

**STUDY RULES AND REGULATIONS  
OF THE TECHNICAL UNIVERSITY OF KOŠICE AS AMENDED BY AMENDMENTS NO. 1 TO 4**

**COMPLETE VERSION  
FOR INTERNAL USE ONLY!**

**Changes in accordance with Amendment no. 4 are indicated in red**

*In accordance with Article 9 (1b) and Article 15 (1b) of Act no. 131/2002 on Higher Education and amending and supplementing certain acts as amended, and according to Article 49(3b) of the Statute of the Technical University of Košice, the Academic Senate of the Technical University of Košice approved the Study Rules and Regulations of the Technical University of Košice as the internal regulations of the University:*

**Article 1**

**Basic provisions**

(1) In order to ensure quality during the study and provide more specific definition of rights and duties of students, as well as teachers and other staff, the Technical University of Košice (hereinafter referred to as "TUKE") issued the Study Rules and Regulations of the Technical University of Košice (the "Study Rules and Regulations") in accordance with Article 15 (1b) of Act no. 131/2002 on Higher Education and amending and supplementing certain acts as amended (hereinafter the "Act").

(2) Study Rules and Regulations are binding for all students, teachers and other staff of TUKE who study, organise or ensure studying in accredited study programs in which higher education at faculties or at TUKE is provided.

(3) For the purposes of these Rules and Regulations it shall apply that the phrases "the rector or the dean," "TUKE or the faculty" are understood as follows: the rector and TUKE apply to study programs undertaken by TUKE; the dean and the faculty apply to study programs undertaken by one of the TUKE faculties.

**Article 2**

**Field of study, study program and curriculum**

(1) Field of study is a sphere of knowledge which may be subject to higher education in one of its three levels. Fields of study are defined in the List of Study Fields in Higher Education in the Slovak Republic which is issued and administered by the Ministry of Education, Science, Research and Sport (hereinafter referred to as the "Ministry").

(2) Field of study is determined by the content, which is characterized mainly by areas and scope of knowledge, abilities and skills in graduate's profile.

(3) Higher education in the field of study or combination of fields of study is obtained by studying in accredited study program. The study program can be carried out directly by TUKE or one of its faculties.

(4) Study program is a set of courses which consists of educational activities mainly lectures, seminars, exercises, studio, consulting, self-study, project work, laboratory work, internships, excursions, professional experience, workshops, final thesis, state examination and a combination thereof, and a set of rules drawn up in a way that the successful completion of these educational activities, while maintaining those rules, allows to obtain higher education. All educational activities are carried out by university teachers, researchers or artistic staff, doctoral students, as well as prominent experts from the field under Articles 75, 76, 77, 80 and 54 of the Act.

(5) The study in each study program includes final thesis, which represents one course together with its defense; final thesis defense is a part of the state examinations. With the consent of TUKE or the faculty the final thesis may be written and defended in other language than the state language (Art. 51(3) of the Act). In that case it includes the abstract in the state language. Beside cases provided in Article 63 (11) of the Act (the issue of the whole thesis or its part in the framework of periodical publications or as a non-periodical publication), the condition for admission to the thesis defense at all three levels of higher education at TUKE (BA, MA/M.Sc., PhD) is student's written consent with the publication and disclosure of the final thesis to the public for the conversation period according to Article 63 (7) of the Act (70 years from the date of registration) without compensation.

(6) Study program is specified by (Art. 51(4) of the Act):

- a) name of the study program,
- b) a field of study or a combination of two fields of study in which higher education is obtained by completion of the study program,

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- c) level of university studies for which the study program is designed,
- d) form of study,
- e) graduate's profile,
- f) specification of courses or length of professional experience including the number of credits obtained by their completion,
- g) rules and conditions for curriculum development,
- h) standard length of study expressed in academic years,
- i) required skills and abilities of the applicant applying for the study program,
- j) division of the study in parts expressed in academic years or their parts and the conditions which must be fulfilled in order for the student to progress to the next part of the study; conditions are expressed by the number of credits earned for courses passed,
- k) the number of credits which are a condition of duly completed study,
- l) other conditions to be met by the student during the study program and for proper completion of the study program including state examinations,
- m) specific characteristics, if the study program has any, in accordance with Article 2 (9), 53 (6, 7, 9) of the Act,
- n) academic title granted,
- o) universities collaborating in joint study programs (Art. 54 (a) of the Act). The agreement between the collaborating universities shall define which study duties are to be fulfilled at TUKE and which at the collaborating university.
- p) the language or languages in which the study program is carried out, i.e. the language or languages in which the courses of the study program are taught.

(7) The study program can be carried out in a field of study which is a part of the list of fields of study. The study program may be also carried out in combination of two fields of study. If both fields of study are represented more or less equally in the curriculum, it is an interdisciplinary study, otherwise one field of study is major and the other one is minor.

(8) Name of the study program is usually derived from the name of the corresponding field of study. In the case of combination of major and minor fields of study, the name of the study program is derived from the name of major field of study.

(9) The study program is artistic if it focuses on developing talent and creativity in the field of artistic performances and art works based on artistic principles. An important component of the artistic study program is an artistic performance. The name of the study program may include the term "artistic", "art" or similar term only in the case of artistic study program.

(10) During the study the student of TUKE shall adhere to the personal curriculum, which is consistent with the study program which the student enrolled in. The student's curriculum determines the time and content sequence of study courses and forms of assessment of the study results. The curriculum is drawn up by the student himself or in cooperation with the study advisor.

(11) Study advisors for individual study programs are appointed by the rector or the dean. The role of the study advisor is:

- a) to inform students about the structure of the particular study program, about the possibilities of courses selection and to provide them with consultation when drawing up their personal curriculum,
- b) to alert management of TUKE or the faculty of any problems in the education process,
- c) to cooperate with the study department of the faculty when addressing the study issues of students.

(12) Study programs whose completion results in obtaining higher education required as a part of professional competence to pursue the profession of architect are carried out in accordance with special regulations (Art. 51 (10) of the Act).

### Article 3

#### Bachelor's study program

(1) Bachelor's study program as a study program of the first level focuses on the acquisition of theoretical and practical knowledge based on the present state of science or art. Professionally oriented bachelor's study programs focus on mastering the use of this knowledge in the exercise of profession. Professionally oriented bachelor's study programs aim to continue with the second level of higher education. Graduates of bachelor's study program obtain higher education of the first level.

(2) The standard length of study for the bachelor's study program including professional experience is

- a) in full time study at least three and at most four academic years,
- b) in part time study at least three and at most five academic years.

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The number of credits which are a condition of duly completed study for a bachelor's study program with a standard length of study is at least 180 credits.

(3) The final thesis of bachelor's study program (hereinafter referred to as "bachelor's study") is a bachelor thesis. Its defense is a part of state examinations.

(4) Graduates of the bachelor's study are awarded the academic title of "Bachelor" (abbreviated as "Bc.").

(5) The name of bachelor's study program may include the term "engineering" or a similar term only if it focuses on developing creativity in the field of development of engineering projects or processes including economic ones, and its important component is project work.

### **Article 4**

#### **Master's study programs (Mgr./Ing.), and doctoral program**

(1) The study program of the second level focuses on the acquisition of theoretical and practical knowledge based on the present state of science, technology or art and focuses on developing the ability of their creative application in the exercise of profession or upon continuation of higher education according to the doctoral program. Graduates of the study program obtain higher education of the second level.

(2) The standard length of study for the master's program including professional experience is

- a) in full time study at least one and at most three academic years,
- b) in part time study at least two and at most four academic years.

The number of credits which are a condition of duly completed study for a master's study program with a standard length of study is at least 60 credits while the sum of the number of credits earned during university studies by which higher education have been obtained and the number of credits required for completion of the study according to the master's study program must be at least 300 credits (Art. 56 (2) of the Act).

(3) In justified cases after the statement of the Accreditation Board, with regard to the specifics of the field of study, the Ministry may allow merging the first and second level of higher education into a single unit. Graduates of the given study program obtain higher education of the second level. The number of credits which are a condition of duly completed study for the given study program is at least 300 credits.

(4) The final thesis of the master's study program or the study program referred to in Article 4 (3) is a diploma thesis whose defense is a part of state examinations.

