

Slovak University of Agriculture in Nitra



Faculty of Economics and Management

**Study guide
2021 - 2022**

Title: Study guide 2021/2022
Faculty of Economics and Management SPU in Nitra

Compiled by: Dr. h.c prof. dr. Ing. Elena Horská
doc. Ing. Zuzana Kapsdorferová, PhD.

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SPEECH OF THE DEAN

Dear friends, students and applicants for university studies,

You are receiving an informational publication about the Faculty of Economics and Management of the Slovak University of Agriculture (SPU) in Nitra, which contains basic information about the forms of study, the organization of teaching, as well as the environment in which our students live, and which for 3 to 5 years will become the home of newly admitted study applicants.

The Faculty of Economics and Management occupies a leading position among the faculties of economics in Slovakia and has educated almost 25,000 graduates since its establishment in 1959. The current mission of the faculty is to educate graduates with a cross-sectional education who will be linguistically prepared, who will master economics and management at the corporate and sectoral level, trade and marketing, international business with agrarian commodities, accounting and quantitative methods.

Due to the wide spectrum of knowledge at their disposal, due to adaptability and the ability to use the acquired knowledge, FEM graduates have high credit and application in social practice, which is evidenced by the consistently high interest of secondary school graduates in studying at the faculty.

Currently, FEM provides education in the 1st, 2nd and 3rd degree study programs in Slovak and English. The application of a credit system compatible with the European Credit Transfer System (ECTS) within the university creates favorable conditions for internal as well as national and international mobility of students and the teaching of selected subjects in a world language. The priorities for the development of the educational process at the faculty result from the transformational processes of the economic life of our society and the phenomenon of world globalization. On a practical level, this means a high quality level of teaching professional subjects, an emphasis on language training, exchange of information within the framework of international cooperation and the use of multimedia educational programs so that our graduate is a full-fledged qualified workforce on the European labor market.

I express my conviction that the Faculty of Economics and Management will continue to develop education, education and scientific knowledge in accordance with the indicated tendencies, and that our graduates will be a personal guarantee and an integral part of the economic and social development of Slovakia.

dr. hc prof. dr. Ing. Elena Horská
dean of FEM

ORGANIZATIONAL STRUCTURE OF THE FACULTY

The current mission of the faculty is to educate graduates with a cross-sectional education who will be well prepared in language, will master business economics, management of enterprises and territorial units, marketing approaches in business activity, banking system and financial market, international trade policy, finance, law and information systems and Come.

Due to the wide spectrum of knowledge at their disposal, due to adaptability and the ability to use the acquired knowledge, FEM graduates have high credit and application in social practice, which is evidenced by the consistently high interest of secondary school graduates in studying at the faculty.

The faculty is made up of an academic community, which includes university teachers and researchers who are employed for a fixed weekly working time and students at all levels of study.

The faculty's executive organizational units are: the faculty's dean's office, faculty departments and purpose-built facilities.

ACADEMIC OFFICERS OF THE FACULTY OF ECONOMICS AND MANAGEMENT

DEAN:

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DEAN'S OFFICE OF THE FACULTY OF ECONOMICS AND MANAGEMENT

Ensures administrative tasks connected with the activity of the faculty and its bodies.

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FACULTY SECRETARY:

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SECRETARIAT OF THE DEAN:

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OFFICIAL HOURS OF STUDY DEPARTMENT

Monday	non-page day
Tuesday	9:00 - 11:00
Wednesday	13:00 - 15:00
Thursday	non-page day
Friday	9:00 - 11:00

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Tuesday	13:00 - 15:00
Wednesday	9:00 - 11:00
Thursday	9:00 - 11:00

COORDINATORS OF THE FACULTY OF ECONOMICS AND MANAGEMENT

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INSTITUTIONS AND WORKPLACES OF THE FACULTY OF ECONOMICS AND MANAGEMENT

INSTITUTE OF MARKETING, BUSINESS AND SOCIAL STUDIES

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INSTITUTE OF ECONOMIC POLICY AND FINANCE

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INSTITUTE OF ACCOUNTING AND INFORMATICS

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Daniela Hupková, doc. Ing. PhD., Institute of Economics and Management - Secretary

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Boris Rumanko, Ing.

Veronika Zábojníková, Ing.

Katarína Bírová, Ing.

Patrik Fitala, Ing.

SCIENTIFIC BOARD OF FEM SPU in Nitra

Chairwomen

dr. h.c prof. dr. Ing. Elena Horská – FEM SPU in Nitra

Members

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doc. Ing. Milan Džupina, PhD. – FF UKF in Nitra

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prof. Ing. Norbert Lukáč, PhD. – FBP SPU in Nitra

Ing. Marián Meško, MSc, PhD. – JCI Slovakia

doc. Mgr. Ing. Danka Moravčíková, PhD. – FEM SPU in Nitra

prof. Ing. Ľudmila Nagyová, PhD. – FEM SPU in Nitra

doc. Ing. Peter Ondrišík, PhD. – FAPZ SPU in Nitra

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Ing. Martin Pelikán, Ph.D. – PEF CZU in Prague

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doc. Ing. Natália Turčeková, PhD. – FEM SPU in Nitra
doc. Ing. Pavel Žufan, Ph.D. – PEF MENDELU in Brno

Secretary of SB FEM

Ing. Janka Balážiová – FEM SPU in Nitra

UNIVERSITY WORKPLACES AND FACILITIES OF SPU

SPU LANGUAGE CENTER in Nitra

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SPU PUBLISHER in Nitra

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LITERATURE STORE

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predajna.skript@uniag.sk

The script store focuses on the sale of literature, mainly from its own production. A copy center is part of the script store (located in the store).

Opening hours of the center's script and copy shop: Monday - Friday 9:00 a.m. - 2:00 p.m.

The purchase can also be made through the Virtual Store of SPU publications

Contact: <https://www.uniag.sk/sk/virtualna-predajna-publikacii/>

SLOVAK AGRICULTURAL LIBRARY

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The function of the university library is performed by the Slovak Agricultural Library at SPU in Nitra (SIPK). It is the information workplace of the university and at the same time a specialized scientific library for agriculture and related fields. Its services are used not only by SPU employees and students, but also by the professional and lay public.

Composition of the library collection:

540,000 volumes of printed documents

- textbook literature (scripts, university textbooks),
- monographs (scientific and professional books),
- periodicals (scientific and professional magazines),
- reference literature (dictionaries, encyclopedias, directories, manuals...),
- qualification theses (diploma theses, dissertations...),
- other (standards, videocassettes...)

Electronic documents:

- e-journals,
- full-text databases,
- bibliographic databases (contain information about what has been published, without the full text),
- collections on CD.

Information about the library fund can be obtained in the online catalog, which is available through the library's website and contains:

- Slovak literature since 1972,
- foreign since 1982,
- magazines since 1988,
- in classic catalogs (used mainly for searching older literature).

SERVICES

Borrowed:

- absentee lending - (outside the library),
- face-to-face lending only in library study rooms – publications owned by the library in one copy and magazines,
- mediation of loans from other libraries, including from abroad - Interlibrary Loan Service (MVS),

- absentee loan services (with the exception of loans of older literature) are fully automated and available via the Internet (via the library's website).

Informational:

- Research services – preparation of a literature review on the desired topic for students are provided for a separate fee,
- Consulting services – consultations when working with the library-information system, searching for information, etc.

Virtual library services:

- access to databases and e-journals (domestic and foreign):
 - Agrobibliography,
 - EIFL Direct,
 - Current Contents Connect,
 - Web of Science,
 - SpringerLink,
 - Scopus,
 - ProQuest 5000,
 - ScienceDirect,
- services available through websites,
- sending electronic copies.

Other :

- reprographic services from library documents – copying parts of documents for study purposes, scanning,
- access to the INTERNET.

Every citizen of the Slovak Republic who is older than 15 years can become a library user after:

- presenting an identity card,
- payment of the registration fee.

Other conditions of membership are determined by the SIPK Library Regulations.

STUDY ROOM

- study periodicals (located in the main building of SPU – Tr. A. Hlinka 2),
- study room for textbook literature (located at Štúrová ul. no. 51),
- special literature study hall (located at Štúrová ul. no. 51).

READING ROOM

pavilion E (under the hall) ground floor, Trieda Andreja Hlinka 2, 949 76 Nitra

contact: <http://www.slpk.sk>, slpk@uniag.sk

CENTER FOR INFORMATION AND COMMUNICATION TECHNOLOGIES

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UNIVERSITY SPORTS CENTER

ul. Czechoslovak Army 1

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Physical education is taught in the premises of the SPU University Sports Center in Nitra, where the following sports grounds are located:

- covered pool,
- sport Hall
- rhythm studio
- fitness center (and small gym)
- regeneration device
- outdoor handball court
- tennis courts
- shipyard.

Study organization:

When enrolling in physical education, a student can choose from the following physical activities and sports disciplines: rhythmic gymnastics, gymnastics, yoga, calanetics, weight training, swimming, volleyball, basketball, soccer, tennis, table tennis, ice skating, hockey, boating, beach volleyball.

The teaching of individual physical activities and sports is usually divided into beginner and advanced groups, or such groups are separated during lessons. According to the mentioned criteria, the content of individual lessons is also determined.

Students complete the subject in the form of compulsory, optional and voluntary physical education, while registration for the subject is usually done through the University Information System, or has the opportunity to register during the first week of each semester, when the manager of individual sports of the University Sports Center enters them into the mentioned system

In addition to the mentioned forms of physical education, for which credits are awarded, the student can use the school's sports fields in other organized and unorganized forms of exercise such as: voluntary swimming courses, free swimming, weight training, exercise to music, university league, but also (with adequate performance) in sports clubs of SPU. The student can also complete the so-called block form of teaching on courses where all accommodation and travel costs are paid from own resources.

When enrolling in physical education, a student can choose from the following physical activities and sports disciplines:

- TV Circuit training,
- TV Fit training,
- Tabata TV,
- TV Empowerment for Girls,
- TV Strengthening,
- TV Floorball,
- TV Football,
- TV Volleyball.

After the end of the winter semester, winter courses are organized, which are aimed at teaching the basics of downhill and cross-country skiing, as well as a refresher course for advanced skiers. Rafting on the Hron and the Little Danube is organized in the summer semester as a follow-up activity to boating lessons during the winter and summer semesters. In case of interest, still water paddling courses and hiking trips to the mountains are also organized.

STUDENT DORMITORY AND DINING ROOMS:

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BOTANIC GARDEN

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ACCREDITED STUDY PROGRAMS AT FEM

Pursuant to the Law of Higher Education The Faculty of Economics and Management, similarly to other faculties in the Slovak Republic, accepts students for university studies in fields of study according to accredited study programs.

At the 3rd level of study, in the academic year 2021/2022, the following accredited study programs will be opened on both full-time and part-time basis:

- **Agrarian trade and marketing** (D, E),
- **Economics and Management** (D, E),
- **Economics and Management of Agriculture and Food Industry** (D, E).

Graduates of the 3rd level of study after successfully defending their dissertation receive a third-level university education and are awarded the academic title "philosophiae doctor" (PhD.).

Special educational programs in a foreign language

Educational programs in a foreign language are offered to students of all study programs and fields of FEM who actively master a foreign language. They are organized in cooperation with foreign universities and institutions. Their professional focus is closely related to accredited fields of study. The current offer of courses in foreign languages is published on the D-FEM information board and on the faculty's website (www.fem.uniag.sk).

UNICert® certification and education system

The study of foreign languages in all FEM departments is carried out in accordance with the accredited program of the UNICert® certification and education system, which, following the already acquired knowledge from high school, prepares students for exams in the course of 4 semesters and enables them to obtain an international certificate for two UNICert® language levels II (B2) – according to the Common European Framework for Languages and UNICert® III (C1).

More detailed information about this system and obtaining certificates is published on the website of the SPU Language Center in Nitra.

Additional pedagogical studies

For students and graduates of study programs and departments accredited at the Slovak University of Agriculture in Nitra, the University Counseling and Support Center of SPU in Nitra provides in

cooperation with the Lifelong Education Office of SPU, pedagogical training of teachers of professional subjects in the form of additional pedagogical study, which is organized for:

- **Students** of all faculties - full-time as a study concurrent with the engineering study program,
- **graduates** engineering studies - externally.

Studying in both forms is subject to a fee and the total length of study is 4 semesters. It ends with the defense of the final thesis and an oral exam on profiling pedagogical and psychological objects. At the same time as the engineering diploma, graduates receive a certificate of teaching competence, which entitles them to teach professional subjects at the lower and upper secondary level of education in terms of Act no. 317/2009 Coll. on pedagogical employees and professional employees and on the amendment and supplementation of certain laws as amended and in accordance with the approved accreditation of the DPŠ study program. SPU currently has the following programs of Additional Pedagogical Studies accredited for graduates of engineering study programs:

- the DPŠ program for the performance of pedagogical activities as a teacher of professional economic subjects
- DPŠ program for the performance of pedagogical activities as a teacher of professional technical subjects
- the DPŠ program for the performance of pedagogical activities as a teacher of professional food subjects
- the DPŠ program for the performance of pedagogical activities as a teacher of vocational agricultural subjects

Part of the study program of supplementary pedagogical studies is a three-week pedagogical practice in the scope of 40 teaching hours provided at a training high school.

Documents regulating doctoral studies

- Law no. 131/2002 on universities
- Guidelines for the implementation of doctoral studies at FEM SPU in Nitra
- Study schedule of SPU in Nitra
- SPU fee schedule in Nitra
- Disciplinary rules of the SPU in Nitra

- Decree of the Ministry of Education of the Slovak Republic no. 456/2012 on the central register of evidence of publishing activity and the central register of evidence of artistic activity
- Directive on final and habilitation theses 10/2021

PhD. LEVEL OF STUDY

Study program: Business Economics and Management

Field of study: Economics and management

General characteristics of the professional profile of the graduate

A graduate of the Economics and Business Management study program will acquire a professional orientation and the ability to perform professions requiring the application of scientific research methods and predictions of economics and business management in the doctoral studies. In the "Economics and Business Management" study program, after completing the 3rd level of study, you master the scientific methods of research work, the interpretation of achieved results, the expected development of integration and globalization tendencies in the field of business economics with an orientation to economic analyses, business strategies and their implementation, complex management problems and the functioning of business entities in general, but also on the conditions of primary agricultural production, the food industry and specialized organizations of the agricultural sector. Can define problems, analyze economic and managerial phenomena and processes, generalize the acquired knowledge and contribute to the development of economic theory and managerial practice. The graduate masters the scientific methods of basic and applied research in the field of economics and business management. He can define problems, analyze economic and managerial phenomena and processes in the company, generalize the acquired knowledge and contribute to the development of economic theory and managerial practice. Part of the doctoral student's study program will also be the completion of student mobility at a foreign university, or scientific research institution, participation in scientific events, publishing in scientific journals and proceedings of scientific events. The graduate masters the scientific methods of basic and applied research in the field of economics and business management. He can define problems, analyze economic and managerial phenomena and processes in the company, generalize the acquired knowledge and contribute to the development of economic theory and managerial practice. Part of the doctoral student's study program will also be the completion of student mobility at a foreign university, or scientific research institution, participation in scientific events, publishing in scientific journals and proceedings of scientific events. The graduate masters the scientific methods of basic and applied research in the field of economics and business management. He can define problems, analyze economic and managerial phenomena and processes in the company, generalize the acquired knowledge and contribute to the development of economic theory and managerial practice. Part of the doctoral student's study program will also be the completion of student mobility at a foreign university, or scientific research institution, participation in scientific events, publishing in scientific journals and proceedings of scientific events. Part of the doctoral student's study program will also be the completion of student mobility at a foreign university, or scientific research institution, participation in scientific events, publishing in scientific journals and proceedings of scientific events. Part of the doctoral student's study program will also be the completion of student mobility at a foreign university, or scientific research institution, participation in scientific events, publishing in scientific journals and proceedings of scientific events.

