordingly.

<sup>70</sup> § 59 (6) of Higher Education Act

<sup>71</sup> § 67 (5) a) of Higher Education Act


<sup>72</sup> § 2 (5) of Higher Education Act

<sup>73</sup> § 2 (7) of Higher Education Act

<sup>74</sup> Rector's Directive CU No. 4/2004 Agreements with external educational institution

<sup>75</sup> § 54 of Higher Education Act



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### Art. 24 Board of Specialist


- (1) The Faculty establishes a board of specialists for each study program. JFMED CU may agree with another universities to create a common board of specialists. If the PhD study is carried out in cooperation with an external teaching institution, the external teaching institution is accordingly represented in the relevant board of specialists.<sup>76</sup>
- (2) The Board of specialists consists of a chairman and at least four other members. At least one of the members of the board of specialists must have the scientific-pedagogical degree of professor, the scientific degree of doctor of science or must have a recognized scientific qualification level I.  
Other members of the board of specialists can be
- a) visiting professors,
  - b) university teachers and researchers with a scientific-pedagogical degree of Associate Professor
  - c) university teachers and researchers with a PhD. degree or scientific degree CSc.,
  - d) university teachers and researchers with a scientific degree IIa or qualified specialists with any of the academic, scientific or pedagogical degrees or degrees referred to in this paragraph
- (3) The rules of establishment of the Board of Specialists shall be appointed by an internal regulation of the faculty, which shall be issued by the Dean after approval by the Scientific Board of the faculty.
- (4) Board of specialists, in particular
- a) monitors and evaluates PhD study in the given field of study<sup>77</sup>,
  - b) approves the topics of dissertation thesis,
  - c) approves the individual study plan of the PhD student<sup>78</sup>,
  - d) proposes to the dean the chairman and members of the examination committee for the dissertation examination,
  - e) proposes to the Dean an opponent of the paper for the dissertation examination
  - f) proposes to the Dean of the opponents of Dissertation Thesis
  - g) proposes to the Dean the composition of the examination committee for the defence of the dissertation thesis.

<sup>76</sup> § 54 (17) of Higher Education Act

<sup>77</sup> § 54 (17) first sentence of of Higher Education Act

<sup>78</sup> § 54 (8) of Higher Education Act



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(5) Proposals pursuant to par. 4 d) to g) are submitted to the Dean by the chairman of the Board of Specialists without undue delay after the decision of the board of specialists has been taken.

(6) The Chairman of the board of specialists, in particular

- a) proposes to the Dean the Chairman and the members of the Entrance Examination Committee for the entrance examination to PhD study,
- b) comments on the PhD student's application for permission to defend the dissertation thesis and examines compliance with the content and formal requirements for dissertation thesis,
- c) calls PhD student to eliminate the shortcomings in intention of the prescribed requirements of dissertation thesis or in application for permission to defend the dissertation thesis,
- d) expresses his/her opinion on the transfer of credits within the academic mobility of the PhD student,
- e) expresses his/her opinion on the recognition of the completion of subjects when changing the study program of PhD study and when changing the form of PhD study,


### **Art. 25** **Supervisor**

(1) The rules for the approval of supervisors are regulated by a special internal regulation of Comenius University.<sup>79</sup>

(2) Supervisor in particular

- a) professionally supervises his/her PhD student during the PhD study,
- b) in co-operation with the PhD student, he/she sets up an individual study plan of the PhD student and submits it for approval to the board of specialists,
- c) coordinates and guaranties fulfilment of the PhD student's individual study plan and checks fulfilment of his/her pedagogical activities,
- d) determines the aim of the dissertation thesis project and specifies its topic in cooperation with the PhD student,
- e) awards PhD student given number of credits for completed stages of individual study of scientific literature and scientific part of the individual study plan, if these were defined in the individual study plan,
- f) submits annual assessments of PhD student to the Dean,
- g) submits proposal to expel a PhD student from PhD study to the Dean,

<sup>79</sup> Internal Regulation No. 19/2018 Rector's Directive CU, determining the rules to approve supervisors of PhD. study

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- h) expresses his/her opinion on the PhD student's request to interrupt the study and to change the study program of PhD study or to change the form of PhD study,
- i) recommends PhD student in the case of his/her interest in internship at another institutions of science, research, technique, education or the art at home or abroad,
- j) provides with consultations with other experts for the PhD student if required,
- k) takes part in dissertation examination of a PhD student and has the right to express his/her opinion,
- l) writes an opinion on dissertation thesis and the working characteristics of given PhD student,
- m) takes part in dissertation thesis defence of a PhD student and has the right to express his/her opinion.

#### **Art. 26** **PhD. study schedule**

- (1) PhD study begins at the beginning of the winter semester of the academic year.
- (2) PhD study is carried out according to an individual study plan under the guidance of supervisor. The condition for the duly completion of PhD study is the completion of dissertation examination, which belongs to the state examinations, and the defence of the dissertation thesis. The dissertation thesis is the final work.<sup>80</sup> The dissertation thesis together with its defence forms one subject; the defence of the dissertation thesis belongs to the state examination.<sup>81</sup>
- (3) The PhD study consists of a study part and a scientific part.<sup>82</sup>
- (4) The study part of the PhD study consists mainly of lectures and seminars and of individual study of scientific literature needed in terms of the focus of the dissertation thesis.<sup>83</sup> The study part ends with passing the dissertation examination.
- (5) The scientific part of the PhD study consists of an individual or of team scientific work of a PhD student, which is related to the topic of the dissertation thesis and is guaranteed by the supervisor.<sup>84</sup>


<sup>80</sup> § 54 (3) of Higher Education Act

<sup>81</sup> § 51 (3) first sentence of Higher Education Act

<sup>82</sup> § 54 (8) first sentence of Higher Education Act

<sup>83</sup> § 54 (9) of Higher Education Act

<sup>84</sup> § 54 (10) of Higher Education Act

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- (6) Full-time PhD study includes teaching activities or other professional activity related to teaching activities in the extent of no more than four hours per week on average for the academic year in which the instruction is carried out.<sup>85</sup>
- (7) If the PhD student has applied for the topic of the dissertation thesis announced by external teaching institution, he/she performs the scientific part of the PhD study and other duties of the study part of the PhD study which were agreed with the faculty, within this external teaching institution. The faculty concludes an individual agreement with an external teaching institution on the PhD study of the PhD student. It addresses issues related to the activity of PhD student in an external teaching institution, including reimbursement of external costs of external teaching institution<sup>86</sup> and the conditions for carrying out teaching activities or other professional activity related to teaching activity according to par 6.
- (8) The standard length of PhD study and the number of credits that have to be achieved, are the condition for the regular completion of PhD study, and are specified in the Accreditation Document of the PhD study program.
- (9) The credit system of study applies to PhD study programs accordingly.<sup>87</sup>

### **Art. 27**

#### **Individual study plan and assessment of study results**


- (1) The individual study plan consists of a study part and a scientific part and also contains exact dates in which the PhD student has to complete individual subjects and the dissertation examination.
- (2) The individual study plan is compiled by the supervisor and submitted to the board of specialists for approval<sup>88</sup>; the supervisor compiles an individual study plan in collaboration with the PhD student. The approved individual study plan is a part of the PhD student's study documentation.
- (3) PhD student during his/her period of study obtains credits for the following areas of activities:
  - a) subjects of the study part of the PhD study,
  - b) successfully passed dissertation examination,

<sup>85</sup> § 54 (11) of Higher Education Act

<sup>86</sup> § 54 (12) of Higher Education Act

<sup>87</sup> § 9 of a decree on credit system of study


<sup>88</sup> § 54 (8) of Higher Education Act

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- c) independent creative activity in the field of science, research or the arts (publications, completion of research part defined in the individual study plan, etc.), which is related to the topic of the dissertation thesis,
  - d) teaching activity at Comenius University or faculty (e.g. to conduct practical lessons, seminars, etc.) and curative and preventive activity at the workplaces of medical faculties, possibly other activities carried out at the faculty or associated institution, if so required by the character of the study,
  - e) dissertation thesis and its defence.
- (4) The PhD student must obtain credits in the composition specified in the study program and Annex no. 6.
- (5) Subjects of PhD study programs and additional subjects of the study part of PhD study that the PhD student has enrolled in, are assessed with pass or fail.