(5) Study programs of the second level or study programs referred to in Article 4(3), which focus on developing creativity in the field of engineering projects or processes including economic ones, are Master of Science programs. An important component of the Master of Science curriculum is project work. The name of the study program of the second level or the study program referred to in Article 4 (3) may include the term "engineering" or a similar term only if it relates to the Master of Science program. Graduates of the Master of Science program are granted the academic title of "Master of Science" (abbreviated as "Ing."). Graduates of master's studies in architecture and urbanism are granted the academic title "Master of Architecture" (abbreviated as "Ing. Arch.").

(6) Study programs of the second level or study programs referred to in Article 4 (3) except the study programs under Article 4 (5) are the master's degree programs. Graduates of the master's program (the "Master's degree") are awarded the academic title "Master of Arts" (abbreviated as "Mgr."). Graduates of arts master's programs are awarded the academic title "Master of Fine Arts" (abbreviated as "Mgr. Art.").

(7) Graduates of study programs holding the title "Master of Arts" or graduates of similar study programs abroad can take doctoral examination together with doctoral thesis defense either in the field of study in which they graduated or related field of study. After the student completes the doctoral thesis in arts study programs TUKE awards him or her the title of "Doctor of Philosophy" (abbreviated as "PhDr."). Condition for admission to doctoral thesis defense is a written consent of the graduate of the study program to the publication and disclosure of the doctoral thesis according to Art. 63 (9) of the Act for the conservation period without compensation.

(8) By completion of the doctoral examination and its defense the candidate shows, on the basis of a self-study, that he or she has in-depth knowledge in the field on a broader basis, is capable of attaining own new findings of science and professional practice and is able to apply this knowledge in a creative way in practice.

### **Article 5**

#### **Doctoral program**

(1) Doctoral program as a study program of the third level focuses on the acquisition of knowledge based on the present state of scientific or artistic knowledge. It reflects mainly the student's own contribution to the scientific and artistic knowledge, where this contribution is the result of scientific research and independent creative activity in the field of science, technology, or independent theoretical and creative activity in the field of arts. Graduates of doctoral study program obtain higher education of the third level.

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(2) The standard length of study for doctoral program is

- a) three or four academic years in full time study; the number of credits which are a condition of duly completed study for a doctoral program in full time form with a standard length of study of
  - 1. three academic years is 180 credits,
  - 2. four academic years is 240 credits,
- b) four or five academic years in part time study; the number of credits which are a condition of duly completed study for a doctoral program with a standard length of study of
  - 1. four academic years is 180 credits
  - 2. five academic years is 240 credits.

(3) The doctoral program studies (hereinafter referred to as "doctoral studies") are carried out according to individual curriculum under the guidance of a supervisor. The condition of duly completed doctoral studies is to pass the dissertation examination, which is a part of state examinations and the dissertation thesis defense. Dissertation thesis is the final thesis (Art. 51 (3) of the Act).

(4) Organisation, assessment and completion of doctoral studies at TUKE are regulated by TUKE internal regulation "Principles of organisation, assessment and completion of doctoral studies and the principles of establishing a board of specialists of doctoral studies at the Technical University of Košice."

(5) Students in study programs of the third level who began their studies according to Ministry of Education Decree No.131 / 1997 Coll. on doctoral studies shall complete their studies under this decree.

(6) The conditions for completion of studies remain unaffected for students admitted to study in accredited study programs under the Higher Education Act in effect until December 31, 2012 and until the end of validity and effect of Amendment No. 3 of these Rules and Regulations, including the course specification and the standard length of study.

### **Article 6**

#### **Admission procedure**

(1) The applicant may be admitted to the study program based on the results of the admission procedure under Article 58 of the Act. The applicant who does not prove fulfilment of basic requirements for admission to study at the time of verification of fulfilment of the conditions required for admission may be admitted to study under the condition that he or she proves the fulfilment of the basic conditions for admission to the study no later than the closing date for the enrolment.

(2) The student may be admitted to a period of study within the academic mobility (Article 58 (a) of the Act).

(3) The conditions and the course of the admission procedure for study are set out in Annex. 1 of the Statute of TUKE "Regulations Concerning the Admission Procedure of TUKE".

### **Article 7**

#### **Enrolment of applicants admitted to study at TUKE**

(1) By delivering the decision on admission under Article 10 Annex. 1 of the Statute of TUKE the applicant is entitled the right to enrol. TUKE or faculty shall inform the applicant about the date, place and manner of enrolment.

(2) The applicant's right to enrol under Article 7 (1) shall lapse if TUKE or the faculties ask the student for the statement on the enrolment and the student provides a negative written statement or does not respond by the deadline. The enrolment right of the applicant who has been conditionally accepted to study lapses if he or she does not prove the fulfilment of the basic conditions for admission on the date of enrolment.

(3) On the day of enrolment the admitted applicant is required to:

- a) prove the payment of the fee associated with a draw up of a student card (Art. 67 (1a) of the Act),
- b) present proof of payment of the annual fixed tuition fee if the student is admitted to a paid study program, or if the student's duty to pay tuition fee is based on the act (Article 92 (5 – 8) of the Act) or on the provisions of the agreement (Article 92 (5 – 8) of the Act),
- c) notify TUKE or the faculty of the address for service.

(4) Admitted applicant is obliged to get a student card within 30 days from the start of the winter semester. A student who does not get his or her card in that period will be asked by TUKE or the faculty to get the card within 7 days after receiving the notice. A student who does not get his or her card within this additional period may be excluded from the study by the rector or the dean (Article 66 (1c) of the Act).

(5) Admitted applicant is enrolled on September 1 of the given academic year regardless of the real date of enrolment. On the day of enrolment (i.e. September 1 of the given academic year) the admitted applicant becomes a student and acquires rights and duties of the student of TUKE.

**§ 7a**

**Enrolment for the study when changing the study program**

(1) The rector or the dean may allow a change in the study program and enrolment in a study of amended study program to a student who

- a) is a student of TUKE and wants to use the right to change the study program under Article 70 (1, letter l) of the Act,
- b) was accepted to the study at another university and asks TUKE for enrolment in the study program of a relevant degree in the same field of study or related field of study under Article 59 (4) of the Act.

(2) In accordance with Article 70 (1, letter l) of the Act, the student of TUKE may apply for change of the study program of a relevant degree in the same field of study or in related field of study in a way that he or she submits a written request concerning the change of the study program to the rector or the dean. As far as the original and the amended study program are carried out at different faculties, or at TUKE and faculty, simultaneously with the application student submits:

- a) document / certificate of education (school attendance) providing the name of the study program and field of study,
- b) transcript of current study results (if he or she is already a student).

(3) The rector or the dean shall decide about the request submitted by the student of TUKE in the form of a decision within 30 days after the receipt of all required documents by comparing them with the given study program.

(4) When the decision of the rector or the dean on the authorization of enrolment after change of the study program is delivered, under Article 70 (1, letter l) of the Act, the student of TUKE is entitled the right to enrol in a study after change of the study program. TUKE or the faculty determines and announces the date, place and manner of enrolment.

(5) Under (1a) on the day of enrolment the student becomes a student of a changed study program and his or her previous study is considered to be left on the day preceding the day of enrolment.

(6) Within 3 working days from the date of enrolment, TUKE or the faculty which the student enrolled in shall notify the faculty where the student left the study, providing the name of the student and name of study program the student was allowed to enrol in, as well as the date of enrolment.

(7) The student who was admitted to the study at another university may, in accordance with Article 59 (4) of the Act apply for enrolment in the study program of a relevant degree in the same field of study or related field of study at TUKE in a way that he or she submits the written request concerning the enrolment in the study program carried out at TUKE or the faculty to the rector or the dean. Besides the request, the student of another university shall also submit:

- a) proof of admission to the study at another university providing the names of the study program and field of study, as well as the conditions for admission to the study at another university,
- b) transcript of study results so far (if he or she is already a student).
- c) fulfilment of a personal curriculum, results of the annual assessment and review of publications in case of doctoral studies (if he or she is already a student).

(8) The rector or the dean shall decide about the submitted application of a student of another university in the form of a decision within 30 days after receiving all documents based on the requirements of the given study program that is carried out at TUKE or the faculty.