Guarantor of the study program: dr. h.c prof. Ing. Peter Bielik, PhD.

Co-guarantors of the study program:

prof. Ing. Ľubica Bartová, CSc.

doc. Ing. Iveta Zentková, CSc.

Form of study: full-time and part-time

Language of study: Slovak and English

Study advisor: Ing. Dominika Čeryová, PhD., email: dominika.ceryova@uniag.sk

Study program: Economics and business management

Course	ECTS Credits	Subsidy hours per semester	Course supervisor	Completion
Compulsory subjects				
Management III	10	39	prof. Ing. Iveta Ubrežiová, CSc.	A,E
Microeconomics III	10	39	doc. Ing. Iveta Zentková, CSc.	A,E
Business Economics	10	39	Dr. hc prof. Ing. Peter Bielik, PhD.	A,E
Compulsory elective subjects				
Applications of quantitative methods in economics	10	39	doc. Ing. Peter Fandel, CSc.	A,E
Environmental economics	10	39	doc. Ing. Miroslava Rajčaniová, PhD.	A,E
Econometrics III	10	39	prof. Ing. Zlata Sojková, CSc.	A,E
Economic analysis and controlling	10	39	prof. hc doc. Ing. Ľubomír Gurčík, CSc.	A,E
Economic informatics	10	39	doc. Ing. Klára Hennyeyová, CSc.	A,E
Finance III	10	39	doc. Ing. Peter Serenčేశ, PhD.	A,E
Financial accounting	10	39	doc. Ing. Anna Látečková, PhD.	A,E
Information systems	10	39	doc. Ing. Milan Kučera, CSc.	A,E
Macroeconomics III	10	39	prof. Ing. Ján Pokrivčák, MS, PhD.	A,E
Marketing management II	10	39	prof. Ing. Ľudmila Nagyová, CSc.	A,E
Mathematics for economists	10	39	doc. RNDr. Dana Országhová, CSc.	A,E
International economy III	10	39	doc. Ing. Artan Qineti, PhD.	A,E
International Business	10	39	prof. Ing. Iveta Ubrežiová, CSc.	A,E
Professional language PhD	10	39	PaedDr. Ľubomíra Moravcová, PhD.	A,E
Agricultural economics	10	39	prof. Ing. Ján Pokrivčák, MS, PhD.	A,E
Statistics III	10	39	prof. Ing. Zlata Sojková, CSc.	A,E
Scientific publishing	10	39	prof. Ing. Marián Brestič, CSc.	A,E
Strategic management II	10	39	Dr. hc doc. Ing. Mária Kadlečíková, CSc.	A,E
Scientific part				
Dissertation project A	15		*chairman of the trade union commission	A
Dissertation project B	15		*chairman of the trade union commission	A
Dissertation project C	15		*chairman of the trade union commission	A
Dissertation project D	15		*chairman of the trade union commission	A
Dissertation methodology	15		*chairman of the trade union commission	A
Defense of the dissertation	30		*chairman of the trade union commission	E
State dissertation exam	15		*chairman of the trade union commission	E

Study plan - daily form of study

Year	Study part	Teaching - termination	ECTS	Scientific part	Ending	ECTS	
1.	Management III compulsory subject	39-S	10	Dissertation methodology	A	15	
	Microeconomics III compulsory subject	39-S	10	Dissertation project A	A	15	
	Business and economics compulsory subject	39-S	10				
Total number of credits:			30			30	60
	Scientific publishing	39-S	10	State dissertation exam	E	15	
2.	Mandatory optional subject 1	39-S	10	Dissertation project B	A	15	
	Compulsory optional subject 2	39-S	10				
Total number of credits:			30			30	60
				Dissertation project C	A	15	
3.				Dissertation project D	A	15	
				Defense of the dissertation	E	30	
Total number of credits:			0			60	60
Number of study credits in total:			60			120	180

Study plan - external form

Year	Study part	Teaching - termination	ECTS	Scientific part	Ending	ECTS	
1.	Management III compulsory subject	39-S	10				
	Microeconomics III compulsory subject	39-S	10	Dissertation methodology	A	15	
	Business and economics compulsory subject	39-S	10				
Total number of credits:			30			15	45
	Scientific publishing	39-S	10				
2.	Mandatory optional subject 1	39-S	10	Dissertation project A	A	15	
	Mandatory optional subject 1	39-S	10				
Total number of credits:			30			15	45
				State dissertation exam	E	15	
3.				Dissertation project B	A	15	
				Dissertation project C	A	15	
Total number of credits::			0			45	45
				Dissertation project D	A	15	
4.				Defense of the dissertation	E	30	
Total number of credits::						45	45
Number of study credits in total:			60			120	180

List of members of the Study Field Commission for the Business Economics and Management study program

Internal members

1. doc. Ing. Izabela Adamičková, PhD. FEM
2. prof. JUDr. Anna Bandlerová, PhD. FEŠRR
3. Dr. hc prof. Ing. Peter Bielik, PhD. FEM, chairman of the trade union commission
4. Assoc. Ing. Jozef Bojňanský, PhD. FEM
5. prof. Ing. Ľubomír Gurčík, CSc. FEM
6. Assoc. Ing. Klára Hennyeyová, CSc. FEM
7. Dr. hc prof. dr. Ing. Elena Horská FEM, dean of FEM
8. Assoc. Ing. Daniela Hupková, PhD. FEM
9. Assoc. Ing. Zuzana Kapsdorferová, PhD. FEM
10. prof. Ing. Ľudmila Nagyová, PhD. FEM
11. doc. Ing. Peter Obtulovič, CSc. FEM
12. doc. Ing. Natália Turčeková, PhD. FEM
13. doc. Ing. Iveta Zentková, CSc. FEM

External members

14. doc. Ing. Josef Drábek, CSc. Department of Business Administration, Faculty of Economics, TU in Zvolen
15. Dr. hc prof. mpx.hc prof. Ing. Vladimír Gozora, PhD., MBA Institute of Economics and Management VŠEMVS in Bratislava - director
16. prof. Ing. Ferdinand Daňo, PhD. rector of the EU in Bratislava

Explanations:

KE - Department of Economics, KPr FEŠRR - Department of Law, Faculty of European Studies and Regional Development, KZVMP - Office of Foreign Relations and International Projects, KÚ - Department of Accounting, KI - Department of Informatics, KMO - Department of Marketing and Business, KMan - Department of Management, KŠOV - Department of Statistics and Operational Research, DF TU - Wood Faculty of the Technical University, VŠEMVS - University of Economics and Public Administration Management, EU - University of Economics

Study programme: Economics and Management of Agriculture and Food Industry

Field of study: Economics and Management

General characteristics of the professional profile of the graduate

The graduate masters the scientific methods of research, interpretation and creative solution of economic problems of trade and industry, agriculture, food and forestry, tourism and services. The graduate researches scientifically and brings his own solutions to problems in the field of:

- economic concepts, management processes and organizational forms of functioning of entities within specific sectoral and cross-sectional economies, economic and managerial functions of business entities in industries,
- the impact of macro-environmental forces on organizations in the industry (including ethical, social, economic, legal and technological factors),
- the effects of the involvement of business entities in the international division of labor,
- applications of management information and quantitative methods in sectoral and cross-sectional economies,
- research into the specifics of the product economy in the cross-sectional links of the industries,
- concepts and problems of business policy in individual branches of the national economy.

Guarantor of the study program: prof. Ing. Ján Pokrivčák, MS, PhD.

Co-guarantors of the study program:

prof. Ing. Zlata Sojková, CSc.

doc. Ing. Artan Qineti, PhD.

Form of study: full-time and part-time

Language of study: Slovak and English

Study advisor: doc. Ing. Artan Qineti, PhD., email: artan.qineti@uniag.sk

Study program: Economics and Management of Agriculture and Food Industry

Course	ECTS Credits	Subsidy hours per semester	Course supervisor	V
Compulsory subjects				
Macroeconomics III	10	39	prof. Ing. Ján Pokrivčák, MS, PhD.	A,E
Microeconomics III	10	39	doc. Ing. Iveta Zentková, CSc.	A,E
Agricultural Economics	10	39	prof. Ing. Ján Pokrivčák, MS, PhD.	A,E
Compulsory elective subjects				
Applications of quantitative methods in economics	10	39	doc. Ing. Peter Fandel, CSc.	A,E
Environmental economics	10	39	doc. Ing. Miroslava Rajčaniová, PhD.	A,E
Econometrics III	10	39	prof. Ing. Zlata Sojková, CSc.	A,E
Economic informatics	10	39	doc. Ing. Klára Hennyeyová, CSc.	A,E
Economics of development III	10	39	doc. Ing. Artan Qineti, PhD.	A,E
Finance III	10	39	doc. Ing. Peter Serenčes, PhD.	A,E
Financial accounting	10	39	doc. Ing. Anna Látečková, PhD.	A,E
Information systems	10	39	doc. Ing. Milan Kučera, CSc.	A,E
Management III	10	39	prof. Ing. Iveta Ubrežiová, CSc.	A,E
Marketing management II	10	39	prof. Ing. Ľudmila Nagyová, CSc.	A,E
Mathematics for economists	10	39	doc. RNDr. Dana Országhová, CSc.	A,E
International economy III	10	39	doc. Ing. Artan Qineti, PhD.	A,E
International Business	10	39	prof. Ing. Iveta Ubrežiová, CSc.	A,E
Professional language PhD	10	39	PaedDr. Ľubomíra Moravcová, PhD.	A,E
Business and economics	10	39	Dr. hc prof. Ing. Peter Bielik, PhD.	A,E
Strategic management II	10	39	Dr. hc doc. Ing. Mária Kadlečíková, CSc.	A,E
Statistics III	10	39	prof. Ing. Zlata Sojková, CSc.	A,E
Scientific publishing	10	39	prof. Ing. Marián Brestič, CSc.	A,E
Scientific part				
Dissertation project A	15		*Chairman of the trade union commission + JP	A
Dissertation project B	15		*chairman of the trade union commission	A
Dissertation project C	15		*chairman of the trade union commission	A
Dissertation project D	15		*chairman of the trade union commission	A
Dissertation methodology	15		*chairman of the trade union commission	A
Defense of the dissertation	30		*chairman of the trade union commission	E
State dissertation exam	15		*chairman of the trade union commission	E

Study plan - daily form of study

Year	Study part	Teaching - termination	ECTS	Scientific part	Ending	ECTS
1.	Macroeconomics III compulsory subject	39-S	10	Dissertation methodology	A	15
	Microeconomics III compulsory subject	39-S	10	Dissertation project A	A	15
	Agricultural economics compulsory subject	39-S	10			

Total number of credits:				30	30	60
2.	Scientific publishing	39-S	10	State dissertation exam	E	15
	Mandatory optional subject 1	39-S	10	Dissertation project B	A	15
	Compulsory optional subject 2	39-S	10			
Total number of credits:				30	30	60
3.				Dissertation project C	A	15
				Dissertation project D	A	15
				Defense of the dissertation	E	30
Total number of credits:				0	60	60
Number of study credits in total:				60	120	180

Study plan - external form

Year	Study part	Teaching - termination	ECTS	Scientific part	Ending	ECTS
1.	Macroeconomics III compulsory subject	39-S	10			
	Microeconomics III compulsory subject	39-S	10	Dissertation methodology	A	15
	Agricultural economics compulsory subject	39-S	10			
Total number of credits:			30			15
2.	Scientific publishing	39-S	10			
	Mandatory optional subject 1	39-S	10	Dissertation project A	A	15
	Mandatory optional subject 1	39-S	10			
Total number of credits:			30			15
3.				State dissertation exam	E	15
				Dissertation project B	A	15
				Dissertation project C	A	15
Total number of credits::			0			45
4.				Dissertation project D	A	15
				Defense of the dissertation	E	30
Total number of credits::						45
Number of study credits in total:			60			120

List of members of the Study Field Commission for study program Economics and Management of Agriculture and Food Industry

Internal members

1. prof. Ing. Ľubica Bartová, CSc. FEM

2. Dr. hc prof. Ing. Peter Bielik, PhD. FEM
3. doc. Ing. Peter Fandel, CSc. FEM
4. Dr. hc prof. dr. Ing. Elena Horská FEM,
5. Assoc. Ing. Zuzana Kapsdorferová, PhD. FEM
6. Assoc. Ing. Ľubica Kubicová, PhD. FEM
7. Assoc. Mgr. Ing. Danko Moravčíková, PhD. FEM
8. prof. Ing. Ľudmila Nagyová, PhD. FEM
9. prof. Ing. Ján Pokrivčák, MS, PhD. FEM
10. doc. Ing. Artan Qineti, PhD. FEM
11. prof. Ing. Miroslava Rajčaniová, PhD. FEM
12. doc. Ing. Jozef Repiský, CSc. FEM
13. doc. Ing. Roman Serenčák, PhD. FEM
14. prof. Ing. Pavol Schwarcz, PhD. FEŠRR
15. prof. Ing. Zlata Sojková, CSc. FEM, chairwoman of the union commission
16. doc. Ing. Mária Šajbidorová, PhD. FEM

External members

17. Dr. hc prof. Ing. Ladislav Kabát, CSc. VŠEMVS Bratislava
18. doc. Ing. Anita Romanová, PhD. Department of Information Management, FPM EU
in Bratislava
19. doc. Ing. Anna Vaňová, PhD. Department of Public Economy and Regional Development,
EF UMB in Banská Bystrica

Explanations:

KŠOV - Department of Statistics and Operational Research, KE - Department of Economics, KZVMP - Office of Foreign Relations and International Projects, KMO - Department of Marketing and Trade, KMan - Department of Management, KSV - Department of Social Sciences, KHP - Department of Economic Policy, KEP FEŠRR - Department of European policies of the Faculty of European Studies and Regional Development, VŠEMVS - University of Economics and Public Administration Management, FPM EU - Faculty of Business Management of the University of Economics, EF - UMB - Faculty of Economics, Matej Bel University

Study programme: Agricultural Trade and Marketing

Field of study: Economics and Management

General characteristics of the professional profile of the graduate

A graduate of the Agrarian Business and Marketing study program, in the doctoral studies, will acquire a professional orientation and the ability to perform professions requiring the application of scientific research methods and predictions of the economy and marketing of businesses. In the "Agrarian trade and marketing" study program, after completing the 3rd level of study, he masters the scientific methods of researching the marketing environment and market data, methods of stimulation and verification of marketing solutions, analysis, interpretation and application of research results of consumer and business subjects, critical assessment and creative solution of complex problems of marketing and business systems. He also masters the methodology and methodology of scientific work, formulation and testing of scientific hypotheses with market and consumer experiments with the aim of developing and advancing scientific knowledge in the given field.