**Art. 28**  
**Annual assessment of PhD. student**

- (1) The control phase of PhD study is at the end of each academic year.
- (2) To advance in PhD study, a PhD student
- a) of full-time form has to obtain at least 40 credits in each academic year
  - b) in external form has to obtain at least 30 credits in each academic year
- (3) At the end of each academic year, the supervisor submits to the Dean an annual assessment of fulfilment of PhD students' individual study plan of the (hereinafter referred to as the "annual assessment of the PhD student") with the statement whether or not he/she recommends him/her to continue in the study. The supervisor evaluates the status and level of fulfilment of the PhD student's individual study plan, observance the deadlines, and, if necessary, submits a proposal to adjust his/her individual study plan. Based on the annual assessment of the PhD student, the Dean decides whether the PhD student may continue in his/her study as well as possible changes in his/her individual study plans.
- (4) Failure to fulfil conditions prescribed by control phase of PhD study in annual assessment of the PhD student, specified in par. 2 and 3 or non-compliance with the conditions of the individual study plan is a reason for a supervisor to submit to the Dean a proposal to expel the PhD student from the study according to § 66 par. 1 letter c) of the Higher Education Act.

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### Art. 29 Dissertation examination

- (1) A PhD student in full-time form of PhD study registers for the dissertation examination within no later than 24 months from the beginning of the study. PhD student in part-time form of PhD study registers for the dissertation examination within no later than 30 months from the beginning of the study. The period of interruption of the doctoral student's study is not included in the deadline for registration for the dissertation examination.
- (2) The PhD student is required to submit the application for dissertation examination together with paper for dissertation examination (hereinafter referred to as "paper for dissertation examination"). A PhD student is allowed to take dissertation examination on condition that he/she obtained at least 60 credits and completed subjects of study part of the PhD study in the composition determined by the study program and by individual study plan.
- (3) The application for the dissertation examination and a paper for dissertation examination are sent in writing to the Dean via a Department of PhD study. The faculty shall publish the details of the requirements of the application for the dissertation examination and the method of its submission at the faculty's website.
- (4) A paper for dissertation examination contains
  - a) aims of the dissertation thesis,
  - b) theoretical fundamentals of its future solution,
  - c) present status of knowledge on the given topic,
  - d) analysis of the methodical approach to solving the given topic and a
  - e) the extend to which the thesis has been compiled so far.
- (5) The paper for dissertation examination is assessed by the opponent. The opponent works out an opinion on paper for dissertation examination within 30 days and propose assessment with „pass“or “fail”. The opinion is made accessible to PhD student no later than 3 days before the date of the dissertation examination.
- (6) Upon the proposal of the board of specialists the Dean appoints the opponent of paper for dissertation examination. Opponent is selected from among experts in the study field of PhD study. The opponent can be
  - a) a specialist minimally with the academic degree of the 3<sup>rd</sup> cycle, who doesn't work at a PhD student's workplace,
  - b) a specialist with the academic degree of the 3<sup>rd</sup> cycle if he/she doesn't not have a co-author publication with the PhD student


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- (7) The dissertation examination consists of
- a) a discussion about a paper for dissertation examination and
  - b) the part in which the PhD student should prove his/her theoretical knowledge in given subjects of dissertation examination.
- (8) The dissertation examination takes place before a state examination committee. University teachers working in positions of professors and associate professors and other experts approved by the Scientific Board of the faculty have the right to examine at a dissertation examination.<sup>89</sup> Chairman and members of the examination committee are appointed by the Dean on the proposal of board of specialists. At least one member the examination committee is not from the training workplace. The examination committee consisting of at least 4 members. At least two members of the examination committee are university teachers working in the posts of professors or associate professors.<sup>90</sup>
- (9) If the PhD student has chosen a dissertation topic offered by external education institution, a dissertation examination shall be made before an examination committee with parity representation of members of the university designated in accordance with par. 8 and members designated by an external educational institution.<sup>91</sup>
- (10) An opponent of a paper for dissertation examination can be a member of the examination committee if he/she is an authorized person to examine at the state examination and was appointed a member of examination committee by the Dean on the proposal of the board of specialists. If the opponent is not a member of the examination committee, he/she is invited to dissertation examination and has the right to comment on its assessment.
- (11) A supervisor cannot be a member of the examination committee. The supervisor is invited to the dissertation examination and has the right to comment on its assessment.
- (12) The examining committee has a quorum if an absolute majority of the members of the examination committee, including the chairman of the examination committee and a member of the examination committee who is not from the PhD student's training workplace are present
- (13) The course of the dissertation examination and the assessment of its results are public. Decision making of the examination commission on the result of the dissertation examination will take place in a closed session of examination committee. The examination committee decides on the assessment of the dissertation examination consensually. If the examination committee does not reach a consensus, the assessment of the dissertation examinations is decided by voting. Details of the method of voting of the

<sup>89</sup> § 63 (3) of Higher Education Act

<sup>90</sup> § 63 (4) of Higher Education Act

<sup>91</sup> § 54 (13) of Higher Education Act

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examination committee, shall be established by the internal regulation of the faculty issued by the Dean.

- (14) The dissertation examination is assessed as a whole with pass or fail. The individual parts of the dissertation exam are not evaluated separately
- (15) Minutes about the course of dissertation examination is made. Minutes are signed by the chairman and the members of examination committee present at the dissertation examination
- (16) The faculty shall issue a written confirmation to the PhD student about the result of the dissertation examination.
- (17) A PhD student who was assessed in the dissertation examination with “fail”, can retake it only once, after three months period at the earliest.
- (18) A repeated failure at the dissertation examination will result in expelling from the PhD study pursuant to § 66 par. 1 letter c) of the Higher Education Act.