(9) By delivering the decision of the rector or the dean concerning the authorization of enrolment under Article 59 (4) of the Act, the student of another university is entitled the right to enrol in a study at TUKE or the faculty. TUKE or the faculty determines and announces the date, place and manner of enrolment.

(10) Under (1b) on the enrolment day the student is required to:

- a) submit the decision of the rector or the dean concerning the authorization of enrolment in a study,
- b) present proof of payment of the fee associated with the issue of the student card (Art. 67 (1a) of the Act),
- c) present proof of payment of annual fixed tuition fee if the student is admitted to a paid study program, or if his or her duty to pay tuition fee is based on the Act (Art. 92 (5- 8) of the Act) or from the provisions of the agreement,
- d) notify TUKE or the faculty of the address for service.

(11) Under (1b) the student is required to get a student card within 30 days after enrolment in a study at TUKE. A student who does not get his or her card in that period will be asked by TUKE or the faculty to get the card within 7 days after receiving the notification. A student who does not get his or her card within this additional period may be excluded from the study by the rector or the dean (Article 66 (1c) of the Act).

(12) Under (1b) on the day of enrolment the student becomes a student of TUKE and his or her previous study is considered to be left on the day preceding the day of enrolment.

(13) Within 3 working days from the date of enrolment TUKE or the faculty which the student is enrolled in shall notify the faculty where the student left the study, providing the name of the student and name of study program the student was allowed to enrol in, as well as the date of enrolment.

**Article 8**

**Rights and duties of students of TUKE**

(1) An applicant admitted to the study and a student of another university, who received a decision allowing the enrolment for study at TUKE, becomes a student of TUKE on the day of enrolment to study, which is stated in confirmation of enrolment; student, whose study was interrupted becomes a student of TUKE on the day of re-enrolment, which is stated in confirmation of enrolment.

(2) Student ceases to be a student of TUKE on the day of duly completion of the study under Article 65 of the Act, by other forms of termination of the study which are governed by Article 66 of the Act, or for the duration of the interruption of the study under Article 64 (1) of the Act.

(3) TUKE students are guaranteed the academic freedoms and academic rights on the premises of TUKE under Article 4 of the Act.

(4) TUKE students utilise academic freedoms and academic rights in accordance with internal regulations of TUKE and faculty, if he is enrolled in the study program which is conducted at the faculty; and also in accordance with the principle of equal treatment (Article 55 (2) of the Act).

(5) Rights of TUKE students are stated in Article 70 of the Act and in Article 35 (3) of Statute of TUKE. In relation to the study, student has especially the right to:

- a) study in the study program he or she has been admitted to,
- b) create his or her curriculum according to the regulations of the study program (Article 51 (4g) of the Act),
- c) enrol to the next part of the study program after having fulfilled the duties prescribed by the study program and the Study Rules and Regulations,
- d) select the pace of study, order of course completion while respecting time and capacity restrictions given by the Study Rules and Regulations and study program and complying with the prescribed pre-requisites and select a teacher in case of courses provided by several teachers,
- e) within the framework of his or her study apply for study at another university, even abroad,
- f) participate in research, development, artistic and other creative activities of the university,
- g) take part in establishing and activities of independent associations active at the university (associations, unions, professional associations) in accordance with legal regulations,
- h) have a chance to comment on the quality of teaching and teachers through an anonymous questionnaire at least once a year,
- i) freely express opinions and comments on university education,
- j) information and counselling services related to study and possibilities for graduates of study programs to use their knowledge in practise,
- k) if he or she in parallel studies two or more study programs at the same level in one academic year and he or she is obliged to pay tuition fee under Article 92 (5) of the Act, the student can choose the study program in the given academic year to study for free, if he or she is entitled to study for free,
- l) to change his or her study program within the same or related field of study under the terms given in the regulations of TUKE.

(6) Duties of students of TUKE are stated in Article 71 of the Act and Article 35 (6) of Statute of TUKE. Student is obliged to:

- a) follow the internal regulations of TUKE and its units,
- b) monitor and follow notices, instructions and schedules of TUKE or respective faculty relating to the study, which are published on the official message boards, on the TUKE or faculty websites and school e-mail inbox assigned to the student,
- c) protect and handle economically the property, means and services of TUKE,
- d) pay tuition fees and charges related to the study under the Act, solely and directly to TUKE or respective faculty, and to state true facts decisive for their calculation,
- e) appear in person upon a written summoning of the rector, the dean or employee authorised by them and to discuss issues related to courses or completion of his or her studies, or issues related to his or her rights and duties,
- f) by September 30 of the given academic year notify TUKE or faculty in written about his or her decision which study program he or she intends to study free of charge, if he or she is obliged to pay the tuition fee in accordance with Article 92 (5) of the Act, and if he or she is entitled to study for free.

(7) Study duties of TUKE students result from the study program, which he or she studies.

(8) Students who participate in practical teaching and professional experience are subject to general regulations on protection of health and safety at work.

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(9) For exemplary compliance with the obligations or for extraordinary results beyond the obligations, following proposition of the dean or the prorektor of TUKE, student may be granted praise, honorary certificate or a scholarship under the conditions determined by the Scholarship Regulations of TUKE.

(10) intentional violation of duties under (6) of this Article by the student of TUKE is a disciplinary offense under Article 72 of the Act; disciplinary offense is addressed by the Disciplinary Board of TUKE or disciplinary board of the respective faculty in accordance with the Disciplinary Rules of TUKE.

### **Article 9**

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

(1) Study program can be carried out in a full time and part time form of study.

(2) Full time form of study is organised in such a way that the study according to the recommended curriculum, depending on the study program and with respect to time-consumption, corresponds with student's work to the extent of 1500 up to 1800 hours per academic year including self-study and self-creative activities.

(3) Part time form of study is organised in such a way that the study according to the recommended curriculum, depending on the study program and with respect to time-consumption, corresponds with student's work to the extent of 750 up to 1440 hours per academic year including self-study and self-creative activities.

(4) Educational activities in both forms of study under (2 and 3) of this Article may be carried out by:

- a) attendance method,
- b) distance method,
- c) combined method.

(5) Attendance method of study consists in teaching by direct contact between the teacher and the student.

(6) Distance method substitutes the direct contact between the teacher and the student with communication through the communication media, particularly those based on the use of information technology.

(7) Combined method is a combination of attendance and distance method with predominance of the direct contact between the teacher and the student.

(8) Full time and part time forms of study use the same methods of carrying out the study program. If it is not possible to use the same methods, possible differences in carrying out the study program in full time and part time form of study shall not have negative influence on the results of education.

### **Article 10**

#### **Academic year and its organisation**

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

(2) Study in one academic year at TUKE and its faculties is divided into two semesters.

(3) Bachelor's, Master's and Master of Science studies begin in the first semester of the corresponding academic year. Doctoral study may also begin in the second semester of the academic year.

(4) Academic Calendar for the academic year is approved by the Academic Senate of TUKE or faculty.

### **Article 11**

#### **Credit system**

(1) Organisation of all levels and forms of university study at TUKE is based on a credit system. Credit system allows assessing the student's workload during the study in the corresponding study program by means of credits. Credits are numeric values assigned to respective courses and characterise the amount of work necessary for acquisition of the prescribed study results.

(2) Each accredited study program has a recommended curriculum which determines standard workload of the student during studies. Standard workload of the student for one academic year in full time form of study is 60 credits, 30 credits per semester. Standard workload of the student for one academic year in part time form of study is at most 48 credits, depending on the standard length of the respective study program and the number of credits needed for its completion.

(3) A student who studies in compliance with the recommended curriculum, i.e. at standard pace, can duly complete his or her studies within the standard length of the study set for the particular study program (Art. 51 (4h) of the Act and Article 2 (5h) of these rules and regulations). Student, who does not exceed the standard length of study of the study program studies at TUKE for free, and the obligation to pay tuition fee to TUKE under Article 92 (6), or Article 113 (10) does not apply to him or her.

(4) Student who for various reasons fails to comply with the recommended curriculum and exceeds the prescribed standard length of study of the study program is obliged to pay annual tuition fee to TUKE for each additional (even started) year of study under Article 92 (6), or Article 113a (10) of the Act.