Guarantor of the study program:

prof. Ing. Ľudmila Nagyová, PhD.

Co-guarantors of the study program:

dr. hc prof. dr. Ing. Elena Horská

doc. Ing. Ľubica Kubicová, PhD.

Form of study: full-time and part-time

Language of study: Slovak and English

Study advisor: doc. Ing. Ľubica Kubicová, PhD., email: lubica.kubicova@uniag.sk

Study programme: Agricultural Trade and Marketing

Course	ECTS Credits	Subsidy hours per semester	Course supervisor	Completion
Compulsory subjects				
Macroeconomics III	10	39	prof. Ing. Ján Pokrivčák, MS, PhD.	A,E
Microeconomics III	10	39	doc. Ing. Iveta Zentková, CSc.	A,E
Marketing management II	10	39	prof. Ing. Ľudmila Nagyová, CSc.	A,E
Compulsory elective subjects				
Applications of quantitative methods in economics	10	39	doc. Ing. Peter Fandel, CSc.	A,E
Global Marketing and Emerging Markets	10	39	prof. dr. Ing. Elena Horská	A,E
Quality management II	10	39	doc. Ing. Zuzana Kapsdorferová, PhD.	A,E
Marketing communication II	10	39	prof. Ing. Ľudmila Nagyová, CSc.	A,E
International economy III	10	39	prof. Ing. Ján Pokrivčák, MS, PhD.	A,E
Agricultural economics	10	39	prof. Ing. Ján Pokrivčák, MS, PhD.	A,E
Psychology of consumer behavior and purchasing decisions	10	39	prof. dr. Ing. Elena Horská	A,E
Sociology and market psychology	10	39	doc. Mgr. Ing. D. Moravčíková, PhD.	A,E
Consumer behavior of households	10	39	doc. Ing. Ľubica Bartová, CSc.	A,E
Consumer theories II	10	39	doc. Ing. Daniela Hupková, PhD.	A,E
International Business	10	39	prof. Ing. Iveta Ubrežiová, CSc.	A,E
Professional language PhD.	10	39	PaedDr. Ľubomíra Moravcová, PhD.	A,E
Business and economics	10	39	Dr. hc prof. Ing. Peter Bielik, PhD.	A,E
Consumer theories II	10	39	prof. Ing. Zlata Sojková, CSc.	A,E
Statistics III	10	39	prof. Ing. Zlata Sojková, CSc.	A,E
Scientific publishing	10	39	prof. Ing. Marián Brestič, CSc.	A,E
Scientific part				
Dissertation project A	15		*Chairman of the trade union commission + JP	A
Dissertation project B	15		*chairman of the trade union commission	A
Dissertation project C	15		*chairman of the trade union commission	A
Dissertation project D	15		*chairman of the trade union commission	A
Dissertation methodology	15		*chairman of the trade union commission	A
Defense of the dissertation	30		*chairman of the trade union commission	E
State dissertation exam	15		*chairman of the trade union commission	E

Study plan - daily form of study

Year	Study part	Teaching - termination	ECTS	Scientific part	Ending	ECTS
1.	Macroeconomics III compulsory subject	39-S	10	Dissertation methodology	A	15
	Microeconomics III compulsory subject	39-S	10	Dissertation project A	A	15
	Marketing management II compulsory subject	39-S	10			

Total number of credits:			30	30			60
2.	Scientific publishing	39-S	10	State dissertation exam	E	15	
	Mandatory optional subject 1	39-S	10	Dissertation project B	A	15	
	Compulsory optional subject 2	39-S	10				
Total number of credits:			30	30			60
3.				Dissertation project C	A	15	
				Dissertation project D	A	15	
				Defense of the dissertation	E	30	
Total number of credits:			0	60			60
Number of study credits in total:			60	120			

Study plan - external form

Year	Study part	Teaching - termination	ECTS	Scientific part	Ending	ECTS
1.	Macroeconomics III	39-S	10			
	compulsory subject					
	Microeconomics III	39-S	10	Dissertation methodology	A	15
	compulsory subject					
	Marketing management II	39-S	10			
	compulsory subject					
Total number of credits:		30	15	45		
2.	Scientific publishing	39-S	10			
	Mandatory optional subject 1	39-S	10	Dissertation project A	A	15
	Mandatory optional subject 1	39-S	10			
Total number of credits:		30	15	45		
3.				State dissertation exam	E	15
				Dissertation project B	A	15
				Dissertation project C	A	15
Total number of credits::		0	45	45		
4.				Dissertation project D	A	15
				Defense of the dissertation	E	30
Total number of credits::			45	45		
Number of study credits in total:		60	120	180		

List of members of the Doctoral Field Commission for the study program Agrarian Trade and Marketing

Internal members

1. Dr. hc prof. Ing. Peter Bielik, PhD. FEM
2. Dr. hc prof. dr. Ing. Elena Horská FEM
3. prof. Ing. Ľubica Bartová, CSc. FEM
4. Assoc. Ing. Zuzana Kapsdorferová, PhD. FEM
5. Assoc. Ing. Anna Látečková, PhD. FEM
6. prof. Ing. Ľudmila Nagyová, PhD. FEM, chairwoman of the trade union commission
7. Assoc. RNDr. Dana Országhová, CSc. FEM
8. Assoc. Ing. Zuzana Poláková, PhD. FEM
9. Assoc. Ing. Jozef Repiský, CSc. FEM
10. doc. Ing. Patrik Rovný, PhD. FEM
11. doc. Ing. Roman Serenčák, PhD. FEM
12. doc. Ing. Loreta Schwarczová, PhD. FEŠRR

External members

13. doc. Ing. Milan Džupina, PhD. Department of mass media communication and advertising
FF UKF in Nitra
14. doc. Mgr. Dagmar Cagánová, PhD. Institute of Industrial Engineering and Management
MTF with headquarters in Trnava, SPU Bratislava
15. doc. RNDr. Alena Dubcová, CSc. Department of Geography and Regional Development FPV
UKF in Nitra

Explanations:

KE - Department of Economics, KZVMP - Office of Foreign Relations and International Projects,
KMO - Department of Marketing and Trade, KŠOV - Department of Statistics and Operational
Research, KMan - Department of Management, KÚ - Department of Accounting, KMat - Department
of Mathematics, KHP - Department of Economic Policy, CMP FEŠRR – Center for International
Programs of the Faculty of European Studies and Regional Development, FF UKF – Faculty of
Philosophy of the University of Konstantin Filozof, MTF – Faculty of Materials Technology, FPV –
Faculty of Natural Sciences

ADDITIONAL PEDAGOGICAL STUDY

Complementary pedagogical studies (concurrent full-time form) for SPU students

a) The goal

The supplementary pedagogical study provides pedagogical competence for the educational activity of a teacher of professional subjects. It is a study to supplement the qualification prerequisites for students of non-teaching study programs.

The goal of additional pedagogical studies is to acquire and develop teaching competencies along with developing students' subject-specific competence. To develop their didactic and pedagogical competence (manage teaching), communication competence and the ethos of the teaching profession in terms of the concept of creative-humanistic teaching and improving the quality of teaching management. Additional pedagogical studies ensure the preparation of teachers of professional subjects in the field of formal and informal education for the comprehensive development of the competences of pupils, students and adult participants in education, it leads to the motivation of students for self-development and for lifelong learning and the formation of their own personality in a social context (attitude towards school, teacher's role, educator-educate relationship, reflection and self-reflection, coping with problematic situations and burdens).

b) Study organization

Additional pedagogical studies are organized for those study programs that the university has accredited in the second degree of university studies. DPŠ daily concurrent is a paid form of study in the amount of 150 Eur/semester.

Additional pedagogical studies are 4 semesters long (7th to 10th Semester of study). A full-time student at SPU can submit an application to the University Counseling and Support Center of SPU in Nitra in the third year of study. When choosing to study, the academic average for the first three years of study, physical and mental fitness for the performance of the teaching profession, and completion of optional social science subjects during study at the individual faculties of SPU are taken into account (general pedagogy, general psychology, introduction to psychology, social psychology, ethics, aesthetics, philosophy, sociology, etc.).

During the four semesters of study, the student completes credits and exams in pedagogic, psychological and social science subjects and pedagogic practice with a classified pedagogic output at a secondary vocational school.

Additional pedagogical studies are concluded with the defense of the final thesis and the successful completion of the final exam in front of the examination committee in the subjects of general

pedagogy, psychology, didactics of teaching subjects. The examination committee consists of the chairman of the committee and at least two other members of the committee

c) Application of the graduate

The graduate acquires pedagogical competence according to the engineering study program in non-teaching study fields for teaching subjects whose content is connected to the content of the study programs or study fields and passed state exams. Upon successful completion of the final exam, the graduate of the additional pedagogical study will be issued a certificate, which is proof of the acquisition of pedagogical competence. He will receive a certificate of pedagogical competence together with a diploma of completion of engineering studies at the graduation ceremony of graduates of individual SPU faculties. Obtaining a certificate entitles him to teach subjects (according to the professional focus of study) at secondary vocational schools as well as at other schools in accordance with Act Z. z. no. 317/2009 and in accordance with by decree of the Ministry of Education of the Slovak Republic no. 437/2009 Coll. establishing qualification prerequisites and special qualification requirements for individual categories of teaching staff and professional staff, as amended.



Study Schedule
Slovak University of Agriculture
in Nitra

Inner rules Year 2021

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Part one

basic characteristic

Article 1

Introductory provision

1. The study regulations (hereinafter referred to as "regulations") of the Slovak University of Agriculture in Nitra (hereinafter referred to as "SPU") are issued pursuant to § 15 par. 1 letter c) Act no. 131/2002 Coll. on universities and on the amendment of certain laws as amended (hereinafter referred to as "the law") and the Statute of SPU as an internal regulation of SPU and regulates the rules of studying bachelor's, engineering and doctoral study programs at SPU.
2. The SPU regulations are binding for all students, university teachers and other SPU employees who provide and organizationally ensure university studies.

Article 2

Field of study, study program, joint study programs

1. SPU provides higher education in bachelor's, engineering and doctoral degree programs accredited either in one field of study or in a combination of two fields of study. A bachelor's study program is conducted as interdisciplinary studies if it is conducted in more than two fields of study.
2. The study programs are implemented and organized by the faculties, which are responsible for the implementation and quality of the educational process.
3. The study program (hereinafter referred to as "ŠP") is carried out according to pre-defined and easily accessible study rules in all phases of the study cycle, which are the admission procedure, course and evaluation of studies, recognition of education, completion of studies, awarding of degrees and issuance of diplomas and other documents about the education received. Peculiarities arising from the specific needs of students are taken into account.
4. The SP is conducted in a way that strengthens the internal motivation of students to constantly improve and leads to compliance with the principles of academic ethics or professional ethics - if it is a professionally oriented bachelor's SP. As part of the study program, the sense of autonomy, independence and self-evaluation is strengthened, and at the same time, students are provided with appropriate guidance and support from teachers based on mutual respect and esteem.
5. ŠP enables appropriate education outside SPU in domestic and foreign institutions, especially through the support of mobilities. The results of this education are recognized at SPU according to the rules set out in the directive on student mobility.
6. The quality of the SP is monitored and evaluated once a year by the program committee of the SP on the basis of an internal evaluation report.
7. Study results, forms and methods of education and the involvement of students in creative activities are evaluated annually in the Report on the results of educational activities of SPU and in the Report on scientific research and educational activities in doctoral studies at SPU.
8. The right to decide or act in matters defined by these regulations is the right of the dean of the faculty for the SP conducted at the faculty, and the SP Program Committee also has the defined powers and responsibilities.
9. Faculties can, in cooperation with other universities, including universities located outside the territory of the Slovak Republic, provide accredited joint SPs, in the creation of which all cooperating universities participate. The agreement of the cooperating universities will define the conditions of cooperation, which will determine in particular the conditions of admission to the joint SP, the conditions of completing the study, details about the organization of the study,

about the awarded academic title and details about the documents on the completion of the study. A student accepted to study a joint SP is a student of all cooperating universities during his studies (this does not apply for statistical and budgetary purposes, when he is considered a student of the university that provides him with education in the relevant part of his studies). The agreement on joint SPs will also regulate the validity of the internal regulations of higher education institutions for students of joint SPs and the decision-making on their academic rights and obligations in accordance with the internal regulations of the higher education institution and the legal regulations of the state in which the studies take place. In the case of joint SPs, the university ensures the forms and methods of education, learning and evaluation of study results in accordance with the standards for SPs and these regulations.

10. Professionally oriented bachelor's programs include compulsory professional experience of students in a contractually cooperating organization in the total scope of at least one semester (30 credits), the purpose of which is the development of practical professional skills.

Article 3

Bachelor's, engineering and doctoral degree programs

1. Education at SPU is carried out in three stages of study:
 - a) I. degree – bachelor's degree,
 - b) II. degree – engineering studies,
 - c) III. degree – doctoral studies.
2. Education in all three levels of study ends with state exams. The defense of the final (bachelor's, diploma, dissertation) work is one of the state exams.
3. Graduates of the ŠP obtain a higher education of the relevant level (first, second, third) with the award of the relevant academic title – bachelor (Bc.), engineer (Ing.), doctor (PhD.).

Article 4

Forms and methods of study, length of study

1. SP takes place in full-time or part-time form of study. The used forms and methods of education, learning and evaluation of study results stimulate students to take an active role in the learning process and in the development of an academic career.
2. The daily form of study is organized in the range of 1,500 to 1,800 hours per academic year from the point of view of the time requirement of the student's work, including independent study and independent creative activity.
3. The external form of study is organized in the range of 750 to 1,440 hours per academic year, including independent study and independent creative activity of the student.
4. Educational activities are carried out by face-to-face, distance or combined methods. In the daily and external form, SP is carried out using the same method. If the use of the same methods is not possible, any necessary differences in the implementation of SP in the daily form and in the external form must not have a negative impact on the educational results.
5. The standard length of study is determined by the SP and is expressed in academic years.
6. The standard length of study for a bachelor's degree, including professional experience, is:
 - a) in full-time study for three or four academic years; the number of credits, the achievement of which is a condition for the proper completion of studies, for full-time studies with a standard length of study for three academic years is 180 credits, for four academic years is 240 credits,
 - b) four or five academic years in an external form of study; the number of credits, the achievement of which is a condition for the proper completion of studies, for ŠP in an external form of study with a standard length of study for four academic years is 180 credits, for five academic years it is 240 credits.