### **Art. 30**


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

- (1) A PhD student may submit an application for permission to defend the dissertation thesis, if
  - a) he/she has acquired at least 210 credits (in a study program which requires achieving of 240 credits for regular completion) and
  - b) he/she meets the conditions set out in the individual study plan.
- (2) Application for permission to defend a dissertation thesis shall be submitted to the Dean in writing via a Department of PhD Study. The application must be submitted in a sufficiently ahead of time, however no later than 4 months before the day of completion of expected length of study to ensure that the defence of the dissertation thesis take place on the day of completion of expected standard length of study at the latest. Details of requirements of the application and the method of its submission shall be published by the faculty at the faculty website and in other ways considered as usual. The study according to the study program cannot exceed its standard length of study by more than two years.<sup>92</sup>

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<sup>92</sup> § 65 (2) of Higher Education Act



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(3) The PhD student shall attach to the application

- a) dissertation thesis in three copies,
- b) in a single copy, copies of all publications and other elaborations, if these are not part of the dissertation thesis; if a PhD student encloses an excerpt from database of publication activities of JFMED CU, copies of publications are not required,
- c) a list of published works with complete bibliographic data and his/her unpublished scientific works or public and non - public exhibitions of works of art, and performances of the PhD student, as well as their citation, or opinions on them,
- d) give reasons for differences between original and the submitted dissertation thesis, if a PhD student submits a new dissertation in the same field of PhD study after his/her previous unsuccessful defence
- e) another documents, in accordance with internal regulations of the faculty.


### Art. 31

#### Essentials of dissertation thesis

- (1) Basic essentials that the dissertation thesis has to meet, the method of its submission, controls of originality, archiving and accessing are stipulated by a special internal regulation of CU.<sup>93</sup> The PhD student submits a dissertation for defence in the Slovak language. With the consent of the Dean and the chairman of the board of specialists, he/she may also submit dissertation thesis in a language other than Slovak. In this case, the abstract in the Slovak language comprises an essential part of the dissertation thesis.
- (2) The PhD student may also submit a dissertation thesis his / her own published work or a set of his/her own published scientific papers, whose content elaborates the issue of the topic of the Dissertation thesis. If the PhD student submits a set of his / her own publications, he/she shall supplement it with detailed introduction in which he/she clarifies the present status of the problems, the goals of the dissertation thesis and the conclusions his/her own contribution to the given topic which arose from solving the topic of dissertation thesis. If the attached publications are the work of several authors, the PhD student shall also attach the statement of the co-authors regarding his/her copyright sharing.
- (3) If the dissertation thesis constitutes part of a team work, the PhD student will present his/her own results and in the discussion he/she will put them into the context with the results of the other members of the team.

<sup>93</sup> Internal Regulation No. 12/2013 Rector's Directives on essentials of final thesis




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**Art. 32**  
**Preparation of the defence of dissertation thesis**

- (1) After receiving the application for permission to defend the dissertation thesis, the Dean shall immediately submit the PhD student application together with the dissertation thesis without delay to the chairman of board of specialists. Within 15 days, the chairman of the board of specialists shall express the opinion whether the dissertation thesis fulfils the requirements as to its standard and a form and whether he/she recommends it for the defence. If the standpoint of the chairman of the board of specialists is positive, at the same time the board of specialists proposes the examination committee members for the defence of the dissertation thesis and three opponents of the dissertation thesis to the Dean. The chairman's proposal on opponents may be based on the proposal of the supervisor. If the standpoint of chairman of the board of specialists is negative, the board of specialists reviews the fulfilment of the requirements for the level and form of the dissertation thesis.
- (2) If the chairman of the board of specialists or the examination committee finds that the application of the PhD student for permission to defend the dissertation thesis or dissertation thesis fail to meet the prescribed content and formal requirements, the PhD student will be called to remove shortcomings within a given deadline.
- (3) The PhD student may withdraw the submitted dissertation thesis and the application for permission to defend at the latest by the time of publication of the dissertation defence notice according to paragraph 11. The Dean, based on proposal of the board of specialists makes decisions about the further procedure as well as on the resolution of any disputed.
- (4) The defence of the dissertation thesis takes place before a state examination committee. University teachers working in positions of professors and associate professors and other experts approved by the Scientific Board of the faculty have the right to examine at a dissertation exam.<sup>94</sup> Chairman and members of the examination committee are appointed by the Dean on the proposal of board of specialists.
- (5) If the PhD student has chosen a dissertation topic offered by external education institution, a dissertation examination shall be made before an examination committee with parity representation of members of the university designated in accordance with par. 4 and members designated by an external teaching institution Examination committee shall have at least four members.<sup>95</sup>
- (6) The opponent of the dissertation thesis may be a member of the examination committee, if he/she is a person authorized to examine at the state exam and was appointed by the

<sup>94</sup> § 63 (3) of Higher Education Act

<sup>95</sup> § 54 (13) of Higher Education Act

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Dean on the proposal of the board of specialists as a member of the examination committee. If the opponent is not a member of the examination committee, he/she is invited to the defence of dissertation thesis and has the right to comment on its assessment.

- (7) A supervisor may not be a member of the examination committee. The supervisor is invited to defence of dissertation thesis and has the right to comment on its assessment.
- (8) After receiving all opinions from the opponents of the dissertation thesis, the Dean submits the application of the PhD student for the defence of the dissertation thesis without undue delay together with all requirements including the opinions of the opponents, to the chairman of the examination committee.
- (9) No later than 15 days after receiving the materials according to previous paragraph, the chairman of the examination committee shall propose to the Dean the time and venue of the defence of the dissertation thesis. The venue and time of the defence of dissertation thesis is determined by the Dean.
- (10) The Dean shall send a written invitation for the defence of dissertation thesis to the members of the examination committee, opponents, supervisors and PhD students.
- (11) The Faculty will publish via website of the faculty a notice on the time and venue of the defence of dissertation thesis faculty no later than 14 days before the specified day of the defence of dissertation, containing information on where and how candidates can get acquainted with.
- (12) Before the defence of the dissertation thesis, anyone may submit to the chairman of the examination committee suggestions, comments or statements on the dissertation thesis. The PhD student takes a position on the submitted suggestions, comments or statements during the defence of the dissertation thesis.

### **Art. 33**

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

- (1) The Dean appoints the opponents on the proposal of the board of specialists. Opponents are selected from among the experts in the field of PhD study. No more than one opponent may be selected from the faculty or external teaching institution where the training workplace is located; the provision of par. 3 shall not be affected.
- (2) The dissertation thesis is assessed by three opponents. At least one opponent must hold the scientific pedagogical degree of professor, the scientific degree of doctor of science or have acknowledged scientific qualification level I. Other opponents may be persons who meet the qualification level requirements for a member of the board of specialists according to Art. 24 par. 2.

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- (3) Close relative<sup>96</sup> of a PhD student is not eligible to act as opponent. There can be at most one opponent from the training workplace or the supervisor's workplace.
- (4) The Dean shall send the dissertation thesis to the opponents together with the request for working out the opinion.
- (5) Opponent shall send his/her opinion to the Dean in written form and returns the dissertation thesis no later than within 30 days after receiving it. If the opponent is not able to elaborate an opinion, he/she will announce it to the Dean without undue delay. If the opponent fails to submit his/her opinion within the deadline according to the first sentence, the Dean will appoint a new opponent
- (6) The opinion of the opponent contains an objective and critical analysis of the strong and weak parts of the submitted dissertation thesis; it is brief and does not repeat its content. The opponent comments mainly on
  - a) up-to-date knowledge of the thesis topic,
  - b) the chosen methods of processing,
  - c) the achieved result with a specification of the new knowledge brought by the thesis,
  - d) its contribution for further development of science or technology,
  - e) whether the dissertation thesis has fulfilled the goal.
- (7) The opponent evaluates the dissertation thesis according to the current state of the scientific discipline covered by the PhD study at the time when the PhD student submitted the application for the permission to defend it. At the end of the written opinion, the opponent proposes on whether he/she recommends the dissertation thesis for defence and proposes the degree classification pass or fail.
- (8) The chairman of the examination committee shall check whether the essentials of the opinion have been met pursuant to par. 6 and 7. If the opponent's opinion does not comply with the above mentioned terms, the Dean shall return it to the opponent for additional comments or re-writing. At the same it shall determine the time for its re-submission, which should not be longer than 15 days. If the opponent does not submit his / her opinion within the determined date and fails to do so also within 5 days after delivery of the appeal, the Dean shall appoint a new opponent.