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(5) Study of the study program shall not exceed its standard length by more than two years (Article 65 (2) of the Act). If a student does not complete his or her studies in the prescribed period, his or her studies shall be terminated in accordance with provision of Article 66 (1b) of the Act and the date of the study completion is the end of the academic year in which the student was supposed to complete his or her higher education (Article 66 (2b) of the Act).

(6) Student obtains credits after successful completion of the course. Credits for a particular course can be awarded merely once during the study of a particular study program.

(7) Credits obtained for completion of individual courses of the given study program are cumulated. One of the conditions for continuation of the study is obtaining the necessary sum of credits under Article 17 of these rules and regulations.

(8) Transfer of credits is obtaining of credits by completing a part of the study at other faculty of TUKE, or at other university in the Slovak Republic or at a university abroad.

(9) Completion of a part of the study at other university within academic mobility (Article 58a of the Act) is formally ensured especially by:

- a) application for the exchange study (Annex. 2 of Decree No 614/2002 Coll. on credit system of study),
- b) the Learning Agreement (Annex. 3 of Decree No 614/2002 Coll. on credit system of study),
- c) transcript of study results (Annex. 4 of Decree No 614/2002 Coll. on credit system of study).

(10) The Learning Agreement is an agreement between the student, TUKE or faculty as the home university and a host university before the student commences the studies at the host university.

(11) Courses completed at the host university are recognized by TUKE or faculty on the basis of transcript of study results, which the host university draws up for the student at the end of the student's study. The transcript becomes a part of the student's personal study documentation maintained by TUKE or faculty.

(12) Provisions of this Article apply to the third level of study accordingly.

### Article 12

#### Courses of the study program and curriculum

(1) A study program is a set of courses and rules (specific definition in Article 2 (4) of these rules and regulations) devised in such a way that successful completion of the required set of courses while complying with the given rules enables the student to acquire higher education. Each course has a code and a name and is designed as one-semester course. Basic data on the course is provided in syllabus.

(2) Courses of the given study program are, in terms of their significance, divided into:

- a) compulsory – their completion is a condition of successful completion of a part or the entire study program,
- b) compulsory-optional – completion of a given number of these courses according to the student's choice within the structure given in the study program is a condition of successful completion of a part of the study or the entire study program,
- c) optional – other courses in the study program or courses from a different study program provided by the faculty, other faculties of TUKE or other university.

(3) In terms of pre-requisite, courses included in a study program are divided into:

- a) courses with pre-requisites; enrolment in these courses is not conditioned by completion of other courses,
- b) courses with pre-requisites; completion of these courses is conditioned by completion of other course(s), so called pre-requisites.

(4) **Compiling the final thesis together with the thesis defense comprise one compulsory course "Final thesis", which is assessed with a grade.**

(5) **Credits for the course "Final thesis" are awarded only after the successful defense of the final thesis.**

(6) The group of courses which the student has to successfully complete in pursuance of the study program or a particular period of his studies comprises the curriculum. The curriculum is compiled based on the terms and conditions prescribed by the study program.

(7) Student of TUKE, during his or her studies, follows personal curriculum, which determines what part of duties prescribed by the study program the student shall complete in a particular academic year. Student designs his or her personal curriculum by himself/ herself, or in cooperation with study advisor of the respective study program. Designing personal curriculum is based on the recommended curriculum of the respective study program.

(8) Personal curriculum of the student consists of a group of courses selected for the winter and the summer semesters in accordance with the corresponding study program in a way that by their successful completion the student fulfils the necessary conditions to continue the study in the next academic year. Student confirms his or her personal curriculum by signature on the day of enrolment.

(9) A special case of personal curriculum is individual curriculum of the student. Individual curriculum allows the student to complete the selected courses in a special manner in terms of study organisation within student's capacity



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and limits of TUKE or faculty. Student usually designs his or her individual curriculum in cooperation with study advisor for the respective study program.

(10) Upon student's written request the rector or the dean of the faculty may permit an individual curriculum for the student in the following cases:

- a) if the student has special needs, while the type and extent of his or her special needs is considered as evaluated,
- b) due to a long-term illness (based on medical report),
- c) if the student is a top athlete considering his or her sports and national team duties,
- d) if the student takes care of his or her own or adopted child under the age of 10,
- e) in case of students with exceptional abilities and excellent study results,
- f) if the TUKE or the faculty allowed the student to go to the academic mobility, i.e. for a part of study to other university in Slovakia or abroad,
- g) in case of the student studying at TUKE or faculty on a contractual basis in accordance with the provisions of the corresponding contract,
- h) if the reason is recognized as valid (its significance shall be assessed by the rector or the dean).

### **Article 13**

#### **Enrolment in the subsequent period of study, courses selection and other duties**

(1) During the study of the respective study program, if the student fulfilled duties specified in Article 17 of these rules and regulations, the student is obliged to enrol for the next study period:

- a) at the beginning of every academic year at a specific date and in a prescribed form,
- b) after the interruption of the study (Article 19 (8) of these rules and regulations).

(2) Accuracy of the courses selection and other duties prescribed in the study program (Article 51 (4l) of the Act, state examination included) is the responsibility of the student, who confirms his or her personal curriculum signing the confirmation of enrolment when enrolling to study in the particular academic year.

(3) Student is obliged to select courses for the winter and the summer semester in compliance with the respective study program so that by their successful completion the student fulfils the given conditions to continue the study in the following academic year under Article 17 of these rules and regulations. The exception may be the last year of study in the given study program in case that the student did not complete courses which are awarded with small number of credits and/or state examination under Article 18 (1b) of these rules and regulations.

(4) When selecting courses the student follows the conditions and rules prescribed by the respective study program (in particular pre-requisite for the courses and their inclusion into the winter or the summer semester in accordance with recommended curriculum).

(5) Enrolment for the given academic year is performed during the previous academic year in the form of requests for courses selection and their scheduling. Sending requests for courses selection and/or other student's duties are governed by the TUKE or faculty instructions.

(6) If during his or her studies a student selected a course which he or she did not complete, he or she has a right to reselect the course once but not later than the following academic year. After unsuccessful completion of the reselected course, the student will be expelled from the study under Article 66 (1c) of the Act.

(7) In case of selected and uncompleted compulsory course, the student reselects the course once.

(8) In case of selected and uncompleted compulsory-optional course, the student reselects the course once, or he or she can select other compulsory-optional course prescribed by the respective study program. If the student selects a different course, this course will be considered a reselected course. After the unsuccessful completion of this course, the student will be expelled from the study under Article 66 (1c) of the Act.

(9) In case of selected and uncompleted optional course, student reselects the course one more time, or selects a different optional course, or in case that the student acquired a sufficient number of credits he or she may select no optional course. If the student selects a different course, this course will be considered as a reselected course. After the unsuccessful completion of this course, the student will be expelled from the study (Article 66 (1c) of the Act).

(10) When selecting courses, students enrol in the following order:

- a) faculty's own students for which the course is compulsory; students with more completed years of study; and students of other universities for which the completion of the course is prescribed by the Learning Agreement,
- b) faculty's own students who selected the course as a compulsory-optional,
- c) faculty's own students who selected the course as optional,
- d) students of other faculties of TUKE for whom the course is compulsory optional,
- e) students of other faculties of TUKE who selected the course as optional,
- f) students of other universities.

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(11) In accordance with conditions specified in the study program, the student can also enrol in a course at other faculty/university. Permission for enrolment is granted by the rector or the dean of the faculty where the course is carried out.

(12) Student from the given or other faculty of TUKE or other university can be denied to enrol in a particular course taught at the given faculty only due to failure to comply with prescribed sequence of the courses completion or due to limited capacity.

(13) Enrolments are held on dates determined by the rector or the dean and published in the Academic Calendar.

(14) If the TUKE or the respective faculty uses the student's record book (index), student is obliged to submit this document to the study department within the period determined for enrolment for subsequent study period. Study department confirms the enrolment into the student's record book and makes a record of it in the register of TUKE students.

(15) If the student does not attend the enrolment for the subsequent study period, or he or she does not appear after the interruption of the study for the re-enrolment, TUKE shall ask the student in written form to attend the enrolment within ten working days after delivery of the notice.