7. The standard length of study for an engineering SP, including professional experience, is:
 - a) in full-time study for one, two or three academic years; the number of credits, the achievement of which is a condition for the proper completion of the study, for the second-level SP in the full-time form of study with the standard length of study for one academic year is 60 credits, for two academic years it is 120 credits and for three academic years it is 180 credits,
 - b) in an external form of study for two, three or four academic years; the number of credits, the achievement of which is a condition for the proper completion of the study, for the second-level SP in an external form of study with a standard length of study for two academic years is 60 credits, for three academic years it is 120 credits and for four academic years it is 180 credits.
8. The standard length of study for a doctoral program is:
 - a) in full-time study for three or four academic years; the number of credits, the achievement of which is a condition for the proper completion of studies, for a full-time doctoral program with a standard length of study for three academic years is 180 credits and for four academic years is 240 credits.
 - b) in an external form of study for four or five academic years; the number of credits, the achievement of which is a condition for the proper completion of studies, for a doctoral program in external form with a standard length of study for four academic years is 180 credits and for five academic years is 240 credits.
9. According to the SP, the study may not exceed its standard length by more than two academic years. A student can finish his studies according to the SP even earlier, under the condition of obtaining the prescribed number of credits for the given SP.
10. The rector can exceptionally extend the study beyond the scope established in par. 9 of the regulation by no more than 1 year, at the justified request of a student who, due to a crisis situation, could not properly finish his studies within the stated period.

Part two

Bachelor's and engineering degrees

Article 5

Reception proceedings

1. The general conditions for the admission of applicants to study in individual SPs and the conditions of the admission procedure are established by § 55, § 56 and § 58 of the Act. An applicant who has completed his studies at a recognized high school or university abroad must submit an officially verified decision on the recognition of an educational document issued by a competent authority in the Slovak Republic (a district office in the regional seat, a recognized university or MŠVVaŠ) in accordance with Act no. 422/2015 Coll. on the recognition of educational documents and on the recognition of professional qualifications and on the amendment and supplementation of certain laws as amended. An applicant to study in a joint SP must also meet the conditions specified in the agreement according to § 54a of the Act, and an applicant to study in the framework of academic mobility must also meet the conditions of the exchange program according to § 58a of the Act.
2. The basic condition for admission to a bachelor's program is to obtain a complete secondary education or a complete secondary professional education.
3. An applicant who does not demonstrate fulfillment of the basic conditions for admission to study at the time of verification of fulfillment of the conditions for admission may be admitted to study conditionally, with the obligation to demonstrate fulfillment of the basic conditions for admission to study at the latest on the day designated for enrollment.
4. The basic conditions for admission to study engineering SP is a first or second degree university education, while the sum of the number of credits obtained through previous education and the number of credits required for the proper completion of the second degree SP, for which the applicant is applying, must be at least 300 credits.
5. The faculty may set additional conditions for admission to study in order to ensure that applicants who demonstrate the highest level of abilities and prerequisites in accordance with § 57 of the Act are admitted to study. The admission procedure is fair, transparent and reliable, and the selection of applicants is based on appropriate methods of assessing their suitability for studies, while the conditions of the admission procedure guarantee equal opportunities to every applicant who proves the necessary prerequisites for completing the studies.
6. If an entrance exam is part of the verification of study abilities, an applicant with specific needs, at his request, based on an evaluation of his specific needs [§ 100 par. 9 letters b)] will determine the form of the entrance examination and the method of its execution, taking into account his specific needs.
7. The faculty will publish in good time - no later than two months before the last day for submitting applications - the deadline for submitting applications for study, the conditions of acceptance according to paragraph 2 of this article, the date and method of verifying their fulfillment, and if part of the verification of study abilities is an entrance exam, also the form and the framework content of the exam and the method of evaluating its results. The faculty will publish information about the SP, its educational goals and outputs, the method of selecting applicants, recommended personality requirements, the level of the national qualification framework, field of study, academic degree awarded, conditions for passing the SP and information on the employment opportunities for SP graduates. The faculty publishes these facts on the faculty's official bulletin board, the SPU website and in a mass manner in accordance with the Act on Free Access to Information.

8. An applicant who has received a decision not to be admitted to study may submit a request for a review of this decision. The application is submitted to the dean of the faculty within eight days from the date of its delivery.
9. If the applicant does not express an interest in the study or does not provide information on whether he will enroll for the study at the time specified by the faculty, his right to enroll for the study of the given SP will expire. The faculty will cancel the decision by which the next applicant in the order of the results of the admission procedure was not accepted for study and will issue a new decision on his admission to study.
10. In times of crisis, especially if the organization of the school year is changed or a part of the exam or the form of the exam that terminates education and training at the secondary school is cancelled, the faculty may change the information listed in section 7 of this article and publish them in another period. The change of information can be made repeatedly, while its approval by the academic senate of the faculty is not required. If it is a change of date, the faculty will publish it no later than 14 days before this date.

Article 6

Academic year

1. The academic year begins on September 1 of the current year and ends on August 31 of the following year.
2. The academic year is divided into winter and summer semesters. Each semester consists of a teaching part and an examination period. Teaching is evenly distributed throughout the semester. The trial period lasts at least 4 weeks. In the last semester of study, the teaching schedule can be adjusted in another way.
3. At the beginning of the second quarter of the current year, the rector establishes the teaching schedule for the following academic year. Faculty deans can update the teaching schedule according to the specific needs of the faculty. In a crisis situation, the teaching schedule can be continuously adjusted.
4. In the case of joint SPs in accordance with § 54a of the Act, the academic year can also be divided into three trimesters.

Article 7

Organization of educational activity

1. Each subject of SP is implemented through educational activities, which are mainly lecture, seminar, exercise, final thesis, project work, laboratory work, internship, excursion, bachelor's and diploma internship. All these activities are provided by professional workplaces that are competent in the given field, show related creative or artistic activity and teach subjects with the relevant content in other SPs, regardless of their formal inclusion in the given faculty.
2. At all levels of study, professors and associate professors and selected chapters, with the consent of the person responsible for the subject, are also lectured by assistant professors with the academic title of PhD. (CSc.), researchers, important external experts and visiting foreign teachers. Other educational activities are mainly provided by assistant professors, assistants and lecturers.
3. Organized forms of educational activities are complemented by individual consultations, the dates of which are published by the teacher in the workplace and in the University Information System (hereinafter referred to as "UIS").
4. The person responsible for the subject will prepare the time and content schedule and in the first week of the semester will publish specific information about the teaching of the subject, the content program of lectures and exercises, conditions for granting credit, exam requirements, as well as mandatory and recommended titles of study literature in UIS.

5. Student participation in all educational activities is mandatory, or is implemented in accordance with the instructions of the person responsible for the subject.
6. One lesson lasts 45 minutes. The two-hour lecture lasting 90 minutes is held without a break.
7. SPU or faculties are authorized to make audio recordings or audiovisual recordings of educational activities to the extent necessary for scientific purposes and study purposes. SPU or faculties can also carry out public transmission of educational activities, especially public transmission of a lecture or the public part of a state exam.

Article 8

Credit system

1. SPU implements a flexible study system with credit assessment of subjects in accordance with the principles of the European Credit Transfer System (ECTS), § 62 of the Act. The credit system uses the collection and transfer of credits. Credits are numerical values assigned to subjects, which are used to evaluate the student's burden associated with completing individual subjects of the SP. One credit corresponds to 25-30 hours of student workload.
2. The credit system allows the student to choose the pace of study. Each SP subject has an assigned number of credits that the student will receive after successfully completing the subject. Credits earned for completing courses are added to the student. A student can only get credits for a given SP subject once during his studies.
3. By completing the recommended study plan of the relevant SP in each academic year, a full-time student will receive 60 credits, and a part-time student will receive a maximum of 48 credits. The recommended study plan is compiled in such a way that, by completing it, the student obtains the prescribed number of credits necessary for the proper completion of the study in its standard length.
4. The number of credits required for the proper completion of studies at SPU
 - a) for a bachelor's program with a standard length of study, there are at least 180 credits,
 - b) for an engineering SP with a standard length of study, it is at least 120 credits.
5. Credits obtained for part of the study at one of the SPU faculties, a university in the Slovak Republic or a university located outside the territory of the Slovak Republic on the basis of a study contract are credited to the student from the statement of study results issued by the university where the student obtained them.
6. Credits obtained in a previous study at the Faculty of SPU, another higher education institution in the Slovak Republic or a higher education institution located outside the territory of the Slovak Republic may, in accordance with the given SP, be credited to the student on the basis of his written request, on the prescribed form in the given semester, by the dean of the faculty after expressing the faculty ECTS coordinator. Credits are valid for 6 years from the completion of recognized courses.
7. The distribution of credits is chosen by the student taking into account the conditions specified in Article 4, paragraph 9 of this order. The extension of the study beyond the standard length of the ŠP is connected with the payment of school fees in accordance with § 92 of the Act.

Article 9

Study plan, study subjects, subject information sheet

1. The student's study plan determines the time and content sequence of profile study subjects and other educational activities of the SP, forms of evaluation of study results and conditions for successful completion of studies in accordance with the educational outcomes listed in the graduate's profile. The profile study subject contributes in a fundamental way to the achievement of the profile of the graduate, ie the goals and outcomes of the SP education.

2. Profile study subjects are determined by the program committee of the study program, while these make up 60% of the compulsory and optional subjects.
3. It is the student's duty to create a study plan independently or in cooperation with a study advisor within the established rules of the relevant SP in accordance with the regulations, study guide and ECTS guide (published before the beginning of the academic year). The creation of the study plan is realized at UIS by enrolling in subjects on the date set by the teaching schedule. In the case of professionally oriented bachelor's degree programs, the content of the degree program is compiled in such a way as to enable the achievement of educational outcomes expected by employers with an emphasis on the development of practical professional skills in the relevant sector of the economy or social practice.
4. The study advisor at the faculty is appointed by the dean. His task is to guide the student in drawing up a study plan in terms of the choice of subjects, time sequence, credit assessment, the possibility of completing part of the SP at another faculty or university, etc.
5. The SP subjects are divided into:
 - a) mandatory (up to a maximum of 60%) – are prescribed by SP,
 - b) mandatory optional (in the range of 20%) – the condition for completing part of the study or the entire SP is the completion of these subjects in the specified, or a higher number of credits according to the student's choice,
 - c) elective – other subjects of the SP, or subjects of another SP, or SP subjects of another faculty or university to obtain a sufficient number of credits in the given part of the study (§ 51, paragraph 4, letter j of the Act). The student writes them down to supplement his studies with the aim of using them in future career application.
6. Subjects of SP are divided into:
 - a) subjects without follow-up – enrollment in such a subject is not conditional on completion of another subject,
 - b) subjects conditional on the completion of other subjects – enrollment in such a subject is conditional on the completion of another subject (conditional subject) or other subjects.
7. Completion of the subject consists of educational activities listed in the subject information sheet (hereinafter referred to as "ILP"). The result of the exam is evaluated with a grade that expresses the degree of acquisition of knowledge and skills of the given subject. Grade evaluation is carried out according to the ECTS classification scale.
8. The course ends with credit or credit and an exam. Assessment methods and criteria are known in advance and accessible to students, are included in the ILP, the subject syllabus and guarantee a fair, consistent and transparent verification of acquired knowledge, skills and abilities. Assessment provides students with reliable feedback to determine the degree of fulfillment of educational outcomes. If the circumstances allow it, the assessment of SP students is carried out by several teachers.
9. Each subject is defined in the catalog of subjects in the UIS.
10. The course syllabus determines the content of lectures, exercises, seminars, practical teaching, excursions, independent student work and the form of course evaluation. It is published in UIS before the start of the relevant semester.

Article 9a

Study program teacher

1. A teacher is a person defined in § 75 of the Act. Teachers are all persons who provide social security, regardless of whether they are employed in the position of university teacher, researcher, artistic worker, or are in the position of a doctoral student or practitioner, and regardless of whether they work at the university for the established weekly working hours, or for shorter weekly working hours or on the basis of agreements on work performed outside of the employment relationship.

- 2- The person responsible for the subject is the teacher providing the subject, who conducts lectures and other focal educational activities of the subject and is responsible for the quality assurance activities in the subject and the development of the subject so that the required outputs of the SP education are achieved. Every year, UIS updates the scientific/artistic-pedagogical characteristics (hereinafter referred to as "VUPCH") in the Slovak language for I. and II. degree of study and for III. degree also in English.
- 3- The teacher providing the profile subject is the person who is responsible for the profile subject in the given SP, who contributes in a fundamental way to the achievement of the graduate profile, i.e. the goals and outcomes of the education of the relevant SP. The profile subject teacher actively participates in teaching and implementation of educational activities. Every year at UIS, VUPCH is updated in the Slovak language for I. and II. degree of study for III. degree also in English.
- 4- Profile subjects are provided by university teachers in the capacity of professor or docent, who work at the university for the established weekly working hours. The professional qualification of teachers providing SP is at least one degree higher than the qualification achieved by its completion.
- 5- The person responsible for the SP is a person who has the relevant competences and bears the main responsibility for the implementation, development and quality assurance of the SP, or an otherwise defined integrated part of the SP (e.g. in the case of a combination of two fields of study, in interdisciplinary studies or joint SPs) and also ensures the profile subject in the given SP. This person works as a professor in the relevant field of study for the established weekly working hours; if it is a bachelor's degree program, he works as a professor or associate professor in the relevant field of study for the prescribed weekly working hours. One and the same person can bear the main responsibility for the implementation, development and quality assurance of a maximum of three SPs, this number does not include cases of SP overlaps. At the same time, this person does not bear the main responsibility for carrying out,

Article 10

Credit

1. The credit confirms the fulfillment of the conditions determined by the person responsible for the subject in the ILP, with which the student is familiar at the beginning of the semester.
2. All the student's study obligations during the semester (interim assessments) lead to the awarding of credit.
3. Credit is awarded by the teacher who taught the given subject.
4. The awarded credit is recorded by the teacher in the UIS, or in the study report, if it was issued to the student, usually in the credit week.
5. In justified cases, the teacher can allow the student to fulfill the conditions for granting credit in an alternative term, no later than 4 weeks from the beginning of the examination period.

Article 11

Exam, make-up exam

1. The exam tests the student's knowledge of the entire content of the subject and his ability to creatively present the acquired theoretical and practical knowledge.
2. Exams are conducted in written, oral, practical or combined form. The test can also be performed using information and communication technologies. The form of the exam for a student with specific needs can be modified according to the type of his needs.
3. The evaluation of the student's study results within the study of the subject is carried out:

- a) continuous control and evaluation of study results during the teaching part of the given period of study (control questions, written tests, assignments for independent work, projects, term papers, seminar report, etc.),
 - b) an exam on the entire content of the subject, which constitutes a minimum of 40% and a maximum of 60% of the total number of points.
4. The result of the exam, including the interim assessment, is evaluated on the exam from the entire content of the subject with the grade specified in Art. 12 par. 2.
 5. Students will take the exams during the exam period, no later than July 31 of the given academic year. The examiner is obliged to publish the dates, time and place of the exam in UIS no later than 2 weeks before the end of the semester. The number of listed dates must be proportionate to the number of students and evenly distributed over the entire exam period. During the summer semester, the examiner can list the dates for the exams for the winter semester subjects.
 6. Upon a student's or teacher's written request to conduct an exam before the examination committee, submitted no later than after the first correction deadline, the dean of the faculty may appoint an examination committee based on the proposal of the head of the department. The examination committee has at least 3 members. The subject teacher is a non-examining member of the committee. This procedure allows fair treatment of applicants for redress.
 7. The student registers for the exam through UIS. Participation in the exam is conditional on obtaining a credit.
 8. In the case of an unsuccessfully completed exam, graded FX (4), the student has a means of redress and can repeat the exam no more than twice on the dates listed by the subject teacher according to the approved teaching schedule for the relevant academic year, in accordance with par. 5 of this article.
 9. The student has the right not to accept the exam result. In this case, the teacher records the grade FX (4) in the UIS.
 10. If the student does not appear for the exam without reason, he is evaluated with a grade of FX (4).
 11. The exam is held on one day and the teacher will announce the result to the student, as a rule, on the day of the exam, no later than 3 working days after its completion. The student has the right to be informed about the evaluation of his exam.
 12. The results of the exams, including the grade FX (4), are recorded by the teacher without delay in the UIS after the exam.
 13. The person responsible for the subject shall ensure the archiving of all documents related to the evaluation of the subject (written exams, semester papers, seminar papers, written preparation of the student for the oral examination, etc.) for at least three academic years if he teaches the subject at the first level of study and two academic years if he teaches subject for II. degree of study. In the event that he terminates the employment relationship, he will hand over all relevant documents for archiving to the person responsible for the subject.