#### **Art. 34**

#### **Defence of Dissertation Thesis**

- (1) The PhD study is completed by the defence of dissertation thesis. It proves the ability and readiness for independent scientific and creative activity in the field of research or development.<sup>97</sup>

<sup>96</sup> § 116 of the Act No. 40/1964 Coll. Civil Code, as amended


<sup>97</sup> § 54 (14) of Higher Education Act

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- (2) The defence of the dissertation thesis may be held at a foreign higher education institution on the basis of agreement on joint dissertation defence concluded between JFMED CU and foreign higher education institution. Regularly, there is an equal representation of members of the Slovak part and members from the foreign higher education institution in examination committee for dissertation thesis defence.<sup>98</sup>
- (3) The defence of the dissertation thesis may only take place in the presence of at least two-thirds of all members of the examination committee including at least two opponents. If one of three opponents is not able to participate due to serious reasons and in his/her opinion he/she proposes assessment – pass, the defence may take place without his/her presence. In such case, the opinion of the missing opponent will be read in its full wording at the defence.
- (4) Dissertation thesis defence and the announcement of its results are open to the public.
- (5) In exceptional cases, when the content of the dissertation thesis could endanger trade secret of a third party, confidential information or personal data, it is essential to inform the supervisor, the opponent or the examination committee, the PhD student may, in compliance with the conditions according to special regulations, state these data in a special non-public documentation, which is not a part of the dissertation thesis and which is intended exclusively for the supervisor, the opponent and the examination committee.<sup>99</sup>
- (6) The defence of the dissertation thesis will assume the form of a scientific discussion among the PhD student, opponents, members of the examination committee and other participants regarding the acquired knowledge and contribution of the thesis. The justification and reliability of its conclusions and proposals that the thesis incorporates are also examined in the course of the defence.
- (7) Procedure at the defence of dissertation thesis:
  - a) the chairman of the examination commission shall present a brief curriculum vitae of the PhD student, announce the topic of the dissertation thesis and provides essential information from the supervisor 's opinion, overview of scientific or artistic work of the PhD student and their citations,
  - b) the PhD student shall briefly present the essential content of his/her dissertation thesis, its conception, results and contribution,
  - c) the opponents shall present the essential content of their opinions; the chairman or another member of examination committee delegated by him/her shall read the opinion of missing opponent in full wording,

<sup>98</sup> § 54 (19) and (20) of Higher Education Act

<sup>99</sup> § 62a o(2) of Higher Education Act

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- d) The PhD student shall take his/her standpoint to the opinions of opponents, especially towards the objections and comments and shall respond to their questions,
  - e) the chairman of the examination committee shall inform the participants about the other opinions and statements and shall open a discussion in which all present people may participate; the correctness, justification, scientific authenticity and seriousness of the knowledge contained in the dissertation thesis are verified in a discussion,
  - f) in the course of discussion, the PhD student will answer all questions and take a stand on every suggestions and comments of all participants of the dissertation thesis defence.
- (8) After the completion of the defence, closed session of the examination committee is held where all its members including opponents and supervisor are present. The closed session shall assess the course of the defence and the possibilities of the use of the results of the dissertation in practice.
- (9) Examination committee has a quorum if at least two-thirds of all members of examination committee are present, including the chairman of the examination committee. Assessment of the dissertation examination is decided by the examination committee consensus. If the examination commission does not reach a consensus, the evaluation of the dissertation examination is decided by voting. Details of the internal regulation of the faculty issued by the Dean shall stipulate the method of voting of the examination commission.
- (10) Dissertation thesis defence is assessed with “pass” or “fail”. The overall result of a properly completed PhD study is evaluated by the degree of pass.
- (11) Minutes about the defence of the dissertation thesis and its results are made. Minutes of the defence are signed by the chairman and all members of examination committee who are present.
- (12) The PhD student whose defence of the dissertation thesis was assessed fail, he/she has a right to repeat it once. The PhD student whose defence of the dissertation thesis or his unexpected absence at the defence was assessed fail, may apply for permission to defend his/her thesis in the same study programme no sooner than within one year after the date on which the defence of his/her dissertation thesis took place or should have taken place.
- (13) A repeated failure at the defence of dissertation thesis will result in expelling from the PhD study according to § 66 par. 1 letter c) of the Act on Higher Education.

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**Art. 35  
Interruption of PhD study**

- (1) The interruption of PhD study is stipulated by provisions of Art. 20.
- (2) The supervisor comments on the request to interrupt the doctoral student's study.
- (3) Interruption of study of PhD student who applied for a topic of dissertation thesis offered by an external teaching institution, is approved by the Dean after approval of the director (statutory representative) of external teaching institution.<sup>100</sup>
- (4) During the interruption of the PhD student's study, the performance of the function of his/her supervisor is also interrupted.

**PART FOUR  
Proceedings related to academic rights and responsibilities**


**Art. 36  
Commencement of proceedings in the matters of academic rights and responsibilities of students**

- (1) In accordance with the Higher Education Act, academic self-governing authorities of the faculty have the right to decide on behalf of Comenius University on matters related to the academic rights and responsibilities of students enrolled in studies according to study programs provided at the faculty.<sup>101</sup>
- (2) Proceedings in the matters of academic rights and responsibilities of students is meant to be administrative proceeding. Act No. 71/1967 Coll. on administrative proceedings, as amended, does not apply to proceedings and decision-making on academic rights and responsibilities of students.<sup>102</sup>
- (3) Proceedings related to expelling from studies due to the failure to meet the requirements arising from the study programme and the study regulations commences on the day when the decision on expelling from the studies is issued.
- (4) Proceedings related to the change of the study program within Comenius University, proceedings related to the recognition of completed subjects, proceedings related to the

<sup>100</sup> § 64 (3) of Higher Education Act

<sup>101</sup> § 23 (1) c) and § 55 (9) of Higher Education Act

<sup>102</sup> § 108 (1) of Higher Education Act

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transfer of credits, proceedings related to the permission to interrupt studies and proceedings related to changing the form of doctoral studies commences on the day when the student submitted an application to issue the relevant decision. The application must contain basic identification data about the student, merits of the case upon which the decision is to be made, and justification of the application.

- (5) If the application does not contain the data necessary for the decision to be taken, the Dean shall call on the student to supplement the application or provide necessary explanation in a reasonable time, however, not earlier than 8 days. If the students fails to do so, the Dean shall dismiss the application.