(16) If the student, after receiving the notice, does not attend the enrolment within the specified period, does not request extension of the period for health reasons or other serious reasons preventing him or her to attend enrolment and if he or she does not appoint an authorised representative; the day, by which the student should have enrolled is considered the day on which the student left the study.

(17) On the enrolment day the student is obliged to submit a proof of payment of prescribed annual tuition fee, if the student is admitted to a paid study program, or if he or she is obliged to pay tuition fee based on the Act (Article 92 (5-8) of the Act) or the provisions of the agreement.

### Article 14

#### Completion of courses in Bachelor's, Master's and Master of Science study

(1) Student successfully completes the course if he or she fulfils the necessary conditions, demonstrates the required knowledge and skills during the study course assessment and thereby is awarded the set number of credits.

(2) If the student does not successfully complete the selected course, he or she can re-select the course once in accordance with Article 13 (6-11) of these rules and regulations. **In case of re-selection of the course, the student is obliged to fulfil all conditions specified for the successful completion of the course.**

(3) Courses are carried out by one or more organised forms of educational activities, which are mainly lectures, seminars, exercises, studio, consulting, self-study, project work, laboratory work, internships, excursions, professional experience, workshops, final thesis, state examinations and combinations thereof.

(4) Except lectures, the students' attendance in all forms of educational activities is mandatory. Deciding on mandatory or recommended attendance of the student on lectures is the responsibility of the course guarantor.

(5) For the assessment of knowledge and skills that students acquired, the continuous and final assessment of study results is used. **In case of unsuccessful assessment, the student has a right to be reassessed merely once.**

(6) Continuous assessment is carried out during the teaching period of the semester; its forms are listed in the syllabus (for example, written assignment, test, semester project, semester paper, essay, presentation).

(7) Final evaluation and overall assessment of the course are carried out after the teaching period of the semester in forms of credit test, **graded credit test, examination or state examination.**

(8) Results achieved by the student within the study of the course in Bachelor's, Master's and Master of Science study program are assessed by six classification grades:

Marking		Total percentage
letters	words	
A	Excellent	91-100 %
B	Very good	81-90 %
C	Good	71-80 %
D	Satisfactory	61-70 %
E	Sufficient	51-60 %
FX	Insufficient	0-50 %

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(9) Student completes the course and is awarded credits, if his or her results were assessed with any of the classification grades from A to E.

(10) Student can obtain credits for the successful completion of the particular course merely once during the study of a particular study program.

(11) Matters of assessment of the study within the course – with the exception of the course “Final thesis“ and other courses of state examination in accordance with accreditation file of the respective study program – are decided by the teacher, in case of contentious issues the decision is made by the head of department where the course is provided.

(12) The compulsory course “Final thesis“ (hereinafter referred to as “FT“) is a course with a specific role in the study program. FT course is distinguished from other courses in the following points:

- a) it consists of drawing up of the final thesis in the prescribed form and its defense,
- b) continuous assessment of the FT course represents the opinion of the supervisor after submission of the final thesis to the University Library of TUKE, which is not included in the overall assessment of the course “Final thesis“,
- c) the final assessment of the FT course represents the assessment of final thesis defense. This assessment is also the overall assessment of the FT course.
- d) the overall assessment of the FT course is decided on by the state examination board which takes into account the written opinions of the supervisor and the opponent(s), as well as the course of the final thesis defense,
- e) in case of unsuccessful defense, in accordance with (2) of this Article, student can reselect the course once, while in the record, the state examination board shall indicate whether the final thesis shall be defended in its original form, or if the given topic of the thesis shall be remade or replaced by other topic, etc.

(13) Weighted study average ( $Vp$ ) is used to evaluate the student’s study results in a determined period. It is calculated by using the formula:  $Vp = \Sigma(P_i K_i) / \Sigma K_i$ , in which  $P_i$  is a classification grade expressed as total percentage from the  $i$ -th course and  $K_i$  is the number of credits for the  $i$ -th course. Weighted study average  $Vp$  is rounded to whole percentage, and average grade for the assessed period of study  $Z$  can be matched to it.  $Z$  is calculated using the formula:  $Z = (249 - 2Vp)/49$ . Average grade of the assessed period  $Z$  is rounded to 2 decimal places.

(14) In drawing up waiting lists for merit scholarships and accommodation in student dormitories, all the courses of the respective study program selected for the assessed period of study, including the courses graded by Fx are counted into the weighted study average  $Vp$ .

(15) The weighted study average  $Vp$  for the entire study period, which is stated in the Diploma Supplement, includes only the successfully completed courses of the study program and recognized courses.

### Article 15

#### Credit test and graded credit tests

(1) Credits for credit test and graded credit test are granted after completion of the prescribed range of educational activities within the course based on meeting the required conditions (mainly continuous assessment and attendance), which shall be announced to students at the beginning of the semester.

(2) Graded credit test is a credit test in which meeting the requirements is assessed by classification grade under Article 14 (8) of these rules and regulations. Graded credit test is mainly used for assessment of project, studio and laboratory works or practical tutorials in the courses which are not completed by means of examination.

(3) Credits for credit test are granted no later than by the end of the second week of the examination period of the semester, in which the course was carried out. Credits for graded credit test are granted no later than by the end of the examination period of the semester in which the course was carried out.

(4) Credit test and graded credit test are granted by the appointed teacher (lecturer, or head of the given form of educational activity, i.e. exercises, studio or seminars). In justified cases (for example, teacher’s long-term absence), the credit test or graded credit test can be granted by the guarantor of the course, head of department guaranteeing the given course or the authorised teacher.

(5) If the course ends with credit test or graded credit test, authorised teacher records overall (final) course assessment (hereafter „OCA“) into student’s record book (index) if it is used at the faculty, and also into the TUKE information system.

(6) Student is responsible for the entry of OCA into the student’s record book (if it is used by the faculty), teacher is responsible for the entry of the result into the TUKE information system. Accuracy of the information provided in the final report is confirmed by signature of the authorised teacher and the head of department where the given course is provided.

(7) The teacher is obliged to enter the OCA into the TUKE information system within 48 hours (2 working days) after student fulfilled the conditions for granting credits to the student.

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(8) If the course ends with credit test, OCA shall be recorded into the student's record book (if it is used by the faculty) in the following form: "granted", date and signature.

(9) If the course ends with graded credit test, OCA shall be recorded into the student's record book (if it is used by the faculty) in the following form: the achieved classification grade represented by a letter and in words, achieved percentage in brackets, date and signature.

(10) If the course ends with credit test and examination, credit test is granted by the teacher in a way that the achieved percentage of the student under Article 16 (4, 5) of these rules and regulations is entered merely into the TUKE information system.

### Article 16 Examinations

(1) Examination verifies student's knowledge of the particular course and his or her ability to creatively apply the theoretical knowledge and practical skills gained by the study of the particular course. The form and content of the examination must be consistent with the syllabus and the lecturer informs the students about them at the beginning of the semester.

(2) Examinations are carried out in written, oral (on the basis of written preparation), practical or combined forms.

(3) If the course is completed only by means of examination, the continuous assessment of the study during the semester is not performed. Examination may be taken by each student and examination results are represented by a grade under Article 14 (8) of these rules and regulations. If the student gains at least 51 per cent, he or she completes the course and the examiner enters the OCA (result of the examination) into the student's record book (index) (if it is used by the faculty) and also into the TUKE information system

(4) Each course which ends with credit test and examination has a determined rate at which the 100% of the course assessment are distributed between

a) credit test – continuous assessment of the course based on the results of continuous assessments during the semester, and

b) examination – final assessment of the course.

**This distribution is within competence of the guarantor of the respective course, while the prescribed maximum gain for the credit test shall be between 20% and 40%, in case of state examination courses (under Article 18 (1b) of these study rules and regulations) between 0% and 40%.**

(5) Examination in the courses, which end with credit test and examination can be passed only by the student who was granted the credit test for the particular course under Article 15 (1, 3 and 10) of these rules and regulations. The condition for granting the credit test is to gain more than a half of the percentage allocated for the credit test.

(6) Overall course assessment, which ends with credit test and examination, consists of the sum of the percentage obtained for the credit test and examination and is assessed by grades under Article 14 (8) of these rules and regulations.