Article 12

Classification scale

1. The result of the exam is evaluated with a grade that expresses the degree of acquisition of knowledge and skills of the given subject.
2. Grade evaluation is carried out according to the ECTS classification scale.

Classification scale of knowledge level

	Classification level - Grade
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Study results (verbal and percentage expression of mastery of the issue)		
excellent	93-100%	A – excellent = 1
above average	86-92%	B – very good = 1.5
average	79-85%	C – good = 2
acceptable	72-78%	D – satisfactory / satisfactory = 2.5
they only meet the minimum criteria	64-71%	E – sufficient = 3
they do not even meet the minimum criteria	≤ 63%	FX – insufficient / fail = 4

- The teacher records one of the grades in the UIS: A (1), B (1.5), C (2), D (2.5), E (3). The exam result is also entered in the study report, if it was issued to the student. The FX (4) assessment is not recorded in the study report.
- The student will receive credits for the course in the case of an A to E (1 to 3) grade.
- The weighted academic average (hereinafter VŠP) is used to evaluate study results, which is calculated by adding up the products of the number of credits and the numerical evaluation of grades for all subjects enrolled by the student in the evaluated period and dividing the result by the total number of credits enrolled by the student for the given period. A grade of 4 is included in the VŠP for subjects that the student enrolled in and did not pass. Subjects that are not evaluated with a grade are not included in the VŠP.
- The VŠP for the entire study is calculated according to paragraph 5 of this article, while only successfully completed subjects are included in the calculation.

Article 13

Enrollment

- Enroll for studies can be:
 - an admitted applicant who agreed to enroll in the study of the SP of the relevant degree in the given academic year,
 - a conditionally admitted applicant, if he proves that he meets the basic conditions for admission to study at the relevant level in the given academic year no later than on the day of enrollment.
- The following can enroll to continue their studies in the relevant academic year:
 - a student who has fulfilled the conditions specified by the SP and the regulations specified in art. 16,
 - a student who re-enrolls in SP studies after an interruption of studies.
- The dates of registration are determined by the dean of the faculty.
- Enrollment of an applicant accepted for studies can take place even before the beginning of the academic year in which his studies are to begin. In such a case, the applicant becomes a student on September 1 of this academic year. The applicant can cancel his registration in writing no later than August 15 before the start of the relevant academic year.
- The applicant mentioned in par. 1 letter a) and b) of this article is obliged to participate in the registration in person on the specified date. In a crisis situation, registration can be done online.
- Enrollment in the next part of the study is completed by the student in accordance with the instructions of the dean of the faculty. In the event that the student does not register within the set deadline, the faculty will invite the student in writing to appear for personal registration within ten working days from the delivery of the invitation.
- A student who, after receiving the invitation, does not appear for registration within the specified period and does not even request an extension of this period due to health reasons that prevent him from appearing for registration, is considered a student who has abandoned his studies.

8. A student whose studies were interrupted will attend the registration in person on the specified date. If the student does not show up for registration, the procedure is the same as in par. 6 and 7 of this article.

Article 14

Enrollment of the student when changing the SP and form of study

1. Enrollment will be made by a student originally accepted to study SP at the relevant level:
 - in the same field of study at another university, at another SPU faculty or at one's own faculty, which the dean of the faculty has allowed to change the SP,
 - in a similar field of knowledge at a recognized university established according to the legislation of another state, which the dean of the faculty has allowed to change the SP.The condition for permission to register is the delivery of:
 - a) written request of the student
 - aa) from another university, from another faculty of SPU, or from one's own faculty or from a recognized university located outside the territory of the Slovak Republic by August 15 of the relevant academic year,
 - and b) from one's own faculty, enrolled to study the same SP in another form of study by January 31 or August 15 of the relevant academic year,
 - b) a document issued by the university where the student is at the time of submitting the application
 - enrolled in a course that contains
 - ba) name of SP,
 - bb) name of the field of study,
 - bc) list of completed exams (subject, scope per semester, date of exam, evaluation, credits),
 - bd) annotations of completed subjects,
 - c) other documents specified in the study regulations of the faculty.In case of enrollment of a student in the same SP in a different form of study at his own faculty, the student shall deliver the documents specified in par. 1 letter a) and c) of this article.
2. The dean of the faculty will decide on the student's application no later than 30 days after the delivery of complete documents according to par. 1 of this article.
3. On the day of registration, the student becomes a student of SPU. His previous studies are considered to have been abandoned on the day preceding the day of enrolment. Within three working days of registration, the faculty will notify the university where the student left the studies of the student's name, the name of the SP in which the student was allowed to enroll, and the date of enrollment.

In the case of permission to enroll in one's own faculty, the day before the enrollment in another form of study in the same SP is considered to be the day of leaving the study.

Article 15

Enrollment and completion of subjects

1. By enrolling, the student determines in accordance with the relevant SP and faculty regulations which part of the duties he wants to complete in the next part of the study to which the enrollment applies, while each enrolled subject must be completed in the prescribed manner.
2. The student enrolls in subjects in such a number of credits that he meets the conditions for continuing his studies in accordance with Art. 16 par. 4 of this order; a student in the last year of study enrolls in subjects in the number of credits in order to fulfill the conditions for proper completion of studies in accordance with Art. 8 par. 4 in accordance with Art. 4 par. 9.

3. In the next year of study, the student can re-enroll the unsuccessfully completed compulsory course. After the second unsuccessful attempt, the student is expelled from studies [§ 66 par. 1 letter c) of the Act].
4. In the next year of study, a student can repeatedly enroll in an unsuccessfully completed compulsory elective subject, or he can enroll in another compulsory optional subject instead. After the second unsuccessful attempt, the student is expelled from studies [§ 66 par. 1 letter c) of the Act].
5. In the next year of study, the student can repeatedly enroll in an elective course that he has completed unsuccessfully, or he can enroll in another elective course or a mandatory optional subject from among the mandatory optional subjects that have not yet been completed. If the student has achieved a sufficient number of credits, he does not have to enroll in any optional subject. If the student has not obtained a sufficient number of credits, after the second unsuccessful attempt to complete the chosen elective subject, he is expelled from the studies [§ 66 par. 1 letter c) of the Act].
6. In the case of a repeated subject, the credit awarded to the student in the previous part of the study is recognized. A recognized credit does not exclude the student's participation in the teaching of a repeated subject. If the student was not awarded a credit, he is obliged to complete the course in full.
7. The conditions of art. apply to repeated subjects. 11 par. 7 – 12 order.
8. The dean of the faculty can give a student with specific needs who is registered in the UIS, according to the extent and type of specific needs, and a student in full-time study due to maternity or parental leave to enable subjects to be completed in the form of an individual study plan. The individual study plan is established by the dean on the prescribed form.

Article 16

Conditions for advancement to the next part of the study and examination of the study

1. The conditions for progressing to the next part of the study and the control of the study are governed by the credit system.
2. The minimum number of credits required to advance to the next part of the study:
 - a) for full-time students is:
 - aa) in the winter semester of the first year of study in the first degree, at least 6 credits, and b) in each year of study in the first degree, at least 48 credits (out of the recommended 60 credits),
 - and c) in each year of study in II. degree of at least 48 credits (out of the recommended 60 credits),
 - b) for students in an external form of study is:
 - ba) at least 32 credits (of the recommended 45 credits) in each year of study in the first degree,
 - bb) in each year of study in II. degree of at least 28 credits (out of the recommended 40 credits).
3. Credits that the student obtained by completing a part of his studies at another faculty of SPU, another university in the Slovak Republic or outside the territory of the Slovak Republic are included in the minimum number of credits.
4. The student has fulfilled the conditions for advancement to the next part of the study if:
 - a) obtained the minimum number of credits according to:
 - aa) par. 2 a) of this article, if he studies in a full-time form of study,
 - and b) par. 2 b) of this article, if he is studying in an external form of study,
 - b) successfully completed repeatedly enrolled subjects according to Art. 15 par. 3 – 5 order.
5. The student can repeat subjects from the previous part of the study under the conditions of article 4, par. 9 or par. 10 of this order.

6. The check of the conditions for advancement to the next part of the study is carried out in the 1st week of the summer semester for students in the first year of the full-time form of the first degree of study - if the condition is not met, they will be excluded from the study according to Art. 23 par. 1c) - and after the end of the examination period of the summer semester for full-time and part-time students in I. and II. degree of study.

Article 17

Concurrent study

1. During his studies in one academic year, a student can simultaneously study in the same degree two or more SPs provided by the same or another university. For studies in the second and subsequent SP provided by a public university, the student is obliged to pay the annual tuition fee in the relevant academic year.
2. The student mentioned in par. 1 of this article is obliged to notify the faculty in writing by September 30 of the relevant academic year of the decision in which the student will study for free in the relevant academic year, if he is entitled to free university studies.

Article 18

Academic mobility

1. The faculty may accept a student from another university, including a university with its seat outside the territory of the Slovak Republic, for a part of the study, without an admission procedure in accordance with the terms of the exchange program or on the basis of a contract between the receiving university and the sending university.
2. The faculty will issue a statement of study results to a student who has completed a part of his studies at the faculty or at SPU.
3. A student of SPU who during his studies completed a part of his studies at another higher education institution in the Slovak Republic or a higher education institution located outside the territory of the Slovak Republic will be issued a statement of the study results by the receiving higher education institution. Credits obtained in the form of academic mobility are credited to the student, after approval by the dean of the faculty, in accordance with Art. 8 par. 5. The statement of study results forms part of the student's personal file. The list of subjects completed at another university located outside the territory of the Slovak Republic is entered in the addendum to the diploma together with the name of the university and the state in which the student completed part of the studies.
4. The faculty may allow a student of another university or faculty to complete only some subjects in the relevant part of the academic year, and the student completes the other subjects in the relevant academic year at the university to which he was admitted according to § 58 of the Act.

Article 19

Interruption of studies

1. At the student's request, the dean of the faculty may interrupt the SP studies:
 - a) without giving a reason, for a maximum period of one year, on the condition of obtaining credits for completed subjects in the part of the study, after which the student applied for interruption of studies,
 - b) for health and other serious reasons for a maximum of two years,
 - c) to the student - parent, due to the care of the child, for a maximum period of three years.
2. Studies in the first year in the first degree can be interrupted for reasons of maternity or parental leave and for serious health reasons based on the recommendation of a specialist doctor.
3. Study according to par. 1 letter a) and b) of this article can be interrupted no more than once in each level of study.

4. During the interruption of studies, the student loses the rights and obligations of a student. He submits the study report, if it has been issued to him, to the study department of the relevant faculty, in order to make a record of study interruption.
5. From the date of interruption of studies, the student ceases to be a student in accordance with § 69 par. 3 of the Act.
6. During the period of interruption of studies, the dean of the faculty may, at the request of a student whose studies are interrupted, end the interruption of studies even before the expiration of the interruption period.
7. A student whose studies have been interrupted becomes a student on the day of re-registration for studies in accordance with § 69 par. 1 of the Act.
8. Art. 13 par. 8 order.

Article 20

Final works

1. A final thesis is also part of the study in each SP. The final thesis and its defense form one subject, the defense of the final thesis is one of the state exams.
2. The supervisors of the bachelor thesis can be professors, docents and assistant professors. The supervisors of the bachelor's thesis can also be research employees (with a university education of at least level II) who were accepted into the employment relationship through a selection process. Supervisors of bachelor's theses and topics of bachelor's theses are approved by the program committee of the Faculty of Arts. The approval of topics in UIS is ensured by the person responsible for SP. An external collaborator can also be a consultant for the final thesis. Persons who lead bachelor's theses perform active creative activity or practical activity at the level corresponding to the degree of SP in the subject of the professional and thematic focus of the bachelor's thesis.
3. Supervisors of the thesis can be professors, docents and assistant professors. Research employees (with a university education of at least level III) who have been accepted into the employment relationship through a selection process can also be supervisors of the diploma thesis. The thesis supervisors and thesis topics are approved by the ŠP program committee. The approval of topics in UIS is ensured by the person responsible for SP. An external collaborator can also be a consultant for the final thesis. Persons who lead diploma theses carry out an active creative activity or practical activity at the level corresponding to the degree of SP in the issue of the professional and thematic focus of the diploma thesis.
4. After agreement with the supervisor of the final thesis, the student applies through the UIS for the topic of the bachelor's or diploma thesis written by November 30 of the relevant academic year at the training workplace.
5. All information regarding final theses is determined by the directive on final and habilitation theses published on the SPU website.

Article 21

State exams

1. The study of the ŠP will properly end with the successful completion of the state exam or state exams (hereinafter referred to as "ŠS").
2. ŠS consists of the final thesis subject (bachelor's, diploma's) - defense, or one or more subjects determined by the SP. Credits are allocated for each SS subject.
3. The teaching schedule is determined by the School of Education in the regular, possibly also in the correction period.

4. The student performs the SC in front of the examination committee, which has at least four members, while the chairman of the examination committee in engineering SPs does not work at SPU. University teachers working as professors and associate professors and other experts approved by the relevant scientific council have the right to examine at the Faculty of Education, and in the case of bachelor's degree programs, university teachers in the capacity of assistant professors with a third-level university education have the right to take exams. The state exam usually lasts 45 minutes.
5. The questions on the SC are published by the person responsible for the SC on the website of the faculty one month before they take place. The student draws questions individually for each subject.
6. The student has the right to familiarize himself with the evaluation of his final work no later than one week before the examination. The student can complete the final thesis (bachelor's, diploma) thesis in the subject even in the case of one assessment (the supervisor of the final thesis or the opponent) with an insufficient grade (4).
7. SS subjects are evaluated according to the following classification scale.

A stamp	
excellent / excellent	1
very good / very good	1.5
good	2
satisfactorily / satisfactory	2.5
sufficiently	3
insufficient / fail	4

The total result of ŠS is determined on the basis of the calculated arithmetic average of grades from all subjects. In the case of an evaluation of any subject of the SS with a grade of insufficient (4), the overall result of the SS is evaluated with a grade of insufficient (4). In the case of taking the state exam only for the subject final thesis (bachelor's, diploma) - defense, the grade for this subject is also the overall result of the state exam. The final grade from the final thesis subject (bachelor's, diploma's) - defense is the average of the evaluations of the committee members, the supervisor and the opponent.