### **Art. 37**


#### **Essentials of a decision and its delivery**

- (1) Decisions relating to proceedings under Art.26 par. 4 shall be issued by the Dean within 30 days from delivery of the application. This period does not include the time granted to the student to supplement the application or to give necessary explanation under Art. 36 par. 5. If the Dean does not make a decision within the period of 30 days, the student may request the Rector to express the Dean's duty to proceed with the matter and to decide.
- (2) Decisions relating to proceedings in the matters of academic rights and duties of students must be made in writing, must contain a statement with reference to the relevant provision of generally binding legal regulation, internal regulation of Comenius University or internal regulation of the faculty, justification based on the facts found and instruction on the appeal.
- (3) Decision relating to proceedings in the matters of academic rights and responsibilities of students is delivered in writing to the student's own hands at the faculty or anywhere else where he can be reached, with return receipt; thus the faculty is not obliged to deliver the decision to electronic mailbox in accordance with a special regulation relating to the electronic form of enforcement of public authority. If such delivery fails to be made,
  - a) decision relating to proceedings pursuant to Art. 36 par. 3 is delivered via a postal company to the address provided by a student for such purpose<sup>103</sup>, as a registered mail, returned receipt requested,
  - b) decision relating to proceedings pursuant to Art. 36 par. 3 is delivered as a registered mail, returned receipt requested,

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<sup>103</sup> § 71 (3) c) of Higher Education Act




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- (4) Delivery of the decision related to proceedings in matters of academic rights and responsibilities of students pursuant to par. 3 shall become effective as of the date
- a) when the decision was delivered to a student or to a person with notarized authorization issued for this purpose,
  - b) when undelivered written communication was returned to the faculty, even if a student didn't learn of its delivery,
  - c) when a student refused to accept written communication.
- (5) Decisions related to proceedings in matters of academic rights and duties of students, except for decisions on expelling from studies, decisions on interruption of studies, decisions on changes of the study program and decisions on changes of the form of doctoral studies may be executed in electronic form and sent to the student by e-mail, assigned by CU (Article 37 (2) to (4)); this does not affect the obligation of the faculty to deliver the decision to the electronic mailbox according to a special regulation relating to the electronic form of enforcement of public authority.


### **Art. 38**

#### **Request to review a decision on expelling from the study**

- (1) Student may submit a request to review a decision within 8 days of delivery of the decision. The request is addressed to the Dean who has issued the decision. Timely filed request has suspensive effect.
- (2) The request to review a decision on expelling from studies must contain identification of the student submitting the request, the decision to be reviewed, the proposal as to how to decide on the matter with reasoning. The student is obliged to provide documents and information that prove his/her allegations. The request cannot be directed solely against the reasoning without contesting the verdict of the decision.
- (3) Upon receipt of request to review the decision on expelling from studies, the Dean shall review the fulfillment of requirements pursuant to par. 2. If the request does not meet the prescribed requirements, the Dean shall call on the student to provide missing documents within a reasonable time, however, not earlier than 8 days. If the application is submitted after the time period under par. 1 or the student does not provide missing documents within the specified period, the dean shall dismiss the request.
- (4) The Dean may comply with the request if he finds that the decision was issued in contrary to generally binding legal regulation, an internal regulation of Comenius University or an internal regulation of the faculty. Otherwise the Dean shall forward the request to the Rector within 15 days of its delivery, together with the attached file material and a written statement on the applicant's comments and objections.

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- (5) The Dean's written statement contains the overall results of the proceedings, in particular information of all acts that were made, whether the request was timely filed and in compliance with the prescribed requirements. The Dean's report shall contain his/her opinion on all the applicant's objections, together with the relevant evidence, as well as his/her opinion as to the completeness and accuracy of the facts found, as well as and the legal opinion on which the contested decision is based.
- (6) The Rector shall change or revoke the decision if it was issued in contrary to generally binding legal regulation, an internal regulation of Comenius University or an internal regulation of the faculty. Otherwise he/she shall dismiss the request and shall confirm the original decision.
- (7) If the Rector revokes the decision on the grounds that the facts of the case have not been sufficiently established, he/she may, depending on the circumstances of the case, return the case to the Dean for further proceedings and making a decision; the Dean is bound by the legal opinion of the Rector.
- (8) The Rector shall issue a decision not later than within 30 days of delivery of request to review the decision on expelling from studies to the faculty. In more complex cases, the rector shall make a decision not later than within 60 days. The Rector shall notify the student and the Dean in writing about the extension of deadline.
- (9) The essentials of the Rector's decision related to the request to review the decision on expelling a student from the studies can be found in Annex no. 3 hereof. A template of the Rector's decision related to the request to review the decision on expelling a student from the studies can be found in Annex No. 5 hereof.
- (10) Provisions of Art. 37 par. 3 and 4 apply to deliveries of Rector's decisions.
- (11) The Rector's decision is final and can not be appealed. The Rector shall notify the Dean without undue delay of his/her decision and shall return the entire file material of the student together with the return receipt confirming delivery of the decision to the student.
- (12) If the dean complies with the request pursuant to par. 2, or if the Rector changes or revokes the decision pursuant to par. 4, self-government bodies of the faculty or Comenius University shall take such measures, if necessary, so as to renew the student's academic rights, and remove or mitigate consequences of false decisions.

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**Art. 39**  
**Validity of a decision**

- (1) A decision related to proceedings in matters of academic rights and duties of students, against which no appeal can be filed, shall become effective on the day of its delivery pursuant to Art. 37 par. 3 and 4.
- (2) Decision on expelling from the studies, against which the student did not submit a request to review the decision, shall become effective after a lapse of eight-day period pursuant to Art. 38 par. 1.
- (3) The decision on expelling from studies against which the student submitted a request to review a decision and the Rector confirmed the original decision, shall become effective on the day of its delivery in accordance with the provisions of Art. 37 par. 3 and 4.
- (4) The Rector's decision related to request to review the decision on expelling from studies shall become effective on the day of its delivery to the student in accordance with the provisions of Art. 37 par. 3 and 4.

**PART FIVE**  
**GENERAL, INTERIM AND FINAL PROVISIONS**

**Art. 40**  
**General provisions**


- (1) General regulations on safety and health protection at work apply to a student who attends practical classes and medical training.<sup>104</sup>
- (2) Unless otherwise provided by this Study Regulations, documents are delivered to the student as paper copies to the student's address stated in the Central Database of Persons of Comenius University or in electronic form to the e-mail address assigned by Comenius University or the faculty of CU.