(7) Student completes the course and acquires respective number of credits if he or she gains more than a half of the percentage allocated for the credit test and also for the examination of the particular course.

(8) The examiner enters the OCA into the student's record book (index), if it is used by the faculty, and also into the TUKE information system.

(9) Student is responsible for the entry of the OCA into the student's record book (if it is used by the faculty), and the examiner is responsible for the entry of the OCA into the TUKE information system.

(10) The examiner is obliged to enter the OCA into the TUKE information system within 48 hours (2 working days) after the examination is performed. Every student has a right to be informed about the assessment of his or her examination, about the mistakes and the proper solution.

(11) The OCA is entered into the Student's record book (if it is used by the faculty) in the following form: the achieved classification grade represented by a letter and in words, achieved percentage in brackets, date and signature. Accuracy of the data included in the final report is confirmed by the signature of the examiner and the head of the department where the given course is provided.

(12) Examination is performed by the end of the examination period of the semester in which the particular course was taught.

(13) Dates for examination in the midterm assessment week and during the examination period are proposed by the examiner in accordance with the instructions of the rector or the dean. In justified cases the rector or the dean can, upon the request of the head of department where the course is provided, allow to perform examinations outside the midterm assessment week and examination period.

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(14) Upon block scheduling of the course, it is possible to perform the examination after granting the credits for credit test even during the semester. The date of the examination is set by the examiner.

(15) The examiner is obliged to publish the dates and places of examinations, as well as methods of registration for examinations via TUKE information system at least two weeks before the end of the given semester.

(16) Offer of a sufficient number of examination dates and as well as meeting these dates is the responsibility of the head of the department where the course is provided. In case of illness or absence of the examiner for other serious and justified reasons, the head of the department where the course is provided is obliged to provide a substitute. Dates of examinations are offered in such number that each student is able to attend the examination of this course at least twice.

(17) Student can register for the available date of examination or withdraw from the examination date by 12 p.m. of the day which precedes the examination date. If the student does not attend the examination on the date which he or she registered for, the examination date ceases, except the case of student's absence accepted by the examiner in case of reasons recognized as valid within 24 hours (1 working day).

(18) Student is usually examined by lecturers, in justified cases by other teachers of the particular course, who were appointed in written form by the head of the department where the course is provided.

(19) If the student has been assessed by the grade "insufficient", he or she has the right to retake the examination once. The rector or the dean may grant, based on student's written request, a second retake of the examination in two courses at most.

(20) Provably discovered copying, the use of illicit devices and the like during continuous or final assessment of study is addressed by the supervising teacher on the spot by proposing to the examiner to give the student 0% for the assessment. If by proved copying the student violates the legal regulations of TUKE or the faculty, he or she commits a disciplinary offense under Article 72 of the Act.

(21) In justified cases student or the examiner can ask the rector or the dean for board examination. Board examination does not represent another date of examination. The board consists of at least four members appointed by the dean on a proposal of the head of department where the course is provided. One of the members of the board is the original examiner, as well as the student representative with an advisory role.

(22) The department guaranteeing the course shall ensure the conservation of the written examinations and their parts in accordance with the applicable regulations.

(23) Student can request in written form the recognition of the course successfully completed at the faculty of TUKE or other university. Syllabus of the particular completed course is included in the request. Granting of the credits in the number specified by the study program is decided on by the rector or the dean after consultation with the head of the department where the course is provided for the given study program.

(24) The provision of this Article does not apply to the compulsory course "Final thesis".

### **Article 17**

#### **Study evaluation and conditions for study continuation**

(1) Study evaluation is carried out based on the number of obtained credits.

(2) Student in the first year of Bachelor's, Master's and Master of Science study programs can continue the study in the summer semester if he or she has obtained

- a) the minimum of 12 credits in the full time form of study,
- b) the minimum of 10 credits in the part time form of study.

(3) Student of Bachelor's, Master's or Master of Science study program can continue the study in the following academic year if he or she has obtained in the previous academic year

- a) at least 36 credits in the full time form of study,
- b) at least 30 credits in the part time form of study.

(4) Student who obtained in total for the entire previous study period of the respective study program the prescribed number of credits for the duly completion of study of the given study program, can continue his or her study and in the next study period enrolls only to the state examination under Article 18 (1b) of these rules and regulations.

(5) Student who re-enrolled for the study after study interruption can continue his or her study in the following academic year if he or she obtained for the part of the academic year, which he or she was enrolled in for the study of the respective study program before interruption and for the part of the academic year after his or her re-enrolment for the study in sum

- a) at least 36 credits in the full time form of study,
- b) at least 30 credits in the part time form of study.

(6) The conditions specified in (2-5) of this Article represent the minimum conditions necessary for study continuation and the faculty can tighten them in their internal rules.

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(7) The minimum number of credits under (2-5) of this Article shall include only credits obtained for courses completed within the respective study program and credits transferred under Article 11 (8-11) of these rules and regulations.

(8) The minimum number of credits under (2-5) of this Article shall not include the credits obtained for recognizes courses (Article 16 (23) of these rules and regulations).

(9) Student who did not meet the conditions under (2-5) of this Article is expelled from the study under Article 66 (1c) of the Act.

### Article 18 State examinations

(1) One of the conditions for successful completion of each study program is passing one or more state examinations. State examinations at TUKE depending on accreditation of the respective study program may contain:

- a) final thesis defense (bachelor, diploma or dissertation theses), which belongs to state examinations and is mandatory for each study program,
- b) state examinations in courses (one or more) or scientific discussion within one or more courses, which are mandatory for Master's, Master of Science and Doctoral study programs and are recommended for Bachelor's study programs.

(2) In case of third level study program, the dissertation examination is considered a state examination under (1b) of this Article. Further details are specified in the internal regulation of TUKE on doctoral study. Study of the first and second level study program is completed by state examination or state examinations in accordance with conditions prescribed by the study program.

(3) The proposed topics of bachelor or diploma theses are published by the head of the department guaranteeing the respective study program after statement of the guarantor of this program by the end of the academic year preceding the year in which the state examinations take place. Assignment of topics to students shall be ensured by the end of the first week of the penultimate semester of study. Topics of final theses are assigned by the rector or the dean on proposal by the heads of the departments guaranteeing the study programs no later than by October 31 of the penultimate semester. Final thesis must not unduly interfere with the rights or legally protected interest of third parties, in particular, not to infringe an intellectual property right of the third party or improperly dispose confidential information or personal data, confidential information and trade secrets of third party.

(4) Student can complete the thesis defense if he or she fulfilled these conditions:

- a) completed all compulsory and compulsory-optional courses specified in the recommended curriculum for the given study program; except the compulsory course "Final thesis", state examinations in the courses or expert discussion under (1b) of this Article,
- b) submitted the final thesis in the prescribed way, and
- c) the supervisor in his or her written opinion recommended the thesis for the defense.

(5) The condition for admission to the thesis defense at all three levels of higher education at TUKE (bachelor, diploma, dissertation theses) is, except the cases under Article 63 (11) of the Act (publication of the thesis or its part in a periodical publication or as a non-periodical publication), the written consent of the student with its publication and the final thesis accessibility for public during the period of its conservation under Article 63 (7) of the Act (70 years since the day of registration) without compensation.

(6) Students submit the bachelor or diploma thesis in two printed copies within the given deadline at the department guaranteeing the respective study program and at which the state examination takes place, and in electronic version to the University Library. The University Library shall send the theses in electronic form to the Central Registry of Final Theses in order to evaluate its originality. Results of originality of the final thesis are a part of the state examination record. After the successful defense the final thesis is published in the Central Registry of Final Theses.

(7) When the subject of the final thesis is creating a work of art in a non-literary form, instead of the thesis, a written information about the created work whose originality is not to be verified shall be sent to the Central Registry of Final, Doctoral and Habilitation Theses.

(8) Together with the final thesis, the relevant written opinions of the supervisor and the opponents or others are also sent in electronic form and these opinions are stored in the Central Registry of Final, Doctoral and Habilitation Theses together with the corresponding thesis during its conservation. Any access to these opinions by public or other form of their publication requires a written licence agreement with the copyright owner of these opinions.