Arithmetic average of all SS subjects (including ZP defense) and evaluation of the subject(s) of the SS with a grade of insufficient (4)	The overall result of the SS
1.00 = mean \leq 1.25	excellent (1)
1.26 < mean \leq 1.75	very good (1.5)
1.76 < mean \leq 2.25	good (2)
2.26 < mean \leq 2.75	satisfactory (2.5)
2.76 < mean \leq 3.00	enough (3)
evaluation of one or more SS subjects insufficiently marked (4)	not enough (4)

8. A student whose overall SC result was evaluated with a grade of insufficient (4) repeats the SC only in the subject(s) from which he/she was evaluated with a grade of insufficient (4). When evaluating the subject final thesis (bachelor's, diploma) - defense with a grade of insufficient (4), the commission will determine the scope of revision of the final thesis for the student, which will be recorded in the record of the student's academic record.

9. The overall study result achieved on the basis of the weighted average for the whole study and the overall result of the ŠS is evaluated as "with honors", "passed" or "failed".
10. The overall result of the study "with honors" is evaluated for a student whose overall study average is better than or equal to 1.25 and the overall result of ŠS is evaluated with a grade of excellent (1). In other cases, the student is evaluated as "passed" except for the evaluation of the overall result of the SC with a grade of insufficient (4), when it is evaluated as "failed".
11. A student whose serious circumstances prevent him or her from participating in the class must excuse his or her absence in advance or within 3 days at the latest. If the student does not show up for the exam without an excuse, his absence is assessed with a grade of insufficient (4).
12. A student can repeat the SC only once if the condition specified in Art. 4 par. 9 or par. 10 order.
13. In a time of crisis, the student can conduct the SC via video conference or other means of information and communication technology without physical presence.
14. The public part of ŠS is considered public even in the case of provision of its public direct transmission by SPU.
15. During a crisis situation, the public part of the SS is considered public even if the SPU provides its audio recording available to the public for listening in the SPU premises for three months from the end of the crisis situation.

Article 22

Proper completion of studies

The study will properly end with the completion of the study according to the relevant SP in accordance with Art. 4 par. 9 or par. 10 of this order. The date of completion of studies is the day when the last of the conditions prescribed for the proper completion of studies of the given SP is fulfilled.

Article 23

Another ending study

1. In addition to the proper completion of the study, the study will end:
 - a) dropping out of studies
 - b) by not completing the studies by the deadline specified in art. 4 par. 9 or par. 10 order,
 - c) expulsion from studies as a result of failure to meet the requirements arising from the SP or from the study regulations of the faculty,
 - d) exclusion from studies according to § 72 par. 2 letters c) of the law,
 - e) by the entry into force of the decision on the invalidity of the state exam or its part according to § 108 f of the Act para. 1 within the framework of a lower-level study, if the relevant education is a condition for admission to an ongoing higher-level SP study,
 - f) by renouncing the academic title awarded after completing a lower-level SP, if the relevant education is a condition for admission to an ongoing higher-level SP study,
 - g) by canceling the SP, if the student does not accept the SPU's offer to continue his studies according to another SP,
 - h) the death of a student.
2. The day of graduation is:
 - a) according to par. 1 letter a) of this article:
 - aa) the day when the university received the student's written statement about dropping out of studies,
 and b) the day on which he was supposed to enroll in the next part of the study after receiving the invitation in accordance with Article 13 par. 7 order,

- and ac) the day on which the student was supposed to appear for re-enrollment after the interruption of studies in accordance with Article 13 par. 8 order,
- b) according to par. 1 letter b) of this article, the end of the academic year in which the student was supposed to finish his university studies,
 - c) according to par. 1 letter c) and d) of this article the day when the decision on exclusion from studies became final,
 - d) according to paragraph 1 letter e) of this article, the day when the decision on the invalidity of the state exam or its part became final,
 - e) according to paragraph 1 letter f) of this article, the day of delivery of the written notification according to § 108 law,
 - f) according to par. 1 letter g) of this article, the day on which the SPU announced the cancellation of the SP.
3. A student who has finished his studies in accordance with par. 1 letter c) to e) of this article may submit a request for review of this decision. The application is submitted to the dean of the faculty within eight days from the date of delivery of the decision. The dean can grant the request himself if he discovers that the decision was issued in violation of the law, internal regulations of the faculty or SPU. Otherwise, he forwards the request to the rector. The rector will change the decision if it was issued in violation of the law, internal regulations of the faculty or SPU. Otherwise, he will reject the request and confirm the decision. The response to the applicant for review of the decision must be sent within 30 days of the receipt of the request for review of the decision.

Article 24

Praise and prizes

- 1. Commendations and prizes can be awarded to students for successful studies, for active involvement in scientific, research and professional activities, for representing the faculty and the university, or for highly humane deeds.
- 2. Students who have graduated with honors can be awarded:
 - a) rector's award,
 - b) Dean's Award.
- 3. Awards and prizes in accordance with par. 1 and 2 of this article can be combined with a scholarship according to the scholarship regulations of the faculty or SPU.

Article 25

Study documents

- 1. The study documents are:
 - a) student card,
 - b) study report (index), if it was issued to the student,
 - c) statement of study results.
- 2. The student card is a document confirming his legal status, which entitles him to use the rights and benefits of a student arising from the laws, from the internal regulations of SPU and from agreements with other legal entities. This document is also used to prove the data entered in it. It is issued by SPU.
- 3. The study report (index) is a document in which the subjects of the SP and the results of the study success check are recorded.
- 4. The statement of study results contains data on the study obligations that the student fulfilled as part of the SP study. It is issued by the faculty or SPU. Based on the student's special request, the faculty or SPU issues a statement of study results also in English.
- 5. The list of study results includes:
 - a) to a person who has completed the study of SP according to Art. 23 par. 1,

- b) to the student based on his request,
 - c) to a graduate of the ŠP course based on his request.
6. Pursuant to § 54a of the Act, the student of the joint SP will be issued with study documents by one of the cooperating universities, which is determined by the agreement concluded pursuant to § 54a par. 2 of the Act.

Article 26

Documents on graduation

1. The successful completion of the SP is confirmed by the SPU by awarding an academic title, issuing a university diploma, as well as issuing additional documentation (diploma addendum) explaining the qualification obtained, including the educational results achieved, the context, level and content of the successfully completed study.
2. Documents on completion of the SP study in the field of study are:
 - a) university diploma,
 - b) state examination certificate,
 - c) The Diploma Supplement.
3. A university diploma is proof of completion of studies at an accredited SP in the relevant field of study and the award of an academic title.
4. The state examination certificate is a document about the state examination, its components and its result.
5. An addendum to a diploma is a document that contains details about the completed SP.
6. Documents on the completion of the ŠP study according to par. 2 of this article is issued by SPU in the Slovak-English version and is usually handed over to the graduate at the graduation ceremony. At the second level of study, the documents on the completion of the study are handed over to the graduate dressed in a graduation gown. In the event of a crisis, if gowns cannot be used, they are handed over to the graduate dressed in ceremonial formal attire.
7. Graduates of joint SP according to Art. 2 par. 9, documents on the completion of studies will be issued by the one of the cooperating higher education institutions, to which it is determined by the agreement on joint SPs in accordance with § 68 par. 9 and 10 of the Act.

Part three

Doctoral level of study

Article 27

Doctoral study program

1. The doctoral SP as a third-level SP focuses on acquiring knowledge based on the current state of scientific and artistic knowledge and especially on the student's own contribution to it, which is the result of scientific research and independent creative activity in the field of science or technology or independent theoretical and creative activity in the field art. Graduates of the doctoral program (hereinafter referred to as "doctoral studies") receive a third-level university education.
2. Doctoral studies consist of a study part and a scientific part. The individual study plan is drawn up by the supervisor and submitted to the trade union committee for approval (Section 54, paragraph 17 of the Act).
3. The study part of the doctoral studies mainly consists of lectures, seminars and individual study of professional literature necessary from the point of view of the focus of the dissertation.
4. The scientific part of the doctoral studies consists of the individual or team scientific work of the doctoral student (hereinafter referred to as the "doctoral student"), which is related to the

topic of the dissertation. The scientific part of the doctoral studies is professionally guaranteed by the supervisor.

5. The ability of independent study and scientific activity is demonstrated by taking a dissertation exam, processing and defending a dissertation, publications and other forms of presentation of one's own scientific, research and development activities.

Article 28

Forms of study, change of study program

1. Studying in doctoral SPs is organized in full-time and part-time form.
2. A change in the form of study is considered a change of SP, which a doctoral student can apply for according to § 70 par. 1 letter l) of the Act.
3. The dean may authorize a doctoral student to enroll in the third-level SP study:
 - a) in the same field at one's own faculty or at another university, or in the same SP in another form of study at one's own faculty,
 - b) in a similar field of knowledge at a recognized university established according to the legal regulations of another state.
4. The condition for permission to register when changing the SP is the delivery of:
 - a) written application of the doctoral student:
 - aa) from another university, or from another faculty of SPU or from a recognized higher education institution located outside the Slovak Republic by August 15 of the relevant calendar year,
 - and b) from the own faculty, enrolled in the same field of study by January 15 of the relevant academic year or by August 15 of the relevant academic year,
 - and ac) when changing the form of study at one's own faculty, the deadlines for submitting applications are not set;
 - b) a document issued by the university where the doctoral student is enrolled for studies at the time of application, which contains:
 - ba) name of SP,
 - bb) name of the field of study,
 - bc) list of completed exams, certificate from the dissertation exam, if it was taken (subject, date of exam, evaluation, credits)
 - bd) list of published works and other evaluated activities,
 - c) other documents specified in the study regulations of the faculty.
5. The dean will decide on the doctoral student's application for study enrollment within 30 days from the delivery of all the documents mentioned in par. 4 letters a), b), c) of this article.
6. In the case of enrollment of a doctoral student in the same SP in a different form of study at his own faculty, the student submits the documents specified in par. 4 letters a), c) of this article.
7. On the day of registration, the doctoral student becomes a student of the university. His previous doctoral studies are considered abandoned on the day preceding the date of enrolment. Within three working days from the date of enrolment, the dean shall notify the university where the student has left his studies, the name of the doctoral student, the name of the university where the doctoral student was allowed to enroll, and the date of enrolment.
8. In the case of permission to enroll in one's own faculty, the day preceding the enrollment in the same SP in another form of study is considered the day of leaving the study.

Article 29

Length of doctoral studies

1. Standard length of study for a doctoral program:

- a) there are three or four academic years in full-time study; the number of credits, the achievement of which is a condition for the proper completion of studies for a doctoral program in full-time study with a standard length of study:
 - aa) three academic years are 180 credits,
 - and b) four academic years are 240 credits,
 - b) there are four or five academic years in the external form of study; the number of credits, the achievement of which is a condition for the proper completion of the study, for a doctoral program with a standard length of study:
 - ba) four academic years are 180 credits,
 - bb) five academic years are 240 credits.
2. Studying according to the doctoral SP takes place according to an individual study plan under the guidance of a supervisor. The condition for the proper completion of doctoral studies is the completion of the dissertation examination, which is one of the state examinations and the defense of the dissertation. The dissertation is the final work (§ 51, paragraph 3 of the Act).
 3. According to the SP, the study may not exceed its standard length (Section 51 paragraph 4 letter h) of the Act) by more than two years. In accordance with the individual study plan, the student can finish his studies according to the SP earlier, provided he obtains the prescribed number of credits for the given SP.
 4. The rector can exceptionally extend the study beyond the scope established in par. 3 of this article by no more than 1 year at the justified request of a student who, due to a crisis situation, could not properly finish his studies within the stated period.

Article 30

Trainer

1. The function of trainers for a given SP can be performed by SPU teachers and other experts (at least with scientific qualification level IIa) after approval by the Scientific Council of SPU in the case of SPU study programs and after approval by the scientific council of the faculty in the case of conducting SP at the faculty.
2. Trainers approved by this institution may perform the function of trainer for topics listed by an external educational institution. The external educational institution will provide the scientific council of the faculty, or To the Scientific Council of SPU, the scientific and pedagogical characteristics of these trainers.
3. The function of trainer for the SP can be performed by teachers of the university where the doctoral studies are conducted, in the capacity of professor or associate professor, and other experts (at least with scientific qualification level IIa), as well as other important experts from SAV workplaces and other research institutions approved by the scientific council of the faculty , respectively The Scientific Council of SPU. Persons who supervise dissertations carry out an active creative activity or practical activity at the level of the corresponding degree of SP in the issue of the professional and thematic focus of the supervised theses.
4. Other professional staff from external educational institutions may be approved for the position of trainer only with the academic rank of professor, docent or after achieving the scientific qualification level IIa or I.
5. It is the supervisor's duty to regularly discuss and consult with the doctoral student on all matters related to his doctoral individual study plan. The supervisor provides an annual evaluation of the doctoral student's activities at the end of each academic year at UIS with a clear statement for further continuation or termination of studies.
6. In the case of solving a specific issue, it is possible to appoint a specialist supervisor for doctoral studies. At the suggestion of the trainer, the mentioned function can also be performed by prominent workers from research institutions, as well as practitioners who have not been

approved as trainers. The appointment is ensured by a decree on the proposal of the supervisor by the dean of the relevant faculty.

7. The specialist supervisor participates in ensuring the tasks associated with the professional training of the doctoral student at the level of consultations and providing laboratory equipment for the implementation of experiments in the given area, which helps the interdisciplinary solution of the set issue.
8. In the event that the doctoral studies are carried out at the SP at several faculties or at an external educational institution, the doctoral student is enrolled at the faculty where the supervisor is employed full-time.
9. Writing topics for doctoral studies by the supervisor is only possible if the workplace has created conditions for scientific research, development and experimental activities and the fulfillment of other activities connected with doctoral studies.

Article 31 **Dissertation topics**

1. Before the start of the admission procedure for doctoral studies, the SPU or the faculty, if the SP takes place at the faculty, lists the topics of dissertations that can be applied for as part of the admission procedure. A trainer is designated for each of the listed topics.
2. Written proposals for dissertation topics are submitted by supervisors from SPU and approved supervisors from external educational institutions that have accreditation in cooperation with the faculty of SPU on the prescribed forms.
3. The proposal of the dissertation topic consists of the following parts - a brief and concise title of the topic (in the Slovak and English versions), the name and surname of the supervisor, possibly also the name and surname of the supervisor-specialist, professional workplace, name of the SP, form of study, theses of solving the problem, justification the need to solve the problem from a scientific and social point of view, the link to the solved scientific research project and requirements for applicants.
4. Dissertation topics for the relevant SP are approved by the SP program committee. The approval of topics in UIS is ensured by the person responsible for SP. Approved dissertation topics will be published in UIS, on the official bulletin board, on the website of the faculty or SPU no later than two months before the last day for submitting applications.
5. The SPU or the faculty, if the SP is held at the faculty, will include among the listed topics of the dissertations also the topics assigned by the external educational institution together with the supervisors; together with the listed topic, the name of the ordering external educational institution is also indicated. The external educational institution can also publish the topics separately.
6. Candidates for doctoral studies apply for one of the listed topics.
7. If the applicant applies for a dissertation topic listed by an external educational institution that has obtained the right to participate in the implementation of the SP, then he performs the scientific part of the doctoral studies and the obligations of the study part of the doctoral studies agreed with the university in this external educational institution. In such a case, SPU concludes an individual agreement with the external educational institution on the doctoral studies of the doctoral student. It deals with study-legal and financial issues connected with the work of a doctoral student in an external educational institution.