**Art. 41**  
**Interim and Final provisions**

- (1) Requirements of study progress check, requirements for state exams and subjects of subjects of state exams, a method of dissertation exam and dissertation thesis defense of

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<sup>104</sup> Act No. 311/2001 Coll. Labour Code, as amended

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students enrolled before effectiveness hereof remain the same in accordance with the Study Regulations of CU and the faculty on and before August 31, 2020


- (2) Requirements of admission for study determined in accordance with Art 57 par. 5 of the Higher Education Act for the academic year 2020/2021 remain the same in accordance with the Study Regulations of Comenius University and the Study Regulations of the Faculty effective on and before August 31, 2020.
- (3) The rules of the admission procedure, including the admission procedure when transferring a student from another university, are regulated by a special internal regulation of the Comenius University, or the faculty.
- (4) Annexes hereto:
  - Annex No. 1 Minimum numbers of credits required at control phases of study
  - Annex No. 2 General rules of enrolment for study, assessment and recording of study results at JFMED CU
  - Annex No. 3 The essentials of decisions
  - Annex No. 4 Template of a decision on expelling a student from studies
  - Annex No. 5 Template of the Rector's decision related to request to review a decision on expelling from studies
  - Annex No. 6 Allocation of credits to individual activities of PhD. student
- (5) On the day this study regulations take effect, the internal regulation no. 29/2014 Study regulations of Comenius University in Bratislava, Jessenius Faculty of Medicine in Martin of May 14, 2014, as amended by internal regulation no. 22/2017 of the Annex No. 1 of June 28, 2017 and internal regulation no. 14/2007 Decision of the Dean of the Jessenius Faculty of Medicine, Comenius University in Martin, to excuse the students' absence in teaching process, are quashed.
- (6) This Study Regulations come into force on the date of the approval by the Academic Senate of Comenius University and takes effect on and after September 1, 2020.

prof. Viera Švihrová, M.D.,PhD.  
 chairman of the Academic Senate of JFMED

prof. Andrea Čalkovská, M.D., DSc.  
 dean of JFMED CU

prof. PhDr. Zlatica Plašienková, PhD.  
 chairman of the Academic Senate CU

prof. JUDr. Marek Števček, PhD.  
 Rector of CU

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**Annex no. 1 Minimum number of credits in the control phase of study of the full-time form of study**

A. Bachelor's study programs with a standard length of study of three years


<b>Control phase of the study</b>	<b>Number of credits</b>
at the end of the first semester	15 credits
at the end of the first year of study	40 credits
at the end of the second year of study	80 credits
at the end of the third year of study	120 credits
at the end of the fourth year of study	160 credits
at the end of the fifth year of study	180 credits

B. Master's degree programs with a standard length of study of two years

<b>Control phase of the study</b>	<b>Number of credits</b>
at the end of the first semester	15 credits
at the end of the first year of study	40 credits
at the end of the second year of study	80 credits
at the end of the third year of study	100 credits
at the end of the fourth year of study	120 credits

C. Study programs according to § 53 par. 3 of the Higher Education Act with a standard length of study of six years and doctoral study programs with a standard length of study of six years

<b>Control phase of the study</b>	<b>Number of credits</b>
at the end of the first semester	15 credits
at the end of the first year of study	40 credits
at the end of the second year of study	90 credits
at the end of the third year of study	136 credits
at the end of the fourth year of study	180 credits
at the end of the fifth year of study 225 credits	225 credits
at the end of the sixth year of study	270 credits
at the end of the seventh year of study	315 credits
at the end of the eighth year of study	360 credits

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## Annex no. 2 General rules for enrolment to study, recording and checking of study results

### Art. 1

#### Details about enrolment to study and enrolment into the next part of the study

- (1) Enrolment to study and enrolment into the next part of the study is administratively provided by the Study department.
- (2) Enrolment is carried out by
  - a) entering student's data in the academic information system (hereinafter referred to as „AIS“) in particular personal data of the student, data on the student's ID card, consent with release of information of personal data of student to third parties
  - b) specifying the subjects which a student wants to study in the upcoming study period (academic year or semester); these data shall be entered into the AIS and into the student's credit book (index),
  - c) confirming the enrolment in the AIS and signing Protocol on the study plan,
  - d) handing in the student's identification card; this is a final part of enrolment and is carried out only after successful completion of previous ones.
- (3) Enrolment for study is recorded on the day of enrolment for study in the AIS and on study certificates. If the enrolment is made before the beginning of the academic year in which the study of the applicant admitted to the study is to start in accordance with § 69 par. 2 of the Higher Education Act, the beginning of the study is recorded on 1 September
- (4) Enrolment to the next part of study is carried out by
  - a) completing the previous part of study in accordance with the rules and conditions for creating study plans of the respective study program,
  - b) checking and entering changes in the student's data in the AIS (in particular personal data of the student, data on the student's ID card, consent with release of information of personal data of student to third parties),
  - c) specifying the subjects which a student wants to study in the upcoming period of study, i.e. in the academic year or semester. These data shall be entered into the AIS.
  - d) control of obtaining evaluation from conditional (prerequisite) subjects in the case of enrolling follow-up subjects; in case the student did not complete conditional subject, all follow-up subjects shall be deleted with the possibility to add them additionally under the conditions referred to in par. 7,<sup>105</sup>
  - e) confirming enrolment in AIS and signing the Protocol on the study plan,
  - f) renewal of the student's ID card with a prolongation mark; this is the final part of

<sup>105</sup> Art. 4, par 6, b) and Art. 10, par. 6

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enrolment and is carried out only after successful completion of the previous ones.


- (5) Enrolment to the next part of the study or re-enrolment is registered in the AIS on the day of enrolment to the next part of the study.
- (6) Student is entitled to make changes of his/her study plan by the end of the 2nd teaching week of each semester (to cancel or change enrolled subjects) without giving a reason. The study plan change shall be made by confirming a new Enrolment Protocol in the AIS and signing Protocol on the study plan.
- (7) Students can be divided into study groups during their studies. Composition of study groups is determined by the students themselves, no later than the day following the day of enrolment for the respective year of study and becomes mandatory for them at least for the winter semester of the relevant academic year. The changes, if any, in the composition of study groups for summer semester of the relevant academic year, are determined by students themselves, no later than the last day of the teaching period of winter semester. The composition of the study groups for the respective semester is reported to the study department by the student representative of the relevant study year within the above-mentioned deadlines. If the students do not enforce this right within the specified period, or the number of enrolled students is reduced, the division into study groups is in the competence of the Vice-Dean for pedagogical activities.
- (8) If the student has successfully completed a re-enrolled conditional subject (s), the completion of which is a condition for enrolling the follow-up subject (s) of summer semester, the student has the right to add these follow-up subject (s) prescribed in summer semester into the study plan of summer semester at the end of the second teaching week of summer semester at the latest. (Art. 10 par. 6). The study plan shall be modified by confirming the Enrolment Protocol in the AIS and signing Protocol on the study plan.
- (9) The student can be represented by a person authorized in writing during all procedures related to enrolment or enrolment to the next part of the study carried out at the Study Department during enrolment or enrolment to the next part of the study.
- (10) Student is immediately obliged to validate his/her student's identification card at the university terminal after the enrolment to study and enrolment to the next part of the study.