(9) A more detailed procedure for the assignment, submission and evaluation of originality and defense of the final theses and their subsequent publication is governed by the guidelines on final and qualification theses at TUKE.



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(10) Sets of examination topics for state examination under (1b) of this Article are published by the head of the department guaranteeing the respective study program in appropriate form no later than the beginning of the last semester of the respective study program.

(11) Student can pass state examinations on regular or special examination date. The regular examination date is the date of state examination according to the Academic calendar. The rector or the dean can, upon written request of the student, authorise special state examination date on proposal of the head of the department guaranteeing the respective study program and after consulting the guarantor of this program.

(12) If the student fails to pass the state examination on regular examination date, he or she can re-enrol to the course "Final thesis" and/or state examination once under (1b) of this Article. The range of educational activities re-taken by the student (for example, if the student would repeatedly defend the originally submitted and not-defended final thesis, if he or she shall remake the final thesis on originally given topic or is he or she shall write the final thesis on a different topic; or if he or she shall take state examination in all courses or only in the failed ones) will be decided by the respective board in the state examination record.

(13) Student who was assigned the regular or special state examination date in order to pass state examinations in a way that the date falls into the following academic year,

- a) enrolls at the beginning of the following academic year under Article 13 (3) of these rules and regulations,
- b) enrolls in the course "Final thesis" and/or state examination under (1b) of this Article,
- c) provides the proof of payment of the prescribed annual tuition fee on the enrolment day, if he or she is admitted to a paid study program, or if his or her duty to pay tuition fee is based on the act (Article 92 (5-8) of the Act) or from the provisions of the agreement, as well as the prescribed fee.
- d) may use the equipment and software of TUKE or faculty for the potential correction of the bachelor or diploma thesis only with the written consent of the head of the respective department.

(14) If the student repeatedly fails to pass the state examination, this shall be considered as a reason for termination of the study by expelling under Article 66 (1c) of the Act. The decision to expel the student from the study shall be issued by the rector or the dean. Student is issued transcript of study results under Article 67 (4-5) of the Act.

(15) State examinations take place on dates determined by the rector or the dean. The dates according to the study schedule for the respective study programs will be published 10 working days before state examinations take place, in order for the students and members of the board to get familiar with them. The head of the department guaranteeing the respective study program is responsible for their designation.

(16) State examinations are held before the examination board. The course of state examinations and announcement of their results are open to public. The examination board decides on the results of the state examinations in a closed session. The same conditions and procedures apply to the conduct of rigorous examinations.

(17) The right to examine at state examinations and rigorous examinations is reserved for university teachers in positions of professors and associate professors and other experts approved by the scientific council; in the case of bachelor's study programs, also university teachers in position of assistant professors with a third level university education (Article 63 (3) of the Act).

(18) Composition of examination boards to perform state examinations and rigorous examinations is determined by the persons entitled to examine under (17) of this Article by the rector or the dean: in addition to the university teachers from TUKE examination boards to perform state examination also include other prominent experts in the respective field of study. At least two members of the examination board for state examination are university teachers in position of professor or associate professor; in the case of bachelor study programs, at least one university teacher in the position of professor or associate professor (Article 63 (4) of the Act). At the same time at least one member of the examination board for state examinations in the second level of study must be from the department not related to the faculty.

(19) Examination board to perform state examinations has at least four members. The chairman of the examination board is responsible for the course of the state examinations and the work of the examination board.

(20) Chairmen and board members to perform state examinations are appointed and removed by the rector or the dean on the proposal of heads of departments guaranteeing the study programs. Chairmen and members of the boards are appointed for a maximum period of five years. The chairman of the board can only be a professor or an associate professor in the respective or related field of study.

(21) In case of absence of the chairman of the examination board for serious reasons, the rector or the dean appoints a substitute chairman from the present members of the board.

(22) State examinations may be held if the chairman or the substitute chairman of the board and at least three members of the board are present.

(23) State examinations under (1) of this Article shall be assessed according to grading scale provided in Article 14 (8) of these rules and regulations.

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(24) The course of the state examination is stated in a record, which will be signed by the chairman and members of the respective examination board for performance of the state examinations.

(25) Overall assessment of study results, which student achieved in the study program (i.e. overall result of the study) is:

- a) passed with honours,
- b) passed,
- c) failed.

(26) Overall result of the study “passed with honours“ is given to a student who achieved:

- a) overall course assessment of the course “Final thesis” A – excellent,
- b) the average of 91% and higher of the state examinations in courses, or scientific discussions under (1b) of this Article,
- c) weighted study average of the whole study under Article 14 (13) without the course “Final thesis”, state examinations of the courses or scientific discussion of 91% or higher.

(27) A more detailed procedure for assessment of state examinations shall be regulated by specific internal regulation of TUKE.

### Article 19

#### Interruption of study

(1) In accordance with Article 64 of the Act, the study of the study program can be interrupted upon student’s request.

(2) The interruption of the study is approved by the rector or the dean upon the student’s written request. The interruption of the study cannot be requested by the student in the first semester of study.

(3) Student can ask the rector or the dean for interruption of the study:

- a) for a maximum of two years in case of health or other serious personal reasons,
- b) for a maximum of one year without providing a reason.

(4) If the student interrupts his or her studies during the winter semester enrolment into summer semester courses will be cancelled. In case of interruption of the study for serious reasons, the rector or the dean can approve cancellation of courses enrolment for the semester in which the study was interrupted.

(5) Period for which the study was interrupted is not included in the total length of the study. This is without prejudice to the provisions of Article 92 (6) and Article 113a (10) of the Act.

(6) During the interruption of the study, student’s rights and duties of TUKE students do not apply to him or her.

(7) If the reasons for the interruption of study cease before the end of the study interruption period, student can request the termination of study interruption before the expiry of the study interruption period.

(8) After the interruption period, student is obliged to re-enrol in the study at the appropriate Study Department. In case that the student does not re-enrol after the interruption of the study, provisions under Article 15 and 16 of these rules and regulations are applied.

(9) Interruption of the study in case of doctoral students, who applied for a topic of dissertation thesis offered by an external educational institution (Article 54 (12) of the Act), can be approved by the rector or the dean in accordance with (2) of this Article after the approval of the head of the external educational institution.

(10) If within the period of study interruption any changes to study programs take place, student shall pass study comparison examination determined by the rector or the dean.

### Article 20

#### Completion of study

(1) Study is duly completed by completion of the study in accordance with particular study program. The day of study completion is the day when the last condition prescribed for duly completion of the study of the respective study program has been fulfilled.

(2) For the duly completion of the study in the credit system, it is necessary that the student during his or her study:

- a) completed all compulsory courses and the required number of compulsory-optional courses,
- b) acquired prescribed number of credits given for the particular study program,
- c) successfully passed state examination or examinations in accordance with conditions set in the study program.

(3) Study of the study program can exceed the standard length of study for a maximum of two years.



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(4) Documents certifying the duly completion of the study of the accredited study program and awarding the respective academic degree is a university diploma and state examination certificate. The forms of study completion at the third level of study are regulated by the internal regulation of TUKE on doctoral study.

(5) Apart from the duly completion of the study, under Article 66 (1) of the Act the study can be terminated in a different way if:

- a) the student leaves his or her study,
- b) the study is not completed within the period determined in accordance with Article 65 (2) of the Act,
- c) the student is expelled from the study due to unfulfilled the requirements which result from the study program and Study Rules and Regulations of TUKE,
- d) the student is expelled from the study under Article 72 (2c) of the Act,
- e) the study program is cancelled under Article 87 (2) of the Act, if the student does not accept the offer of the university to continue his or her study in a different study program within TUKE, or at another university, which will be offered to the student in cooperation with the Ministry,
- f) the student dies.

(6) The day of study termination is:

- a) pursuant to (5a) of this Article, the day when the student's written statement on leaving the studies is delivered to TUKE or its faculty, or the day by which the student should enrol for the further period of study or re-enrol under Article 66 (3 and 4) of the Act,
- b) pursuant to (5b) of this Article, the end of the academic year in which the student was supposed to complete his or her study,
- c) pursuant to (5c and 5d) of this Article, the day when the decision on expelling from the study came into force,
- d) pursuant to (5e) of this Article, the day when TUKE announced cancellation of the study program.