Article 32 **Admission to study**

1. Admission to study at the doctoral ŠP takes place through the admissions process on publicly announced dates, as a rule, once, at most twice, during the academic year. Information for applicants is published in Slovak and English. The basic condition for admission to doctoral studies is a second-level university education.
2. The date of the entrance exam and its form is determined by the dean. During the entrance exam, the committee takes into account the applicant's knowledge of one world language, for foreign applicants, knowledge of Slovak and world languages (this does not apply to SP conducted exclusively in English), subjects that form the theoretical basis of the chosen SP and the presentation of theses on the topic of the dissertation. Activities in the scientific activity of students during the second degree of study are also taken into account.
3. Applicants attach the following to their study application:
 - a) curriculum vitae,
 - b) proof of successful completion of the second level of higher education,
 - c) data on previous employment or current employment; an applicant for study in an external form, who performs work in the public interest according to a special regulation or is in a state employee relationship or in a service relationship according to special regulations, must also attach to the application the employer's confirmation of the duration of the employment relationship, state employee relationship or service relationship at the time of submitting the study application ,
 - d) list of professional and scientific works published so far,
 - e) theses on the chosen topic,
 - f) other documents listed in the application and as requested by the relevant faculty,
 - g) in the event that the applicant has completed the previous level of education abroad, he is obliged to submit an officially verified decision on the recognition of educational documents issued by a recognized university in the Slovak Republic or the Ministry of Education and Culture of the Slovak Republic in accordance with Act no. 422/2015 Coll. on the recognition of educational documents and on the recognition of professional qualifications and on the amendment and supplementation of certain laws as amended.

An integral part of the application is the consent of the person concerned. The university may process personal data in accordance with a special regulation specified in the documents and in the application only with the prior consent of the person concerned.

4. The dean decides on the admission of an applicant to doctoral studies based on the results of the entrance exam conducted before the admissions committee. Every candidate for doctoral studies must pass an entrance exam. The date of registration for doctoral studies is determined by the dean.
5. If an applicant for doctoral studies chooses a dissertation topic listed by an external educational institution, the external educational institution must also agree to his admission to doctoral studies. The entrance examination (Section 57, paragraph 3 of the Act) is held before a committee in which members from the university and members designated by the statutory body of the external educational institution are represented. Members from the university are determined by the dean for SPs held at the faculty and by the rector for SPs that are not held at the faculty. Upon agreement between the university or the faculty with an external educational institution, the entrance exam can be held on the premises of the external educational institution with the participation of representatives of the university.
6. The decision on the result of the admission procedure must be made in writing within 30 days from the verification of the fulfillment of the admission conditions.
7. An applicant who has received a decision not to be admitted to doctoral studies can submit a request for a review of this decision to the authority that issued the decision within 8 days from the date of its delivery.

Article 33

Organization of doctoral studies

1. The content part of the study in the doctoral program is determined by the supervisor in the form of an individual study plan. The individual study plan is drawn up by the doctoral student and supervisor at UIS within 1 month after starting the studies, specifically for the topic of the dissertation and is approved by the departmental committee or joint departmental committee.
2. The doctoral program consists of a study and scientific part, which are elaborated in the doctoral student's individual study plan containing the quantification of tasks. The condition for progressing to the next part of the study is obtaining the prescribed number of credits in accordance with the accreditation file in the given academic year.
3. The credit system is applied in all forms of doctoral studies. The unit of workload of a doctoral student is a credit. In order to properly complete studies in the doctoral program in the full-time three-year program and in the external form of the four-year program, it is necessary to obtain at least 180 credits, of which at least 60 in the study part and at least 120 in the scientific part. In order to properly complete the studies in the doctoral program in the full-time form of study at the four-year program and in the external form of study at the five-year program, it is necessary to obtain 240 credits, of which at least 80 credits in the study part and at least 160 credits in the scientific part.
4. Part of the PhD program is also study at other universities, scientific workplaces and other institutions in the Slovak Republic and abroad.
5. Credits obtained in a previous study at the faculty of SPU, another higher education institution in the Slovak Republic or a higher education institution located outside the territory of the Slovak Republic may be credited to the doctoral student, based on his written request, in accordance with the given SP, by the dean of the faculty after the statement of the person responsible for the SP, in the given semester. Credits are valid for 6 years from the completion of recognized subjects.
6. The study part represents 1/3 of the scope of the SP. It focuses on obtaining deep theoretical knowledge of the given issue. Compulsory and optional subjects are prescribed to the doctoral student based on the requirements for the profile of the graduate of the SP and he chooses them in accordance with the topic of the dissertation and after agreement with the supervisor.
7. Completion of the subject mainly consists of lectures, seminars, consultations and independent work of the doctoral student. The result of the exam is evaluated with a grade that expresses the degree of acquisition of knowledge and skills of the given subject. Grade evaluation is carried out according to the ECTS classification scale.

Classification scale of knowledge level

Study results (verbal and percentage expression of mastery of the issue)		Classification level– A stamp
excellent	93-100%	A – excellent = 1
above average	86-92%	B – very good = 1.5
average	79-85%	C – good = 2
acceptable	72-78%	D – satisfactory / satisfactory = 2.5
they only meet the minimum criteria	64-71%	E – sufficient = 3
they do not even meet the minimum criteria	≤ 63%	FX – insufficient / fail = 4

8. The scientific part represents 2/3 of the credits. It is carried out systematically by independent and/or team research activity on the topic of the dissertation. An integral part of the study is also the active participation of the student in professional and scientific events and his

publishing and other creative activities. The scientific part is professionally guaranteed by the supervisor.

9. Part of the study plan is the methodology of the dissertation, which is opposed by one opponent and discussed at a meeting of the training workplace. The methodology developed by the doctoral student in cooperation with the supervisor within three months after starting the studies contains the current state of solving the given problem, basic scientific, social and implementation goals, material and work methods, as well as a time schedule of experimental activities.
10. Part of the doctoral studies in full-time form is also the performance of pedagogical activity or other professional activity related to pedagogical activity in the scope of no more than four hours per week on average for the academic year in which the teaching takes place.
11. The fulfillment of the doctoral student's individual study plan is evaluated for each academic year on a prescribed form through the UIS. The annual evaluation of the doctoral student is monitored and evaluated by the supervisor, the department committee and the dean of the faculty.
12. For reasons of occupational safety, it is important to record in writing the presence of full-time doctoral students at the workplace, and it is mandatory to record the time of their presence, or absences at the workplace.
13. A doctoral student in full-time study is entitled to paid leave in the relevant academic year in the amount of the number of vacation days of teaching staff. Unused paid work leave of doctoral students is not carried over to the following academic year. Doctoral students are also subject to the Rector's guidance on taking paid leave, just like employees.
14. Dean's or rector's leave applies to doctoral students only if it is declared as such.

Article 34

Dissertation exam

1. The dissertation exam is a state exam and the provisions of § 63 of the Act apply to it.
2. The doctoral student is obliged to complete the dissertation examination by:
 - a) 18, respectively 24 months, depending on the standard length of the SP in the daily form of study. In case of interruption of studies, the deadline for taking the dissertation exam is extended by the interrupted period of doctoral studies,
 - b) 24, respectively 36 months, depending on the standard length of the ŠP in an external form of study after starting doctoral studies.Dissertation examination in full-time and external form after this deadline is possible only in justified cases based on a written request of the doctoral student with the statement of the opinion of the supervisor and the chairman of the union or joint union committee and with the consent of the dean.
3. The dissertation examination is organized by the chairman of the departmental commission for the accredited SP by submitting a proposal for conducting the dissertation examination to the dean, which contains an opinion on the fulfillment of the doctoral student's individual study plan, the proposal of the opponent, the proposal of at least five members of the examination committee and the date of the dissertation examination.
4. The condition for conducting the dissertation examination by the doctoral student is the submission of a written application on the prescribed form, the submission of theses for the written work for the members of the examination committee and the written work for the dissertation examination. The written work consists of the following parts:
 - a) an overview of the current state of the problem being solved,
 - b) Objective,
 - c) work methodology and research methods,
 - d) interim results and discussion,

- e) list of used literature.
5. For the written work for the dissertation exam, the preparation of at least one opponent's assessment by the opponent is required. The opponent is appointed by the dean.
 6. Only university teachers working as professors and docents (§ 75 par. 1 of the Act) and other experts approved by the relevant scientific council have the right to examine the dissertation exam [§ 12 par. 1 letter d) of the Act]. The dissertation examination is conducted before a committee of at least five members, which consists of members of the program committee of the Faculty of Arts and the departmental committee or prominent experts from related fields of study from universities and research institutes. The supervisor is present, but does not decide on the outcome of the dissertation exam.
 7. If the doctoral student has applied for a dissertation topic listed by an external educational institution (§ 54 para. 12 of the Act), the dissertation examination is held before a committee in which the members of the higher education institution designated in accordance with § 63 para. 4 of the Act and members designated by an external educational institution. The commission must have at least five members. The dissertation exam consists of the defense of the written work for the dissertation exam and a scientific debate on the problem being solved.
 8. The examination committee will evaluate the result of the dissertation examination in a closed session and decide by public vote on the overall result of the dissertation examination by the majority of the votes of the members present. In case of equality of votes, the chairman's vote is decisive. Grading is done according to the ECTS classification scale: A (1), B (1.5), C (2), D (2.5), E (3), FX (4).
 9. At the end, the chairman of the committee will evaluate the demonstrated activities and knowledge of the doctoral student and hand over the certificate of passing the dissertation exam to the doctoral student.
 10. In the event that the doctoral student was evaluated insufficiently (4) in the dissertation exam - classification FX, the dissertation exam can be repeated after two months at the earliest. After repeated evaluation of the dissertation exam "inadequate (4) - FX", the dean excludes the doctoral student from further studies.
 11. If the doctoral student is unable to participate in the dissertation examination on the specified date, he/she shall apologize in advance to the chairman of the examination committee, who will determine an alternative date for the examination. If the doctoral student does not participate in the dissertation examination without a serious reason, the result is the same as if he had failed the dissertation examination. Withdrawal from the dissertation exam ends with the same result.
 - ~~12.~~ The validity of the dissertation examination is determined by Art. 29 par. 3 or par. 4 of this order.
 13. In times of crisis, a student can conduct a dissertation exam without physical presence through video conference or other means of information and communication technology.
 14. The video conference method can also be used in other cases, especially with members of the commission and opponents from abroad.
 15. The public part of the dissertation exam is considered public even if SPU ensures its public live broadcast.
 16. During a crisis situation, the public part of the dissertation exam is considered public even if SPU makes its audio recording available to the public for listening in SPU premises for three months from the end of the crisis situation.

Article 35

Trade union commissions, joint trade union commissions, program commissions

1. The activity of trade union commissions is governed by the rector's directive Establishment, appointment of members and activity of trade union commissions of doctoral studies at SPU in Nitra.
2. The activity of the program commissions is governed by the Methodological Instruction for the proposal, approval, adjustment and cancellation of the SP.

Article 36 **Auto-abstract of the dissertation**

1. For the defense of the dissertation, the doctoral student also submits an auto-report, which is a brief summary of the main results of the dissertation, a definition of its contribution and data on its response.
2. The auto-abstract is prepared and printed in A5 format in a maximum of 24 pages in the number of 20 copies, while its structure is given by the structure of the final thesis and formal requirements by the Directive on final and habilitation theses.
3. The abstract is submitted in Slovak with a summary in English. After approval by the dean, the auto-report can also be prepared in another world language and the summary in Slovak. If a doctoral student is studying a SP taught exclusively in English, a summary in Slovak is not required.
4. Part of the auto-report is a list of all published works of the doctoral student that are related to the researched issue, as well as responses to these works with precise bibliographic data.

Article 37 **Defense of the dissertation**

1. The doctoral student submits the dissertation in four identical copies in the Slovak language or, with the prior written consent of the dean, in one of the world's languages, while at least 10% of the scope of the work must be written in the Slovak language as a summary of the work. After the defense, one copy of the thesis is provided to the Slovak Agricultural Library at SPU.
2. When processing the dissertation, the basic structure of the original scientific work must be respected according to the valid directive on final and habilitation theses, which is published on the SPU website and in the UIS.
3. Pursuant to § 63 par. 7 to 9 of the Act, a full-time or part-time doctoral student is obliged to submit his dissertation to the Central Register of Final, Rigorous and Habilitation Theses (CRZP) for the purposes of originality control, registration, storage and access.
4. The Directive on final and habilitation theses applies to the further assessment and decision-making process of the doctoral thesis.
5. The preparation of the defense of the dissertation is organized by the training center after the doctoral student meets the following conditions:
 - a) successful completion of the dissertation exam,
 - b) 1 scientific publication of quality level A+ or A with regard to the field of study,
 - c) submission of an application on the prescribed form at UIS for the defense of the dissertation, confirmed by the supervisor, the chairman of the union committee and the dean,
 - d) submission of an assessment in the form of a record of the defense of the work at the training workplace.
6. In times of crisis, the defense of the dissertation can be carried out via video conference or other means of information and communication technology without physical presence.

7. During a crisis situation, the public part of the dissertation defense is considered public even if SPU makes its audio recording available to the public for listening on the premises of the university within three months from the end of the crisis situation.
8. According to § 63 par. 4 and 6 of the Act and Art. 35 of these regulations, the dean, on the proposal of the union or joint union committee and meeting all the required requirements, appoints three opponents and the committee for the defense of the dissertation from the members of the program and union committee, in the number of at least five members and the chairman. Opponents are members of the commission and have voting rights. The trainer participates in the defense, but is not a member of the commission and does not have the right to vote.
9. The defense of the dissertation is organized by the training center after meeting the following conditions:
 - a) submission of reviews of all three opponents; in the case of negative assessments, the presence of the relevant opponent at the dissertation defense is required,
 - b) appointment of committee members for dissertation defenses; at least one committee member must be from another university, preferably from abroad,
 - c) the presence of a two-thirds majority of commission members and at least two opponents in the defense.
10. The defense of the dissertation is led by the chairman of the committee. Its course is usually as follows: opening, introduction of the candidate, brief presentation of the goals and achieved results of the work by the doctoral student, evaluation of the fulfillment of the individual study plan of the doctoral student by the supervisor in the form of an opinion, presentation of the opponent's opinions, the opinion of the doctoral student on the comments of the opponents, discussion, closed session of the commission, conclusion - statement result. The defense of the dissertation is public.
11. Commission members authorized by the chairman prepare a written record of the progress of the defense and of the voting of the commission members on the outcome of the defense. The result of the dissertation defense is evaluated with a grade. The final mark is determined on the basis of the calculated arithmetic average of the marks of opponents and members of the commission.