## Art. 2


### Recording and checking the study results

- (1) Fields of activities of the study department:
  - a) records the Subject Assessment Report signed by relevant teachers,




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- b) prints out Report on fulfilment of study duties from AIS. After winter semester, detailed check is carried out involving only the 1st year students no later than by the enrolment for the following period.
- (2) Field of activities of department/clinic:
- a) delivers and updates the list of full-time and part-time teachers, their specimen signature,
  - b) records students' written works that are part of subjects assessments consistent with the Filing regulations of CU and Filing plan of CU for the period of three years,
  - c) the head of the department/clinic shall ensure immediate remedy and adopt measures for removal of shortcomings after the Study Department finds out and notify the head about the missing or incorrect data discovered during the study results check.
- (3) Position and role of the teacher:
- a) The teacher may ask the student to submit his/her ID during continuous assessment or examination.
  - b) If a written exam is part of the student's assessment, the examiner is obliged to make assessment or exam results public within the time period and the manner agreed in advance, and following provisions of the Personal Data Protection Act. Students' names and assessment results are published only with the students' written consent. Otherwise, the teacher will use the codes assigned to them
  - c) The result of the assessment shall be entered in AIS by a teacher.
  - d) The teacher shall print out, sign and submit to the Study Department Subject Assessment Report after the last student has completed the exam, no later than the following working day after completion of the examination period.
- (4) The student has the right, in accordance with Art. 12 par. 9, not to accept assessment for the exam. This fact shall be announced by the student to the teacher immediately after the assessment of the last part of the exam is published. If the exam took a written form of examination pursuant to par. 3 b), the student shall notify a teacher in writing of the non-acceptance of assessment by e-mail no later than 48 hours after the publication of the results of the written part of the examination. Immediately after not accepting the assessment, the teacher enters FX grade into the academic information system.
- (5) Students' duties:
- a) the student is obliged to have his/her student identity card on the day of the continuous assessment or exam, which shall be presented to the teacher upon request; if the student fails to present the student's card on request, the teacher may not examine the student or perform any assessment,
  - b) after fulfilling the last study obligation in the semester or in the academic year, but no later than the end of examination period, a student shall check correctness and

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completeness of all assessments entered in the academic information system; if a student finds a discrepancy or missing data, he/she shall immediately notify the teacher of the given subject,

- c) he/she shall confirm, by signature, correctness and completeness of the data in the Report on fulfillment of study duties in the given academic year
- (6) The subject, which the student enrolled and there is no record on its assessment, is assessed as not completed and the Study Department may enter FX in AIS after completion of the examination period; this applies to the subject modified in Learning Agreement within duly approved academic mobility of outgoing student.

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### **Annex no. 3 Decision on expelling from the study**

**Decision on expelling from the study** contains:

- a) the designation of the authority that decided on expelling the student,
- b) addressee of the decision (name and surname of the student, date of birth, place of permanent residence, student code, if assigned)
- c) an indication of the relevant provisions of these study regulations and, if applicable, an indication of the provisions of generally binding legal regulations, internal regulations of the JFMED UK or its components, on the basis of which it was decided to expel the student,
- d) a decision on expelling the student from the study program from which the student is expelled.


**Reasons for expelling from the study** contains:

- a) information on who submitted the proposal for expelling the student from the study (if no proposal for expelling from the study was submitted, it should be stated that the Dean acted *ex offio*, (i.e. on its own initiative), to state the reason that led to expel student from the study. It is necessary to list all the documents from which the facts reasoning the expelling from the study were found and to attach copies of the documents to the appendix (e.g. a student evaluation report proving non-fulfilment of the conditions necessary for further study),
- b) reason for the decision, i.e. a summary and evaluation of all the facts on the basis of which has been decided, including adding all the substrates for a decision, of which the following facts were found,
- c) the considerations, by which the Dean has been guided in the application of the rules, on the basis of which he has decided, including the reasons for the use of correct reasoning in issuing a decision for expelling the student, if any.

### **Decision on the application for review of the decision on expelling a student from the study**

**Decision on the application for review of the decision on expelling a student from the study** contains


- a) an indication of the authority which has taken the decision on the application for review of the decision on expelling the student from the study,

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- b) an indication of the relevant provisions of these Study Regulations (if necessary, state other provisions of generally binding legal regulations, internal regulations of the Comenius University),
- a) a decision that:
- I. confirming the Dean's decision on expelling the student from the study and dismissing the student's application to review the decision on expelling,
  - II. amending the Dean's decision on expelling the student from the study,
  - III. revoking the Dean's decision on expelling the student from the study and returning the case for further proceedings.

**Reasons for decision on the application for review of the decision to expel a student from the study contains:**

- a) information on who submitted the application for expelling the student from the study (if no application for expelling from the study was submitted, it should be stated that the Dean acted *ex officio*, (i.e. on its own initiative), to state the reason that led to expel student from the study,
- b) the detailed content of the Dean's decision on expelling the student from the study, with copies of the documents that were attached to the Dean's decision on expelling the student from the study. (*These copies of the documents must also be part of this decision*),
- c) information on when (*indicate the date*) the student applied for review of the decision on expelling the student from the study. It is necessary to state (*it is necessary to verify*) whether the student's application for expelling from the study was submitted in time and by an authorized person,
- d) a description of what the student objects to in his/her application for review of the decision on expelling from the study, while the Rector has to deal with the student's objections in an appropriate manner,
- e) reasoning, i.e. a summary and evaluation of all the facts on the basis of which has been decided, including adding all the substrates for a decision, of which the following facts were found
- f) the considerations, by which the Rector has been guided in the application of the rules, on the basis of which he has decided, including the reasons for the use of correct reasoning in issuing a decision for expelling the student, if any,
- g) the conclusion reached by the Rector when examining the student's application.

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#### Annex No. 4 Template of a decision on expelling a student from a study



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Malá Hora 4A, 03601 Martin

name and surname  
address

Your letter of

Our Ref.

Attended by / 

Place and date

Martin  
XX.XX.20XX

### Decision on expelling a student from the study


The Dean of Comenius University in Bratislava, Jessenius Faculty of Medicine in Martin (hereinafter referred to as the "Dean" and the "Faculty") as an authority competent to proceed under **§ 66 par. 1 c)/ § 66 par. 1 d)** (*It is necessary to choose one of the options.*) of Higher Education Act no. 131/2002 Coll, as amended (hereinafter referred to as the "Higher Education Act") (*it is also necessary to state the provisions of the study regulations of the faculty, if any*) in the matter of expelling from the study ..... (*name and surname of the applicant , date of birth, permanent residence, applicant 's code, if assigned*) (hereinafter referred to as the "applicant"), makes the following

#### decision:

according to § 66 par. 1 b)/§ 66 par. 1 c) of the Higher Education Act, by which I (*It is necessary to choose one of the options.*)

#### I expell you

from ..... studies .....of study program

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**Reason:**

a) On ..... a proposal to expell the student from the study was submitted due to ..... (*state who submitted the proposal to expell the student from the study and state the reason that led to the expelling the student from the study*).

b) (*if the dean acted ex offio*)

On ..... the dean initiated proceedings to expell a student from the study due to ..... (*state the reason which led to the expelling the student from the study*).

(*It is necessary to choose one of the above options, i.e. point 1. a) or 1. b)*).

1. .... (*it is necessary to summarize and evaluate all the facts for which the student is expelled from the study. It is also necessary to list all the documents of which the facts justifying expelling a student from the study were found and to attach copies of documents to the annex e.g. Transcript of Records which demonstrates failure to meet the conditions necessary for further study*).

2. Due to the fact that you failed to meet the requirements arising from the study program of the study regulations / study regulations of the faculty (*it is necessary to state a specific article from of the study regulations/ study regulations of the faculty*) I have decided, as stated in the verdict of this Decision.

**Instruction:**


Pursuant to Art. 38 par. 1 of the study regulations, this decision may be reviewed upon a written request submitted within 8 days of its delivery to the student who was expelled from the study. A request shall be submitted to the authority which issued the decision. A timely request for review of the decision has a suspensive effect.

This decision is not subject to judicial review according to general administrative action under § 177 et seq. of Administrative Judicial Code No. 162/2015 Coll.