### **Article 21 Study documents**

(1) Study documents are:

- a) student's identification card,
- b) student's record book (index),
- c) transcript of study results.

(2) Student's identification card is a document which proves student's legal status, which entitles him or her to use student's rights and benefits resulting from acts, internal regulations of the university and from the agreements with other legal entities. This document also serves to verify the information included. Student's identification card is issued after student's entry into the register of students. It is issued by TUKE. Besides other data, it also includes the period during which the student fulfilled the conditions for study continuation in compliance with Article 51 (4i) of the Act.

(3) Student's record book (index) is a document in which courses, as well as results of examinations or study performance are recorded. It is issued by TUKE or faculty if the study program is carried out at the faculty.

(4) The use of the student's record book at TUKE is not mandatory, its use is determined by the rector or by the dean.

(5) Transcript of study results contains data about study duties fulfilled by the student in pursuance of the study program.

(6) Transcript of study results belongs to:

- a) the person who terminated the study program under Article 66 (1) of the Act,
- b) to student upon his or her request,
- c) to a graduate of a study program upon his or her request.

(7) Transcript of study results is issued by TUKE or the faculty. Upon a specific request, TUKE or the faculty can also issue it in English.

### **Article 22 Graduation documents**

(1) Graduation documents of the study program in the field of study according to Article 68 (a) of the Act are:

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

(2) A university diploma is a graduation document proving the completion of the accredited study program in respective field of study and granting an academic degree. It is issued by TUKE. A university diploma is usually presented at academic ceremonies.

## **Internal Regulation of TUKE under Article 49 (3b) of the Statute of TUKE**

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(3) A state examination certificate is a document proving the passing of the state examination, its parts and its results. It is issued by TUKE.

(4) A diploma supplement is a document which contains details of the completed study program. The details which have to be included in the diploma supplement are provided by general binding rules issued by the Ministry. A diploma supplement is provided by TUKE. Graduate who was enrolled to study in the academic year 2005/2006 and later on Shall be issued a diploma supplement together with the diploma.

(5) TUKE issues the diplomas and diploma supplements to the graduates in accredited study programs in English free of charge.

(6) Graduation documents are authentic acts. Graduation documents are issued within 45 days of duly completion of the study except cases in which the graduate agrees with the later issuing of the documents.

### **Article 23 Study abroad**

(1) The rector or the dean will allow students to study abroad arranged by TUKE or the faculty for the students under the terms of university's participation in international educational programs. The study abroad can be obtained for a maximum of two consecutive academic years. The condition for the study abroad is successful completion of courses in the previous academic year, if the student studied at TUKE, and the proper enrolment. Students abroad remain the students of TUKE or faculty with all the student rights, except the rights to provide accommodation in student dormitories and awarding of scholarship. The student abroad is obliged to ask the rector or the dean for individual curriculum.

(2) The credit system of TUKE is compatible with European Credit Transfer System (ECTS) which enables the mobility of students within European education programs. Transfer of credits among universities is done through ECTS based on "Learning agreement". The Agreement contains a program of study abroad with assigned credits ECTS, which can be obtained upon the successful fulfilment of the agreement and is binding for both home and host institution and the student.

(3) The Learning Agreement offers the student a guarantee already before student's departure that the transferred credits for the pre-arranged program will be an adequate substitution for the credits obtained by the student, if he had studied for the same time at TUKE or faculty.

(4) Home and host institutions shall prepare and exchange "Student's Transcript of Study Results" before and after his or her study abroad.

(5) In case of study abroad, the student is required to submit all the documents, if required by TUKE or the faculty, also in a certified official translation into the state language. It is possible to recognise the course which was successfully completed no more than 5 years ago.

### **Article 24 Specific provisions**

(1) Against the decisions of the rector, in accordance with these Study Rules and Regulations, the student can, within 10 days of delivery of the written decision, file an appeal to the Academic Senate of TUKE, whose decision is final. The student can file an appeal against the decision of the dean, within 10 days of delivery of the written decision, to the rector, whose decision is final.

(2) Issues related to the educational process which are not addressed in these rules and regulations are addressed: at the level of scientific and educational department by the head of the department; on the level of TUKE or faculty by the rector or the dean, or by their authorised representatives. The rector or the dean have the right to deal with exceptional situations that may arise as a result of study programs transformations or other situations of serious nature.

(3) During the entire period of his or her study the student is obliged to notify the dean's office, or rector's office of any changes of his or her personal details, which are recorded by the Study Department. Student is obliged to know these rules and regulations and to follow them; follow notices of TUKE, study department and departments of the faculty, for whose courses he or she enrolled and to follow the instructions included therein. Student can address the study affairs in person or through his or her authorised representative.

(4) Conservation of admission procedure documentation, documentation of enrolment to studies, on enrolment to the next part of the study, transcripts of study results, copies of graduation documents, documentation on deciding the academic rights and duties of students are governed by Filing Regulations and Filing Plan of TUKE.

### **Article 25 Final provisions**

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(1) Decision-making on issues related to study at TUKE which are not explicitly covered by these rules and regulations is the responsibility of the rector or the dean.

(2) The Study Rules and Regulations their amendments are subject to the approval of Academic Senate of TUKE and come into force on the day of registration by the ministry, and are effective from the day of delivery of the decision on their registration by the ministry.

(3) The Study Rules and Regulations of TUKE approved by the Academic Senate of TUKE on April 3, 2006, which came into force and effect on September 1, 2006 cease to have effect.

(4) These Study Rules and Regulations were approved by the Academic Senate of TUKE on March 3, 2008, the resolution number 11/2008.

(5) The Study Rules and Regulations of TUKE and their amendments come into force on the day of registration by the Ministry, and are effective from the day of delivery of the decision on their registration by the Ministry.

(6) Amendment No. 1 to the Study Rules and Regulations of TUKE was approved by the Academic Senate of TUKE on February 22, 2010, the resolution number 07/2010.

(7) Amendment No. 2 to the Study Rules and Regulations of TUKE was approved by the Academic Senate of TUKE on May 21, 2012, the resolution number 16/2012 effective from September 1, 2012.

### Article 25a

#### Final provisions to Amendment No. 3

(1) The Study Rules and Regulations of TUKE, their amendments effective form January 1, 2013 are subject to the approval of the Academic Senate of TUKE and come into force and effect on the day of approval by the Academic Senate of TUKE.

(2) Amendment No. 3 to the Study Rules and Regulations of TUKE was approved by the Academic Senate of TUKE on June 24, 2013, the resolution number 24/2013 and comes into force on September 1, 2013.

(3) The conditions for duly completion of study for students admitted to the study in accredited study programs pursuant to the Higher Education Act in force until December 31, 2012 and these Study Rules and Regulations as amended by Amendments 1 and 2, including characteristics of the courses and standard length of the study, remain unaffected.

(4) The admission procedure for the study which should start by the beginning of the academic year 2016/2017, shall be completed according to the Higher Education Act in force until December 31, 2012.

### Article 25b

#### Final provisions to Amendment No. 4

(1) Amendment No. 4 to the Study Rules and Regulations of TUKE was approved by the Academic Senate of TUKE on May 16, 2016, the resolution number 16/2016 and comes into force on September 1, 2016.

(2) The conditions for duly completion of the study for students admitted to the study in accredited study programs according to these Study Rules and Regulations as amended by Amendments 1 a 3, including characteristics of the courses and standard length of the study, remain unaffected.

In Košice on March 3, 2008

Amendment No. 1 – In Košice on February 22, 2010

Entry into force of Amendment No. 1 – September 30, 2010, effective from October 20, 2010

Amendment No. 2 – In Košice on May 21, 2012

Entry into force of Amendment No. 2 – July 3, 2012, effective from September 1, 2012

Amendment No. 3 – In Košice on June 24, 2013

Entry into force of Amendment No. 3 – June 24, 2013, effective from September 1, 2013

Amendment No. 4 – In Košice on May 16, 2016

Entry into force of Amendment No. 4 – May 16, 2016, effective from September 1, 2016

prof. Ing. Stanislav Kmeť, CSc.  
the Rector of TUKE

doc. RNDr. Dušan Olčák, CSc.  
the Chairman of Academic Senate of TUKE