Classification scale

Arithmetic average of ZP defense	The overall result of the SS
1.00 = mean \leq 1.25	excellent A (1)
1.26 < mean \leq 1.75	very good B (1.5)
1.76 < mean \leq 2.25	good C (2)
2.26 < mean \leq 2.75	satisfactory D (2.5)
2.76 < mean \leq 3.00	enough E (3)
3.01 < mean \leq 4.00	not enough FX (4)

12. When evaluating the defense of the dissertation with a grade of insufficient FX (4), the committee will determine the scope of the revision of the dissertation to the student, which will be recorded in the record of the Bachelor's degree. The defense of a revised dissertation can be carried out in accordance with Art. 29 par. 3 or par. 4 of this order.
13. The result of the defense is valid based on a secret vote and the decision of the majority of the commission members present.
14. SPU can enter into an agreement on joint defense of dissertations in accredited doctoral programs with a university located outside the territory of the Slovak Republic, if this is permitted by the legal regulations of the state in which the university operates.
15. The defense of the dissertation of a doctoral student of a university that resides in the Slovak Republic and that has an agreement on joint defense of dissertations with a university located

outside the territory of the Slovak Republic may take place at a foreign university before a dissertation defense committee in which they are equally represented members from the Slovak side determined according to § 54 par. 20 of the Act and members appointed by a university with its registered office outside the Slovak Republic.

16. The defense of the dissertation of a doctoral student of a foreign university in the Slovak Republic is carried out in the same way.
17. Doctoral studies end with the defense of the dissertation.

Article 38

Discontinuation of doctoral studies

Studies in the doctoral program can be interrupted no more than three times, especially for serious personal reasons or for reasons worthy of consideration, for a total of two years without payment of the scholarship. Exceptions are maternity and parental leave and medical reasons for a doctoral student. A student who is prescribed maternity leave by a doctor is obliged to interrupt her studies on this day. The dean decides on the request to interrupt the study after the statement of the supervisor.

Article 39

Health and social insurance

1. The state is the payer of the insurance premium for the health purposes of a full-time PhD student, if the total duration of his doctoral studies did not exceed the standard length of study for a full-time PhD student and he has not already obtained a third-level university education or has not reached the age of 30.
2. For the purposes of social insurance, a full-time doctoral student is considered to be a voluntarily insured person.

Article 40

Scholarships for doctoral students

1. A student of a doctoral program in full-time study with permanent residence in a member state of the European Union outside the territory of the Slovak Republic or states that are parties to the Agreement on the European Economic Area and the Swiss Confederation (hereinafter referred to as "member states") has, during the duration of the standard duration of the program, to which he was accepted, if he had not already obtained a third-level university education, the right to a scholarship in accordance with Art. 6 point 3 of the Scholarship Regulations of SPU in Nitra.

Article 41

Proof of the award of an academic degree

1. Documents on completion of the SP study in the field of study are:
 - a) diploma – signed by the rector of the university and the dean of the faculty,
 - b) certificate of state examination – signed by the dean and the chairman of the committee for the defense of the dissertation,
 - c) addendum to the diploma - signed by the rector of SPU and the dean of the faculty.
2. Graduates of doctoral studies are awarded the academic title "doctor" ("philosophiae doctor" for short "PhD.") according to § 54 par. 15 of the Act.
3. As a rule, diplomas are presented to graduates of doctoral studies at the graduation ceremony within 45 days of the proper completion of their studies, except in cases where the graduate agrees to the later issuance of these documents.
4. A document on the award of an academic degree based on the successful outcome of a dissertation defense before a dissertation defense committee issued by a university located

outside the territory of the Slovak Republic is recognized in the Slovak Republic in accordance with applicable regulations.

Article 42

Financial security of the experimental activity of doctoral studies

1. The costs associated with the implementation of the experimental activity of doctoral studies at the faculties of SPU can be solved from the following sources:
 - a) from allocated grant funds for solving research projects within domestic grant funds and from other subsidized financial sources,
 - b) from allocated grant funds for solving research projects from foreign agencies,
 - c) from the funds obtained for the solution of research projects within the framework of cooperation or economic activity,
 - d) from the funds obtained for the solution of the given issue on the basis of the contract with the contracting organization.

Article 43

Foreign doctoral students

1. Doctoral studies at SPU can also be completed by foreign students, for whom this regulation applies in full.
2. Doctoral studies can be completed within the framework of an intergovernmental agreement with the provision of scholarships in accordance with the agreement between the states.

Article 44

Completion of doctoral studies

1. The study will properly end with the completion of the study according to the relevant SP. The day of completion of studies is the day when the last of the conditions prescribed for the proper completion of the studies of the given SP, i.e. the defense of the dissertation, is fulfilled. The following day, the doctoral student is removed from the records of the doctoral studies.
2. Other completion of studies during the regular study period is approved by the dean based on the doctoral student's own request with the statement of the supervisor.
3. In addition to regular graduation, doctoral studies may end:
 - a) dropping out of studies
 - b) by not finishing the studies by the deadline determined according to § 65 par. 2 of the Act,
 - c) exclusion from studies due to failure to meet the requirements arising from the SP and the study regulations of the university,
 - d) exclusion from studies according to § 72 par. 2 letters c) of the law,
 - e) by the entry into force of the decision on the invalidity of the state exam or its part according to § 108 f of the Act para. 1 within the framework of a lower-level study, if the relevant education is a condition for admission to an ongoing higher-level SP study,
 - f) by renouncing the academic title awarded after completing a lower-level SP, if the relevant education is a condition for admission to an ongoing higher-level SP study,
 - g) by canceling the SP, if the student does not accept the SPU's offer to continue his studies according to another SP,
 - h) the death of a student.
4. A student who has finished his studies in accordance with par. 3 letters c) to e) of the article, may submit a request for review of this decision. The application is submitted to the dean of the faculty within eight days from the date of delivery of the decision. The dean can grant the request himself if he discovers that the decision was issued in violation of the law, internal regulations of the faculty or SPU. Otherwise, he forwards the request to the rector. The rector will change the decision if it was issued in violation of the law, internal regulations of the faculty

or SPU. Otherwise, he will reject the request and confirm the decision. The response to the applicant for review of the decision must be sent within 30 days of the receipt of the request for review of the decision.

Part four

Common provisions

Article 45

Student's rights and obligations

1. A SPU student has the following rights:
 - a) to study the SP for which he was accepted and if the faculty made adjustments to the SP, the student continues studying this SP according to the subjects and rules after the adjustment, unless the rules of the SP specify otherwise,
 - b) create a study plan according to the rules of the ŠP and the Study Regulations of SPU (faculty),
 - c) enroll in the next part of the SP, if he has fulfilled the obligations specified by the SP or the regulations,
 - d) while respecting the time and capacity limitations given by the regulations and the SP, choose the pace of study, the order of completion of SP units while maintaining the prescribed continuity and choose a teacher for a subject taught by several teachers,
 - e) as part of your university studies, apply for studies at another faculty, college and university in the Slovak Republic or abroad,
 - f) use SPU facilities in accordance with the rules determined by SPU and the faculty,
 - g) have representation in the self-governing bodies of SPU (faculties),
 - h) participate in scientific, research and other creative activities of the university and faculty,
 - i) at least once a year to have the opportunity to comment on the quality of teaching and teachers in the form of an anonymous questionnaire,
 - j) freely, in an appropriate form, apply opinions and comments on education at the faculty (SPU),
 - k) to elect academic self-governing bodies,
 - l) to different philosophical views and religious beliefs,
 - m) to use and apply academic freedoms in accordance with the principles of democracy, humanity and the legal order of the Slovak Republic,
 - n) for information and consulting services related to studies and with the possibility of applying graduates of study programs in practice,
 - o) if the student is subject to the obligation to pay school fees according to § 92 par. 5 of the Act, the student is obliged to decide in which SP he will study for free in the relevant academic year, if he is entitled to free studies,
 - p) under the conditions determined by the regulations, to change the SP within the same field of study,
 - q) to file petitions seeking protection of their rights and to request feedback on the results of the review of petitions and the measures taken.
2. The duties of a SPU student are:
 - a) to comply with the Statute of SPU and the faculty and the regulations of SPU and the faculty and relevant internal regulations,
 - b) fulfill your study obligations in accordance with your SP,
 - c) to pay tuition fees and fees, if they are in accordance with valid laws and internal regulations of SPU, connected with the study exclusively and directly to SPU and truthfully state the facts decisive for their determination,
 - d) notify the SPU or the faculty, if he is enrolled in the SP held at the faculty, of the address intended for the delivery of documents,

- e) to appear in person at the written summons of the dean of the faculty or the rector of SPU or an employee of the university authorized by them to discuss issues related to the progress or completion of his studies or related to his rights and obligations,
- f) to protect and economically use the property, resources and services of the SPU, to comply with the rules of civil coexistence, to fulfill one's civic duties at the SPU and outside of it,
- g) to protect one's health and the health of others, to take care of the creation and protection of the living and working environment,
- h) notify SPU in writing by September 30 of the relevant academic year at the latest of their decision according to point 1 letter o) of this article.

Article 46 **Register of students**

1. SPU maintains a student register, which is used for student registration and for statistical and budgetary purposes.
2. The student register contains data on individual students in the structure according to § 73 par. 3 of the Act.
3. Data in the student register can only be processed by specially authorized employees of SPU.

Article 47 **Archiving study documentation**

The SPU archives the student's study documentation (documentation of the admission procedure, documentation on registration for the study and enrollment in the next part of the study, statement of study results, copies of documents on the completion of the study and documentation of decisions on his academic rights and obligations) in accordance with the Registration Regulations of the SPU.

Article 48 **Transitional provisions**

1. Students who started their studies of SP before the academic year 2015/2016 must fulfill the conditions according to the study plans of the accreditation files for which they were accepted, including the characteristics of the subjects and the standard length of study, in order to complete their studies properly.
2. Students who were reassigned to the newly accredited SP after completion of the comprehensive accreditation of SPU activities on 11/11/2015 will complete their studies in accordance with the study plans of the newly accredited SP, including subject characteristics and standard length of study.

Article 49 **Final provisions**

1. The study schedule was discussed and approved at the AS SPU meeting on June 30, 2021, with effect from September 1, 2021.
2. These SPU Study Regulations cancel the SPU Study Regulations approved by the AS SPU on June 24, 2013, including all its amendments.

doc. Ing. Jana Lendelová, PhD. doc. Ing. Klaudia Halászová, PhD.
Chairwoman of AS SPU in Nitra, rector of SPU in Nitra

Teaching schedule of SPU in Nitra for the academic year 2021/2022

General terms

Academic year:

1 September 2021 - 31 August 2022

Enrollment of students	I. and II. degree	until September 10, 2021 according to the faculties' schedule
	III. degree	until September 3, 2021 according to the faculty schedule
Accommodation	I. - II. degree	13 - 17 September 2021
	III. degree	2 September 2021

Dates for students I. II. and III. degree of study

Winter semester

- **Contact teaching:** 20. 9. - 17/12/ 2021 (13 weeks)
- **Credit week:** 13. - 17/12/2021

Activity/ Faculty	FAPZ	FBP	FEM	FEŠRR	FZKI	TF
Student matriculation ceremony	19.11.2021 (Friday)					

- **Examination period:** from 20 December 2021 to 31 July 2022

Public holidays and non-working days in the winter semester:

1 September 2021 – Wednesday – Constitution Day of the Slovak Republic
 15/09/2021 – Wednesday – The Virgin Mary of Seven Pains
 1/11/2021 - Monday - All Saints' Day
 17/11/2021 – Wednesday – Day of the fight for freedom and democracy
 24/12/2021 – Friday – Christmas Day
 6/1/2022 – Thursday – Epiphany

Summer semester

- **Contact teaching:** 7. 2 - 6 May 2022 (13 weeks)
for the 3rd (4th) year Go. and 2nd year II. St. 7.2. – 14.4. 2022 (10 weeks)
- **Credit week:** 2. - 6 May 2022
for the 3rd (4th) year and 2nd year II. St. 11. - 14. 4. 2022
- **Rectorate's vacation** 14. and 19. April 2022
- **University day of student scientific activity:** 21. 4. 2022 (Thursday)
- **Examination period:** until 31 July 2022
for the 3rd (4th) year until 27 May 2022
2nd year II. St. until 13 May 2022
- **Summer holidays** 1. - 31 August 2022

Dates for the first degree of study:

Activity/ Faculty	FAPZ	FBP	FEM	FEŠRR	FZKI	TF
Applications for study - I. round	28/02/2022 2	28/02/2022 2	28/02/2022 2	28/02/2022 2	28/02/2022	28/02/2022 2
Applications for study - II. round	30.4.2022	30.4.2022	30.4.2022	30.4.2022	31.3.2022* 30.4.2022	30.4.2022
Applications for study - III. round	31.7.2022	31.7.2022	31.7.2022	31.7.2022	31.7.2022	31.7.2022
Entrance exams/interview/committee	6 - 7 June 2022	17.6.2022	7 - 8 June 2022	30 June 2022	28. - 29. 4. 2022** 9/6/2021	9 - 10 June 2022
Entrance exams/interview – 2nd round	until 12 August 2022					
State final exams	13 - 15 June 2022	20. - 24. 6. 2022	13 - 17 June 2022	13 - 16 June 2022	13 - 15 June 2022	23 - 27 May 2022
Graduate graduation	29 June 2022	7/7/2022	30. 6. - 1/7/2022	28 June 2022	28 June 2022	16/06/2022 2
Deadline for sending admission decisions	within 8 days from the decision of the admissions committee					

* applications for the Landscape and Garden Architecture study program

** entrance talent tests for the Landscape and Garden Architecture study program

State final exams - revision date (September 2022)

Dates for II. degree of study:

Activity/ Faculty	FAPZ	FBP	FEM	FEŠRR	FZKI	TF
State final exams	16 - 18 May 2022	23 - 27 May 2022	16 - 20 May 2022	23 - 26 May 2022	23 - 25 May 2022	16 - 20 May 2022
Graduate graduation	1 June 2022	17/06/2022 2	2 - 3 June 2022	8 June 2022	10/06/2022	9/6/2022
Entrance exams/interview/committee	24/06/2022 2	15/07/2022 2	8/7/2022	7/7/2022	until 12.8.2022	1/7/2022
Deadline for sending admission decisions	within 8 days from the decision of the admissions committee					

State final exams - revision date (September 2022)

Dates for III. degree of study:

State Dissertation Examination (ŠDS): <ul style="list-style-type: none"> Date of the state dissertation examination (full-time and part-time form of study) for a 3-year study program for a 4-year study program Replacement date for the state dissertation exam 					until February 28, 2022 until 30 June 2022 determined by the relevant faculty	
Dissertation defense deadline:					until 31 August 2022	
Graduate graduation					7/10/2022	
all SPU faculties						
Activity/ Faculty	FAPZ	FBP	FEM	FEŠRR	FZKI	TF
Entrance exams	10/6/2022	8 /6/ 2022	15/6/2022	20/6/ 2022	17/6/2022	15/6/2022

Deadline for sending admission decisions	within 8 days from the decision of the admissions committee
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Public holidays and non-working days in the summer semester:

15/04/2022 – Friday – Good Friday

18/04/2022 – Monday – Easter Monday