.....  
 Degree, name and surname  
 dean of the faculty

Annexes:

(e.g. a transcript of records that proves failure to meet the conditions necessary to continue in study)

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**Annex no. 5 Template of a decision related to a request to review a decision on expelling a student from study**



**COMENIUS UNIVERSITY IN BRATISLAVA**

**RECTORATE**

Šafárikovo námestie 6, P. O. BOX 440, 814 99 Bratislava 1

name and surname  
address

Your letter of

Our ref.

Attended by / 

Place and date

Bratislava  
XX.XX.20XX

**Decision related to the request for review of the decision  
on expelling from the study**

Rector of Comenius University in Bratislava, (hereinafter referred to as "Rector" and "CU"), as the authority competent to proceed under Art. 38 par. 6 of the internal regulation of Comenius University no. XX/2019 - Study Regulations of Comenius University (hereinafter referred to as "Study regulations") in the case of request ..... (*name and surname of the student, date of birth, permanent residence, student's code, if assigned*) (hereinafter referred to as "student") delivered on .....,

to review a decision on expelling from the study no. .... issued by the Dean of Comenius University, ..... of the Faculty (hereinafter referred to as "Dean") on ..... by which the student was expelled from the study issues this

**decision:**

pursuant to Art. 38 par. 6 of the study regulations which


**affirms** the decision of the dean on expelling from the study and the student's request to review the decision on expelling from the study **dismisses** /

**varies** the decision of the dean on expelling a student from the study /

**revokes** the Dean's decision to expell the student from the study and **returns** the case for further proceedings

(*you only need to select one of the options*)




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**Reason:**

(description of the course of the proceedings )

1. a) On ..... a proposal to expel the student from the study was submitted due to ..... *(state who submitted the proposal to expel the student from the study and state the reason that led to the expelling the student from the study).*  
 b) *(if the dean proceeded ex officio)*  
 On ..... the dean initiated proceedings to expel the student from the study due to ..... *(state the reason that led to the expelling the student from the study).*  
*(It is necessary to choose one of the above options, i.e. point 1. a) or 1. b)).*
2. The Dean, as the first-stage authority, issued a decision on expelling a student from the study on ..... *(state the detailed content of the decision on expelling from the study, where and when the decision was issued, to whom and what matter the decision concerned).*
3. On..... a student who was expelled from the study by a decision of the dean requested a written review of the decision on expelling from the study. A written request to review a decision on expelling was submitted in a timely manner and by an authorized person.
4. Since the Dean, as the first-instance authority, did not make a decision related to request to review a decision on expelling from the study, a request to review a decision on expelling from the study, together with all the documents, the report including the Dean's statement and opinion with regard to the request to review the decision on expelling from the study, to the Rector, as a second-instance authority.
5. The student in his/her request to review the decision on expelling from studies ..... *(it is necessary to describe the student's objections in his/her request to review the decision on expelling from studies, what he/she proposes. It is also necessary for the Rector to justify the decision and provide explanations to student's arguments, which a stated in his/her request to review a decision on expelling from the study).*
6. *(Reasons for making a decision shall be stated at this point. If the Rector agrees with a justified decision of the first- instance authority, it shall be necessary to clearly state, in the justification, that he agrees with the reasons stated in the first-instance decision, or if the Rector does not agree with the entire decision, or its part, it is necessary for the Rector to provide the reasons that led him to do so.).*
7. The Rector, as a second-instance authority, after reviewing the request to review the decision on expelling from studies ..... *(give the conclusion reached by the Rector).*

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8. On the basis of the above facts, the Rector made the decision as stated in the verdict of the decision.


**Instruction:**

This decision is final and cannot be appealed.

This decision is subject to judicial review according to general administrative action under § 177 et seq. of Administrative Judicial Code, Coll. no. 162/2015. The administrative action shall be filed within two months of notification of this Decision.

Degree, name and surname  
Rector of CU

Annexes:  
(specify as appropriate)


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### Annex no. 6 Allocation of credits to individual activities of PhD. student

- (1) Credits must be obtained by the PhD student in such a composition as determined by the study program.
- (2) During his/her studies, the PhD student obtains credits for the following activities:
  - a) for completing the study part, which consists mainly of specialized PhD lectures and seminars according to the PhD student's study plan. The study part is terminated with passing the dissertation exam. The PhD student obtains 20 credits for successfully passed dissertation exam. In addition, PhD student has an opportunity to enrol courses offered by faculties in their study programs, in particular master's (doctor) studies, if he/she did not complete in the previous cycle of university study. Study of complementary subjects and individual study of scientific and professional literature do not replace either completion of compulsory lectures and seminars, which is determined by the study plan of PhD student, nor the performance of pedagogical activities at a university,
  - b) for independent creative activity in the field of science (publications, completion of a stage of research work defined in the individual study plan, etc.), which is related to the topic of the dissertation,
  - c) for teaching activities at a university or faculty (eg teaching of practical courses, internships, etc.) and medical-preventive activities at the workplaces of medical faculties; or other practical activity carried out at the faculty or in a related facility, if required by the nature of the study,
  - d) the PhD student shall obtain 30 credits for the dissertation thesis and its defense.
- (3) Educational activities within the PhD study according to par. 1 letter. a) and b) are not replaceable with each other. The PhD student is obliged to obtain at least 40 credits during the study for the educational activities referred to in paragraph 1 a) and at least 40 credits for creative activities referred to in par. 1 b).
- (4) Examples of activities and the scope of allocating credits to individual PhD student's activities are as follows:

#### a) study, pedagogical and therapeutic-preventive activities

activity	credits
completion of compulsory subject	5 – 10
participation in brainstorming meetings and round table discussions of PhD students	1 - 2
individual study of scientific literature according to the recommendation of the supervisor	5 – 10
authorship or co-authorship in creation of teaching materials and text books	6 – 15
PhD student 's own pedagogical activity	10 – 20
elaborating an opinion on a diploma thesis or for a final bachelor thesis	4
presentation of work at a student scientific conference	5 - 7
passing the dissertation exam	20
medical-preventive activity	10

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**a) activities in the field of science**

<b>Activity</b>	<b>credits</b>
publication in a journal registered in CC or in a journal with IF > 0.5 (first authorship)	35
publication in a journal registered in CC or journal with an IF > 0.5 (co-author)	30
publication in journals registered in other international databases or in a journal with IF < 0.5 (first authorship)	30
publication in journals registered in other international databases or in a journal with IF < 0.5 (co-author)	25
publication in a foreign journal or peer-reviewed foreign journal Proceedings (first authorship)	30
publication in a foreign journal or peer-reviewed foreign journal proceedings (co-authorship)	20
publication in a domestic scientific journal or peer-reviewed proceedings (first authorship)	20
publication in a domestic scientific journal or peer-reviewed proceedings collections (co-author)	15
active participation in a foreign scientific event (lecture)	20
active participation in a foreign scientific event (poster)	15
active participation in a domestic scientific event (lecture)	15
active participation in a domestic scientific event (poster)	10
getting a "CU Grant for Young Scientists"	10 - 20
participation in solving a scientific project (responsible researcher)	15
participation in solving a scientific project (co-researcher)	3-10
active participation in a conference of young researchers	8
lecture at a professional seminar within the workplace or professional society without abstract	3 – 6
completion of a defined stage of own research work	5 – 10
for each citation (distinguish domestic, foreign, SCI)	2 – 4
other activities (e.g. member of the conference organizing committee, etc.)	6 – 8